



APPLICATIONS & ENCLOSURES TO BE RETURNED BY EMAIL TO:  
[transportationstrategy@aberdeenshire.gov.uk](mailto:transportationstrategy@aberdeenshire.gov.uk)

Tel: 01467 536929

**Please send all documents as attachments by scanning or taking a photo.**

Permits will be issued within 10 days of receipt.

38 – 68 Philorth Avenue, Fraserburgh  
St Modans Place, Fraserburgh

58 – 70, and 87 - 143 Hope Street,  
Peterhead  
George Garden Avenue, Peterhead

Martin Brae, Inverurie

- Please complete this form if you wish to apply for a Resident Access Permit or renew an existing Resident Access Permit.
- Please write clearly in **BLOCK CAPITALS** using **black ink**.
- Please tick all relevant boxes and fill in all the details required.

#### Part 1 - Please tick

a) applying for the first time please complete parts 2, 3, 5 and 6

b) change a vehicle / change address, please complete all parts

#### Part 2 – Applicant details

Title

First name

Surname

Address

Post Code

Email

Tel Home

Mobile

**Part 3 - Your vehicle. Please complete details of the vehicle for your Resident Access Permit below.**

Registration Number

Make

Model

Colour

If you are not the registered keeper of the vehicle please provide their details below

Title

First name

Surname

Address

Post Code

**Part 4 - Changes to an existing permit**

a) To change a vehicle please give the registration number of your previous vehicle

Registration Number

b) To change your address please give your old address below:

Address

Post Code

***Please Note: Your old permit must be returned to: Strategy Unit, Environment and Infrastructure Services, Aberdeenshire Council, Woodhill House, Westburn Road, Aberdeen, AB16 5GB prior to receiving your new permit.***

**Part 5 - Declarations Please read and tick the relevant declaration below:**

I declare that (i) I am solely or mainly resident at the address shown in part 2 and that the motor vehicle described in part 3 is kept and used by me, (ii) that all the information given in this application is correct. I further declare that I have read the guidance notes and understand that making a providing incorrect details may results in my permit being invalid and therefore subject to a possible fine. I understand that if during the lifetime of the permit, I cease to be solely or mainly resident at the address described above or that I cease to be the keeper and user of the vehicle described above then I am required to return the permit.

Declaration for first time application (tick if applies)

I declare that all information given in this application is true, and I understand that use of the permit implies acceptance of all conditions listed in the guidance notes. I understand that it is a criminal offence to make a false statement for the purposes of obtaining a permit and to allow misuse of the permit.

Declaration for change of details (tick if applies)

Signed

Date

**Part 6 - Enclosures I enclose as requested (tick all relevant boxes)**

Proof of residency (see note 1 below)

Proof of vehicle ownership/ insurance to drive (see note 2 below)

**NB** Along with the application there will be a need to provide two other documents:

Note 1) Proof of your residency. This can be one of the following documents dated within last 3 months:

- Current utility bill (for example electricity bill or council tax)
- Current bank or credit card statement
- Mortgage agreement/ statement
- Current tenancy agreement (must be issued by a housing association or leasing agent on headed paper)

Note 2) Proof of vehicle ownership/ insurance to drive. Depending on who owns the vehicle we will also need you to provide one of the following:

- Copy of the vehicle's DVLA Vehicle Registration Certificate (V5C) if you are the vehicle owner or keeper
- Copy of an insurance certificate for the vehicle showing the applicant's name, address and the vehicle registration if the vehicle is owned by somebody else but you are the keeper
- Letter from your employer (dated within the last month) confirming that the vehicle is owned or leased by the company and that you are the sole keeper

Please scan or take photos of these documents and send by email. If you have requested to send these by post, please do not send original documents and send copies only.

<b>OFFICE USE ONLY</b>	School/ Town	
Permit Number	Start date	Date permit sent