



Residents' Parking Permits - Perth City

Terms and Conditions

1. The permit scheme provides for the issue of Residents' Parking Permits only to persons who have their **usual** home address within the **controlled parking zone in Perth, are registered as liable for Council Tax, reside** in the property and keep a motor vehicle registered in their name with DVLA Swansea.
2. A permit is valid for **one vehicle per resident** and is specific to the vehicle notified at the time of issue.
3. A permit is valid for one year from the date of issue and the present cost is:
£254.00 within Inner Zone - see page 3 for zone area
£145.00 within Outer Zone - see page 3 for zone area
4. An Inner Zone permit, entitles the holder's vehicle to be parked:
 - (a) *within 100 meters of the registered address (within the Inner Zone) and;*
 - (b) *in a marked on-street pay & display bay; or*
 - (c) *in the designated Perth & Kinross Council car park;***and**
 - (d) *in addition a permit holder may also use the Canal Street Multi-Storey Car Park or Thimble Row Car Park.*
5. An Outer Zone permit, entitles the holder's vehicle to be parked:
 - (a) *within 100 meters of the registered address (within the Outer Zone) and;*
 - (b) *in a marked on-street pay & display bay.*
6. A vehicle displaying a permit must be parked within the limits of a marked pay & display bay and abide by the parking regulations at all times.
7. If a vehicle displaying a permit is parked outwith the terms and conditions laid out in point 4 or 5, a pay & display ticket must be purchased.
8. Should a permit holder permanently change their vehicle, they must **return the old permit** together with the **new vehicle registration document (V5)** and a replacement permit will be issued free of charge.
9. Temporary permits may be issued if a permit holder has use of a courtesy vehicle, on submission of their permanent permit, which will be returned to the permit holder when the temporary permit has been returned to the designated office. Otherwise pay and display tickets should be purchased where appropriate.

Failure to comply with the Terms and Conditions set out within this application form may result in the permit being revoked and/or not renewed and a Penalty Charge Notice (parking fine) may be issued.

Explanatory Notes for the Completion of Residents' Permit Application Form

Please read the following notes when completing your application form.

1. Enter the name of the applicant for the permit (who must qualify under point 1 of the Terms and Conditions). **The applicant must be the person named on the vehicle registration document.** This document must be attached in all cases. It will be returned after verification.
2. The address entered here must be:
 - (a) *the applicant's usual home address; and*
 - (b) *within the controlled parking zone of central Perth.*

Acceptable Proof of Residency

- *A current year Council Tax document; or*
- *A solicitor's letter confirming that the applicant has bought the property and when they take possession of the property; ** or*
- *A signed Lease Agreement ***

**** Only acceptable on first time purchase of property.**

Acceptable Proof of Vehicle Ownership

- *The vehicle registration document (V5); or*
- *In the case of a company car, the letter of authorisation. Please note the authorisation letter must be on the company's headed paper; or*
- *A current signed vehicle Lease Agreement.*

Types of Vehicle Permitted to Park

- *Private vehicle*
- *Passenger vehicles up to 12 seats*
- *Motorcycle combinations (not solo motorcycles)*
- *Small goods vehicles (with a maximum gross vehicle weight of 3.5 tonnes)*

Please note that the entire vehicle must fit within the markings of a pay & display bay. Trailers and caravans are forbidden.

The application must be signed personally by the applicant whose name is given at point 1 above.

The application form should be sent together with the vehicle registration document (V5), proof of residence and the appropriate fee to:

Planning, Property, Performance & Resources Business Support Team
Housing & Environment
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

Tel 01738 477211 • Email ParkingServices@pkc.gov.uk

Cheques should be made payable to 'Perth & Kinross Council'. All original documents will be returned by recorded delivery.

A refund system is in place for any period remaining. Please note an administration charge of £20 will be levied against any refund due. For refund requests please contact Parking Services on 01738 477211 or email parkingservices@pkc.gov.uk

Renewals

The following documents may be required at each renewal of a Residents' Parking Permit:

- *Current Council Tax document; or*
- *the vehicle registration V5 document; or*
- *in the case of a company car, the letter of authorisation. Please note the authorisation letter must be on the companies headed paper; or*
- *a current signed vehicle Lease Agreement.*

Please contact the address on page 2 for further information or guidance.

