

# Residents Parking Permit

## Application Form



Falkirk Council

Falkirk Council  
Abbotsford House  
Davids Loan, Falkirk  
FK2 7YZ

Email:  
parking@falkirk.gov.uk

Falkirk Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

Complete all sections of this application form in **BLOCK CAPITALS**. To ensure you receive your permit promptly, please enclose or attach copies of all the correct documentation. This can be emailed to parking@falkirk.gov.uk. If sending your application by post, do not send original documents.

**PLEASE NOTE APPLICATION SHOULD BE MADE AT LEAST 7 WORKING DAYS BEFORE THE PERMIT IS REQUIRED.**

BEFORE COMPLETING THIS FORM, PLEASE READ THE "NOTES FOR APPLICANTS AND CONDITIONS OF USE"

All data collected in this form will be managed in accordance with the General Data Protection Regulations. You can find our Privacy Notice regarding the information in this form on our website at [www.falkirk.gov.uk](http://www.falkirk.gov.uk)

### Part 1 - Your Details

Name:

Telephone:

Address:

Email address:

Postcode:

**Part 2 - Particulars of your vehicle (NB: Only ONE permit may be granted to a resident for a specified address. The vehicle registration number will be shown on the permit).**

Registration Number:

Vehicle Colour:

Vehicle Make:

Vehicle Model:

I confirm that the above vehicle is neither an HGV nor over 7'6" (2.3m) in height

I confirm that the above vehicle is not, nor will be, used solely or partly in respect of a business

#### Part 4 - Payment and Location

Are you applying for a: New Residents Parking Permit  (£65.90 fee applicable) Replacement Residents Parking Permit (the original having been lost or destroyed - £10 fee applicable)

If your application is successful, you will be contacted by the Roads Administration office to arrange for payment to be made. Do not send any form of payment with your application.

Please indicate the location you wish to apply for (mark **one**)

MacFarlane Crescent  Melville Street  Pleasance  Cochrane Street  Oswald Street

East Bridge Street  Park Street  Kemper Avenue  Burnhead Lane  Vicar Street

West Bridge Street  Comely Place

#### Part 5- Enclosed Documents (Please refer to notes 2 & 4 of the 'Notes for Applicants and Conditions for Use' when completing). If sending your application by post do not send original documents

I have enclosed the following documents with my application:

Proof of Residency  Vehicle Registration Document (V5C Log Book)  Current Driving Licence

Other Document  Please specify

#### Part 6 - Declaration (To be completed by Applicant)

I have read and understood the 'Notes for Applicants and Conditions of Use' and agree to comply with these and understand that non-compliance may lead to the permit being withdrawn.

Signed:

Date:

#### FOR OFFICIAL USE ONLY

Permit Number:

Expiry Date:

Issued By:

Date:



# FALKIRK COUNCIL

## Residents Parking Permit Scheme Notes for Applicants and Conditions for Use (To be retained by Applicant for future reference)

### 1. GENERAL INFORMATION

One Resident's Parking Permit may be issued per **person** for a single vehicle.  
Vehicles considered for the Residents Parking Permit scheme are as follows:

- a) a passenger vehicle constructed or adapted solely for carrying no more than 12 passengers (excluding the driver), and their effects and not drawing a trailer;
- b) a vehicle not exceeding 2.3 metres (7'6") in height, nor drawing a trailer; or
- c) a motorcycle.

The applicant should also note that Resident's Parking Spaces are only reserved for that purpose between 8.45am to 5.30pm Monday - Saturday. No space is guaranteed in the evening, overnight or on a Sunday. However, there is currently a concession in operation whereby a vehicle displaying a Resident's Parking Permit may be parked free of charge in any Falkirk Council "Pay and Display" surface car park within Falkirk town centre from 4.30pm to 9.30am the following morning, Monday to Saturday. This concession applies if a space within a car park is available. It offers no guarantee of a space nor does it convey any priority over other parkers. The Permit must be displayed and, with the exception of payment during the applicable periods, all other conditions of use of the car park must be observed to avoid the issue of a Penalty Charge Notice. Falkirk Council may withdraw this concession at any time giving one months notice to permit holders.

**It is an offence to park in a resident's bay without displaying a valid permit even if an application has been posted or emailed to the Roads Administration Office.**

### 2. DEFINITION OF "RESIDENT" AND PROOF OF RESIDENCE TO BE SUPPLIED (ELECTRONIC COPIES ACCEPTABLE)

To qualify for a resident's parking permit, the address that you have supplied in **Part 1** of the application form must be your main address which must be located within the Controlled Parking Zone (CPZ). **You must provide a copy of your current driving licence** and some other proof of your residence, i.e. current lease or Council tax bill, Council or housing rent card, medical card, mortgage agreement (signed within the last three months, **NOT** a mortgage offer), child benefit or pension book.

WE WILL NOT ISSUE A PERMIT UNTIL WE ARE FULLY SATISFIED THAT YOU LIVE WITHIN THE CPZ.  
If you do not have any of the above documents, you should contact the Roads Administration office **before** submitting your application.

### 3. DEFINITION OF THE "OWNER" OF A VEHICLE

An owner is the person who keeps and uses a vehicle. The vehicle does not need to be registered in the applicant's name, but it should be kept and used by a resident who lives in the CPZ.

#### **4. DOCUMENTS REQUIRED FOR YOUR VEHICLE (ELECTRONIC COPIES ACCEPTABLE)**

YOU MUST PROVIDE A COPY OF THE VEHICLE REGISTRATION DOCUMENT (V5C LOGBOOK) WITH YOUR APPLICATION, HOWEVER:

- a) If the vehicle is not registered in your name, you must **also** provide:
  1. A letter from the registered keeper declaring that you are the main user and keeper of the vehicle.
  2. The insurance certificate and schedule bearing the vehicle registration, your name and address **or** a recent letter from the insurance company verifying the vehicle is usually kept by you at the address supplied by in Part 1 of the application.

OR

- b) 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, advising that the vehicle is for your sole use.

#### **5. LOST OR DAMAGED PERMIT**

If the permit is damaged such that any details contained thereon are illegible, the holder must surrender the damaged permit to the Roads Administration office for a replacement at a current cost of £10. If the permit is lost you may apply for a replacement permit at a current charge of £10.

#### **6. CHANGE OF ADDRESS OR VEHICLE**

Report all changes of address or vehicle to the Roads Administration office as soon as possible with verification of your new residence, still within the CPZ, and vehicle. If you need to change the permit it must be returned before a replacement can be processed.

#### **7. DISPLAYING YOUR PERMIT**

The permit must clearly be exhibited on the windscreen, dashboard or fascia of the vehicle in a conspicuous position in the vehicle so that the whole of the information on the permit is clearly legible from outside the vehicle. The permit is invalid if any of the information contained on the permit does not correspond with that of the vehicle in which it is exhibited or if the permit has expired.

#### **8. VOLUNTARY SURRENDER OF PERMIT**

A permit holder may surrender a permit to the Council at any time. You will receive a refund for each complete calendar month which remains unexpired, less 10% for administration charges.

#### **9. REASONS FOR SURRENDER OF PERMIT**

Permit holders are required to surrender their permit to the Council in the following circumstances:

- a) If the permit ceases to be valid
- b) If a replacement permit is issued by Falkirk Council
- c) If requested to do so, in writing, by Falkirk Council

**Completed applications, together with supporting documentation should be sent to:**

**Roads Administration  
Development Services  
Falkirk Council  
Abbotsford House  
Davids Loan  
Falkirk  
FK2 7YZ**

**or emailed to:  
parking@falkirk.gov.uk**