

Guidance Notes

School Exclusion Zone Permit Application

BACKGROUND

Perth & Kinross Council is introducing School Exclusion Zones (SEZ) to improve road safety by reducing un-necessary contact between vulnerable road users and vehicular traffic, and to promote sustainable modes of transport.

Vehicles without permits or exemptions will not be permitted to drive in, out or around the restricted streets when the scheme is in operation. This is an access restriction, not a parking restriction, which will apply at school times during the school term. Large signs will be at the entrance to the scheme, and they will have flashing lights to indicate when the scheme is in operation.

The SEZ will be monitored by Perth and Kinross Council and Police Scotland. Entering the zone without a valid permit could result in a fine.

WHO NEEDS TO APPLY FOR A PERMIT

- Residents
- School staff
- Nominated parents/pupils
- Businesses
- Visitors (regular visitors to residents, schools or businesses)

WHO IS EXEMPT FROM THE RESTRICTION

- Disabled badge holders
- Taxis (both private and school contracts)
- Emergency services
- Professional health care workers working within the restricted street/area
- Goods, delivery and removal services
- Building services to your property (electrical, roofing, plumbing, and mechanical systems in a building)

1. TYPES OF PERMITS AND WHAT IS REQUIRED

****PLEASE NOTE: WHEN SUBMITTING SUPPORT DOCUMENTATION PLEASE DO NOT SEND ORIGINALS****

RESIDENT PERMIT

Permits are assigned to vehicles. Therefore, if you have more than 1 vehicle registered to your property, you will be required to submit a separate application for each vehicle.

All residents will be eligible for a permit but will still be required to submit a completed application form with the following information:

- Proof of residency. A copy of one of the following will be accepted:
 - Current Lease
 - Current utility bill or bank statement (max 3 months old)
 - Medical card
- V5 form (Proof vehicle you are applying for is registered to that address)

If the vehicle is not registered in your name, you must also produce:

- A letter from the registered keeper (including where the registered keeper is a business) declaring that you are the main user and keeper of the vehicle (for a company/vehicle, we require confirmation on company headed paper).
- If the vehicle is owned by a leasing or hire company, you must provide a copy of the lease/hire agreement. If the vehicle is not leased or hired to you personally, you must provide a written declaration from the hirer or leaser of the vehicle on their headed stationery, advising that the vehicle is for your use
- Insurance certificate/schedule detailing your name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by you at an address within the School Exclusion Zone area.

VISITOR PERMIT

Some residents may require permits for people who do not stay within the restricted area/street but will need access during the restricted times due to various reasons, e.g. for childcare reasons.

If you require a visitor permit, please submit the following along with a completed application form:

- V5 for visitor's vehicle
- A covering letter/email detailing the reasons why a visitor permit has been requested.

These will then be assessed on a case-by-case basis. We have introduced these measures for visitor permits to help prevent fraud and abuse of the School Exclusion Zone permit process.

NOMINATED PARENT/PUPIL

In special circumstances where parents/pupils of driving age do require access to the restricted streets, they will need to be nominated by the Head Teacher. A completed application form will be required, in addition to:

- A letter of support from the school explaining the need for a permit

BUSINESS PERMIT

Businesses within the restricted street/area, which require a permit to allow clients to attend appointments, should complete and application form along with the following:

- Proof of registered business
- Proof of address

Once we have received the above, we will issue a digital version of the permit to the business owner allowing them to send this on to clients before they attend appointments.

Acceptable proofs of business can be any of the following:

- Business bank statement, insurance policy, rates or utility bill (in trading name)
- Latest accounts or tax return
- Letter from inland revenue
- An online presence (website or social media account)
- VAT registration
- Evidence of membership from a regulatory body

This list is not exhaustive, other forms of evidence can be accepted depending on the nature of the business.

2. DISPLAYING YOUR PERMIT

It is your responsibility to ensure that you display your valid permit clearly on your vehicle, showing the vehicle registration number. The permit is invalid if the registration number of the vehicle does not correspond with that on the permit or cannot be viewed. Motorcyclists may choose to carry the permit but must produce it for anyone requiring to see it.

3. DAMAGED/DEFACED PERMIT

If the permit is damaged or defaced, the holder must surrender it to Pullar House, Kinnoull Street, Perth, PH1 5GD when applying for a replacement. If you lose your permit, you must also apply for a replacement.

4. CHANGE OF DETAILS

If you move outwith the School Exclusion Zone area to which a permit refers, you must surrender that permit.

If you change your address or vehicle, you must report all changes to Pullar House, Kinnoull Street, Perth, PH1 5GD as soon as possible, along with verification of your new residence or replacement vehicle. A new permit will be required for the replacement vehicle.

If you need to change the permit, it must be returned before a new permit can be processed.

5. OTHER REASONS FOR SURRENDER OF PERMIT

Permit holders are required to surrender their permit to the Council:

1. if the permit ceases to be valid
 - a) The permit holder ceases to be a qualifying resident;
 - b) The permit holder ceases to be the keeper of the vehicle for which the permit was issued;
2. a duplicate permit is issued by the Council
3. if requested in writing by the Council

6. FRAUD AND ABUSE PREVENTION

To help us prevent fraud and abuse of the School Exclusion Zone permit process, periodically a sample of permit holders may be asked to re-submit proof of residence and vehicle details.

Customers will be given 21 days in which to provide the requested documents.

7. LOST OR STOLEN PERMIT

Please report a lost or stolen permit to Police Scotland, as violation of the access restriction is a traffic offence. If your details (address and vehicle) have not changed a replacement permit will be issued.

8. OFFENCES AND PENALTIES

It is a criminal offence to make a false statement in order to procure the issue of a permit to yourself or any other person.

Any applicant suspected of doing so will be reported to the police who in turn will, as may be appropriate, report the circumstances to the procurator fiscal for Perth & Kinross council for a criminal prosecution.

Specifically under section 115 of the Road Traffic Regulation Act 1984, it is a criminal offence where any intent to deceive, uses or lends to, or allows to be used by, any other person any permit or who makes or had in his possession any document so closely resembling any permit as to be calculated to deceive or who forges or alters any permit.

If such an offence is triable, summarily the maximum fine is currently £2,000.00.

It is also a criminal offence, under Section 115 of the 1984 Act, for a person to knowingly make a false statement in order to obtain a permit for themselves or any other person. The maximum fine for such an offence is currently £2,000.00.

CONTACT DETAILS

If you require any further information or assistance, please do not hesitate to contact us on the information below:

Telephone: 01738 475000

Email: schoolexclusionzones@pkc.gov.uk