

Resident's Permit Guidance Notes and Frequently Asked Questions

1. About this Guide

Please read the following guidance notes carefully as they contain essential information for all applicants. If you require further assistance please telephone 01467 536060 or email carparks@aberdeenshire.gov.uk.

ELIGIBILITY, CONDITIONS AND ABOUT THE PERMIT

2. Who qualifies for a Resident's Permit?

You qualify for a Resident's Permit if -

- Your usual place of residence is within an approved zone. Please select the relevant link in 3 below to check if you reside within an approved zone.
- Your vehicle is a passenger or lights goods vehicle weighing less than 3.5 tonnes and designed for 8 passengers or less (driver excluded).

3. Approved Zones and Car Parks Where Permits Apply

A list of the car parks requiring pay and display can be found at:

<http://www.aberdeenshire.gov.uk/roads-and-travel/car-parking/car-parks/>

4. How are the parking zones determined?

Properties which -

- Front directly onto a car park and where there is no adjacent road.
- Front onto car parks and where the adjacent road is subject to waiting restrictions or where there is genuine and persistent difficulty in obtaining an on-street parking space.
- Are in the immediate vicinity of car parks and where the adjacent road(s) is subject to waiting restrictions or where there is genuine and persistent difficulty in obtaining an on-street parking space.

5. Who or what does not qualifying for a permit?

You will not qualify for a permit if –

- You own a property within an approved zone but your usual place of residence is elsewhere.
- The property is a business premises and you are the owner or an employee of that business.
- You have access to private parking.
- Your vehicle is anything other than a passenger or light goods vehicle weighing less than 3.5 tons and designed for 8 passengers or less (driver excluded).
- You intend to use the permit for a caravan or trailer.
- The vehicle is not registered with the DVLA.

6. Exemptions

You are exempt from applying for a Resident's Permit if -

- You are a resident with a blue badge providing your blue badge is displayed in your vehicle and is valid.
- Permits are not required for a motorcycle/scooter. You may park free of charge in any pay and display bay.

7. Where can I use my resident's permit?

You can only use your permit within the stated car park(s) applicable to your permit.

You will need to purchase a pay and display ticket if you park in any other pay and display car park.

8. Do I have to display a permit on my vehicle?

No, the information will be retained electronically.

9. How long does a permit last?

One year from date of issue.

You are responsible for applying for a new permit before your old permit expires. You can renew your permit up to 20 days before it expires. There is a 10 day grace period after the expiry of your old permit.

10. How many Resident Permits can I have?

The maximum number of permits per household is 2. If an application is received and the maximum entitlement for that address has been met then the application will be rejected. It is the responsibility of the householders to decide who will be the permit holders.

11. Can I get a Resident Permit for someone who does not live in my household?

No. You cannot apply for a Resident Permit, using your address, for someone who does not reside in your household. Resident Permits are for the parking convenience of the resident who has applied.

12. I have a carer/child minder/cleaner; can I get a Resident Permit for them?

No.

13. Can I get a Resident Permit for a Minibus/Campervan/Truck/Caravan?

No. A Resident Permit is only available for a passenger or light goods vehicle weighing less than 3.5 tons and designed for 8 passengers or less (driver excluded).

14. I have a Motability Car; Do I Need a Resident Permit?

Yes.

15. I have a foreign registered vehicle; am I eligible for a Resident Permit?

No. You can only get a Resident Permit if you have registered your vehicle with the DVLA and can produce your V5C Vehicle Registration Certificate.

16. I have a Motorcycle/Scooter; do I need a Resident Permit?

No. You may park free of charge in any pay and display bay.

17. Can I get a Resident Permit for a lease or hire car?

Yes. As proof of entitlement, you will need to provide us with the lease or hire agreement showing your name, and the car registration number if you are applying for a Resident Permit.

COST OF A PERMIT

18. How much does a Resident's Permit cost?

£60.00 per annum (1st April – 31st)

19. Are any discounts available for Resident's Permit?

No.

20. Can I get a refund for my Resident's Permit if I no longer need it?

No.

21. I have a low emission (less than 100g/km of CO₂)/Electric Car; Can I get a discount on my Residents Permit?

No.