Zones

Inner Zone

All roads subject to Pay & Display parking and situated in or within the inner ring road, including properties on:

- *Tay Street, Charlotte Street, Atholl Street, Caledonian Road, St Andrew's Street, Leonard Street (between St Andrew's Street and Kings Place), Kings Place and Marshall Place.*

Outer Zone

All roads subject to Pay & Display parking but outwith the inner ring road, as defined above. These include:

- *Melville Street, Stormont Street, Barossa Street, Barossa Place, Rose Terrace, West Bridge Street, East Bridge Street, Back Wynd, Gowrie Street, Commercial Street, Dundee Road (from Bowerswell Road up to Manse Road), Riverside and St Leonard's Bank.*



Application for Residents' Parking Permit - Perth City

Before completing this form the applicant should read the accompanying notes. Each question is mandatory.

1. Name of Applicant	<hr/>										
2. Date of Birth	<hr/>										
3. National Insurance Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
4. Residential Address	<hr/> <hr/> <hr/>										
		Postcode <hr/>									
5. Home Telephone Number	<hr/>										
Daytime Telephone Number	<hr/>										
6. Email Address	<hr/>										
7. Registration Number	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
8. Vehicle Details	Make <hr/>	Model <hr/>									
	Colour <hr/>										

Declaration

I declare that I am the registered owner/keeper of the vehicle for which the permit is required and my usual residence is that above. I apply for a Residents' Parking Permit and agree to abide by the conditions as stated in the Explanatory Notes for Applicants under the current Perth & Kinross Council (Perth Traffic Management) Consolidation Order 2015.

Signature

Date

For Official Use Only

Permit Serial Number <hr/>	VQ5 Verified by <hr/>
Approved by <hr/>	Council Tax Verified by <hr/>
Date Fee Paid <hr/>	Lease Verified by <hr/>
Expiry Date <hr/>	Temporary Permit Issued? Yes <input type="checkbox"/> No <input type="checkbox"/>

How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council for the administration and enforcement of the Residents Parking Permit Scheme. The information may be shared within this local authority, with other Local Authorities, the Police and Parking Enforcement Officers to detect and prevent fraud and other bodies responsible for auditing or administering public funds for these purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection or email DataProtection@pkc.gov.uk or telephone 01738 477933.

If you or someone you know would like a copy of this document in another language or format, (on occasion only a summary of the document will be provided in translation), this can be arranged by contacting
Customer Service Centre on 01738 475000.

إن احتجت أنت أو أي شخص تعرفه نسخة من هذه الوثيقة بلغة أخرى أو تصميم آخر فيمكن الحصول عليها (أو على نسخة معدلة للملخص هذه الوثيقة مترجمة بلغة أخرى) بالاتصال ب: الاسم: Customer Service Centre
رقم هاتف للاتصال المباشر: 01738 475000

اگر آپ کو یا آپ کے کسی جاننے والے کو اس دستاویز کی نقل دوسری زبان یا فارمیٹ (بعض دفعہ اس دستاویز کے خلاصہ کا ترجمہ فراہم کیا جائے گا) میں درکار ہے تو اس کا بندوبست سروس ڈیولپمنٹ Customer Service Centre سے فون نمبر 01738 475000 پر رابطہ کر کے کیا جاسکتا ہے۔

如果你或你的朋友希望得到這文件的其他語言版本或形式 (某些時候，這些文件只會是概要式的翻譯)，請聯絡
Customer Service Centre 01738 475000
來替你安排。

Jeżeli chciałbyś lub ktoś chciałby uzyskać kopię owego dokumentu w innym języku niż język angielski lub w innej formie (istnieje możliwość uzyskania streszczenia owego dokumentu w innym języku niż język angielski), Proszę kontaktować się z
Customer Service Centre 01738 475000

P ejete-li si Vy, anebo n kdo, koho znáte, kopii této listiny v jiném jazyce anebo jiném formátu (v n kterých p ípadech bude p eložen pouze stručný obsah listiny) Kontaktujte prosím Customer Service Centre 01738 475000 na vy ízení této požadavky.

Если вам или кому либо кого вы знаете необходима копия этого документа на другом языке или в другом формате, вы можете запросить сокращенную копию документа обратившись
Customer Service Centre 01738 475000

Ma tha thu fhèin neo duine a dh'aithnicheas tu ag iarraidh leth-bhreac den phàipear seo ann an cànan eile neo ann an cruth eile, (aig amannan cha bhith ach gearr-chunntas a-mhàin ri fhaighinn air eadar-theangachadh) faodar seo fhaighinn le bhith a' cur fios gu:
Customer Service Centre 01738 475000

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.