

# Residents Parking Permit

## Application Form



Falkirk Council

Falkirk Council  
Abbotsford House  
Davids Loan, Falkirk  
FK2 7YZ

Phone: 01324 504950  
Fax: 01324 504843  
[www.falkirk.gov.uk](http://www.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**, using black ink. To ensure you receive your permit promptly, please enclose or attach all the correct documentation.

**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 registration mark 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  (£60 fee applicable) Replacement Residents Parking Permit (the original having been lost or destroyed - £10 fee applicable)

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)

I have enclosed the following documents with my application:

Proof of Residency  Vehicle Registration Document (V5 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
- c) a motorcycle

The applicant should also note that the 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 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 the town centre from 4.30pm to 9.30am in the morning on each day, Monday to Saturday. (Charging officially terminates at 5.30pm and commences at 8.45am). 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 foregoing periods, other conditions of use of the car park must be observed to avoid the issue of an Excess/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 and/or deposited at the Roads Administration Office by hand.**

### 2. DEFINITION OF "RESIDENT" AND PROOF OF RESIDENCE TO BE SUPPLIED

To qualify for a resident's parking permit, the address within the Controlled Parking Zone (CPZ) which you have supplied in **Section 1** of the application form must be your main address. **You must produce a current, original 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, alien registration card or firearms certificate.

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 "OWNER"

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

#### 4. DOCUMENTS REQUIRED FOR YOUR VEHICLE

YOU MUST PRODUCE THE ORIGINAL VEHICLE REGISTRATION DOCUMENT (V5 LOGBOOK).  
HOWEVER:

- a) If the vehicle is not registered in your name, you must also produce:
  1. Letter from the registered keeper declaring that you are the main user and keeper of the vehicle.
  2. Insurance certificate/schedule detailing your name address/postcode and the vehicle registration **or** a recent letter from the insurance company verifying the vehicle is usually kept by you at the CPZ address.
  3. The **Vehicle Registration Document must also be produced with the completed application.**

OR

- b) If your vehicle is "owned" by a leasing or hire company, you must provide 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.

**N.B.** When the Vehicle Registration Document can't be produced at the time of application, we may grant a **temporary** permit. If the Vehicle Registration Document (V5 Logbook) is not available (e.g. in the case of a recent change of vehicle ownership), a garage bill of sale/invoice or an insurance cover note, specifying the vehicle registration number and your name or that of your company, is acceptable. Until the Vehicle Registration Document can be produced, we will not process another application. If you have **lost or damaged** a Vehicle Registration Document, you can obtain a V62 form from any Post Office to apply for a new registration document. In this case, we may grant a temporary permit.

#### 5. LOST OR DAMAGED PERMIT

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

#### 6. CHANGE OF ADDRESS/VEHICLE

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

#### 7. DISPLAYING YOUR PERMIT

You must display your valid permit clearly, showing the registration number of the vehicle. The permit is invalid if the registration number of the vehicle does not correspond.

#### 8. VOLUNTARY SURRENDER OF PERMIT

A permit holder may surrender his/her 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. OTHER 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 the Council
- c) If requested in writing by the Council

**Send completed applications to:**

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

**Telephone: 01324 504975**

**Hours: 9.00am to 5.00pm Monday to Friday**