APPLYING FOR A PERMIT – NEW and RENEWAL

22. How to make your application

First time applicants and applicants wishing to renew an existing Residents Permit should complete the Resident Permit Application form and provide the necessary supporting documents i.e. proof of residency and proof of ownership of the vehicle.

We will return your form to you if you have not completed the form correctly, not enclosed the relevant or valid documents and/or appropriate payment to support your application. This will delay granting of permission.

You are responsible for applying to renew an existing permit. You can renew your permit up to 20 days before it expires. There is a 10 day grace period after the expiry of your old permit.

In cases where a permit has lapsed, ie Resident Permit has already expired, no back-dated issuing it allowed. No permits will be issued from a date in the past, Resident Permits can only be issued starting on the date of application.

23. Proof of Residency

You are required to provide one of the following as proof of residency to obtain your Resident Permit -

- A current utility bill, bank/credit card statement, mortgage agreement or Council Tax demand (all must be dated within the last 3 months) OR
- A current tenancy agreement (it must be issued by a Housing Association or Leasing Agent on headed paper and be dated within the last 3 months).

The documents must show your name and address. Clear photocopies will also be acceptable.

24. Proof of Vehicle Use/Ownership

You are required to provide one of the following as proof of ownership of the vehicle as detailed below.

- If you are the owner, please provide all pages of the DVLA Vehicle Registration Certificate (V5C).
- If the vehicle is owned by another person but you are the keeper of the vehicle, in addition to all pages of the DVLA V5C, please also provide your insurance certificate and policy schedule showing your name, address and vehicle registration.
- If you are hiring the vehicle, please provide your contract hire/lease agreement showing your name and the vehicle registration number.
- If the vehicle is a company vehicle, please provide a letter from your employer on the company's official letter headed stationery (dated within the last month) confirming that the vehicle is owned/leased by the company and that you are the sole keeper and user. The letter should be signed by the company secretary or someone with similar authority. It should not be signed by you.

The documents must show your full name. Please note clear photocopies are acceptable.

25. Applications by Post

Please send your completed form along with the relevant documents and payment to:

Aberdeenshire Council
 Infrastructure Services
 Roads and Landscape Services
 Harlaw Way
 Inverurie
 AB51 4SG

Cheque/Postal Orders are to be made payable to Aberdeenshire Council. Please do not send cash in the post.

Please write your name and address on the reverse of the cheque/postal order.

The option to pay online is not available at present, but will be an option in the future.

Confirmation of your permit will be issued in writing. This confirmation will be by e-mail if an e-mail address has been provided on the application form.

Please allow at least 10 working days for residents permit to be validated.

26. Applications by Email

Please email carparks@aberdeenshire.gov.uk attaching your completed form and scanned copies of the relevant documentation.

If you are unable to scan the documents, please advise in your email that the documents will follow by post and send to:

Aberdeenshire Council
Infrastructure Services
Roads and Landscape Services
Harlaw Way
Inverurie
AB51 4SG

If your application is approved you will receive an email asking for payment to be sent prior to Residents Permit being validated. Details of how to pay will be provided in the email.

Once payment has been received, you will receive an e-mail confirming the details of your permit.

CHANGE OF VEHICLE OR ADDRESS

27. Change of Vehicle

Advise us by e-mail to carparks@aberdeenshire.gov.uk.

Or write to us at:

Aberdeenshire Council
Infrastructure Services
Roads and Landscape Services
Harlaw Way
Inverurie
AB51 4SG

Our records will be updated accordingly.

You will receive an e-mail confirming the change of details of your permit.

28. Change of Address

Advise us by e-mail to carparks@aberdeenshire.gov.uk.

Or write to us at -

Aberdeenshire Council

Infrastructure Services

Roads and Landscape Services

Harlaw Way

Inverurie

AB51 4SG

Our records will be updated accordingly.

If you are moving within the same approved zone or a different approved zone within Aberdeenshire then you can continue to use your existing permit but must inform us of your change of address.

You will receive an e-mail confirming the change of details of your permit.

FAIR PROCESSING NOTICE

The information provided by you will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

The information you provide includes personal contact details.

The information you provide will be used by Aberdeenshire Council to administer and issue residents' permits.

Your personal data will not be disclosed to anyone else.