

RESIDENTS PARKING PERMIT GUIDANCE NOTES

These notes are for guidance only and should not be taken as a legal interpretation of any Traffic Regulation Order.

Please read the following notes carefully before submitting the completed application form.

- 1.0 Background** – Dundee City Council Residents Parking Schemes were introduced in 1977 in response to specific difficulties which existed in the Broughty Ferry and City Centre areas. The Menzieshill scheme was introduced in 2003. Under the terms of the scheme, applications for Residents Parking Permits will be considered from occupiers of residential houses or flats covered within the Traffic Regulation Orders for Residents Parking Schemes.
- 1.1** Where a house or flat has been newly built, or has been formed by sub-division of an existing property, the responsibility for the provision of parking lies with the developer unless specifically agreed otherwise by Dundee City Council in advance of the sub-division works taking place.
- 2.0 General** – All applicants should supply a current V5C DVLA Registration Document which shows the same name and address details as the person applying for the Residents Parking Permit. Dundee City Council will confirm that the residence is within the area defined in the appropriate Traffic Regulation Order and check liability using the Council Tax System.
- It is the responsibility of the permit holder to apply for a new permit annually before your current permit expires.
Dundee City Council reserves the right to issue/refuse any permit at any time.
- 3.0 Proof of residence** – Dundee City Council will verify the applicant's residence by using the Council Tax system. For purpose built student accommodation (Houses of Multiple Occupation) if the residents can not be verified through the Council Tax system then the applicant will be required to provide a Student Certificate that confirms the term time address, and their lease agreement.
- 4.0 Vehicle** – Dundee City Council will only accept a V5C DVLA Registered Document as proof that you are the registered keeper. The V5C should hold the same address as the residency address.
- 5.0 Company Car Permits** – The applicants should provide a copy of the V5C held by the company along with a recent original headed letter from the customer's employer confirming that the customer is an employee along with the make, model and registration number of the vehicle. The letter must also confirm the applicant's exclusive use of the vehicle 365 days a year. In the event a company V5C is unavailable, a lease agreement is acceptable.
- 6.0 Change of Registration** – If you hold a current permit and change your vehicle you must notify Dundee City Council immediately.

For a change of vehicle registration, a new application form must be completed, proof (V5C DVLA Registered Document) must be provided within 2 weeks of the date the application form was submitted that confirms you are the registered keeper of the new vehicle for verification and continuation of your existing permit.

This will also apply for a change of address. If you move away from the area and no longer qualify for a resident permit you must declare this and return your permit immediately.

7.0 Permits – The permit must be displayed in the supplied free holder in such a fashion as to ensure that all relevant details can be read from the footway.

7.1 Residents Parking Permit Fees
Menziesshill Zone - £15.00 per annum, Broughty Ferry Zone - £70.00 per annum, City Centre Zone - £100.00 per annum

7.2 Where a permit is lost or stolen this must be reported immediately in person at Dundee House, Customer Services or by telephoning 01382 432096. Following a further check on proof of identification, a replacement permit will be issued free of charge.

7.3 At all times the permit remains the property of Dundee City Council and is issued solely for the use of the applicant and vehicle to which it was issued. Should a permit holder move out of the area for which the permit was issued or dispose of the vehicle, the permit must be returned to: Parking Team, City Development, Floor 6, Dundee House, 50 North Lindsay Street, Dundee. DD1 1LS. Refunds will be calculated.

8.0 Refunds – A refund will be calculated pro rata as follows, and please provide a current postal address.

0-4 months remaining – No refund

4-8 months remaining – Dundee City Centre (£25) Broughty Ferry (£17.50)

8 months or more remaining – Dundee City Centre (£60) Broughty Ferry (£42)

Please note there will be no refund for a Menziesshill permit.

A refund request should be made by completing a Refund of Residents Parking Permit Application form or by contacting Customer Services, Dundee House, 50 North Lindsay Street, Dundee. DD1 1QE. No refund will be issued without the returned original Residents Permit.

9.0 Blue Badge Holders – As a blue badge holder you do not need to have a residents parking permit as you can park within any of the permit zones. The blue badge must be clearly displayed in the vehicle and have a current expiry date.

Dundee City Council will accept applications for blue badge holders who live within any permit zone and all applicants will need their Council Tax verified along with a copy of the Mobility documentation which proves they are the nominated driver of the vehicle.

Remember –

- All sections of the form must be completed
- The form must be signed and dated by the applicant
- You cannot park in a Residents Parking Permit area until you have received your permit
- A permit does not guarantee the use of any particular parking bay
- It is the permit holder's responsibility to ensure that the permit is renewed annually
- Permits are not transferable. If you have a change of car registration you must apply for this using an application form
- If you are using a Courtesy car, you must place your existing permit on your vehicle and make contact with a Senior Dundee City Council Parking Attendant to make them aware of this temporary change and the expected period of time you will be in possession of this vehicle by telephoning 01382 432095

Applications should be made in person at: Dundee House
Customer Services
50 North Lindsay Street
DUNDEE
DD1 1QE

Post completed forms along with the original V5C (council tax will be verified) to:

Dundee House
Customer Services
50 North Lindsay Street
DUNDEE
DD1 1LS

Application for a Residents Parking Permit – Read guidance notes before completing

Please complete in **BLOCK CAPITALS IN BLACK INK**

Section A – why are you applying? (tick one box)

New permit application

Company car application

Change of vehicle registration

Section B – Applicant Details

Title:

Surname:

Forename:

Flat location:

Address:

Tel No:

Section C – Proof of residence (office use only)

Dundee City Council will confirm your Council Tax information electronically when you submit your application.

Verified:

Section D – Permit Zone

Menzieshill £15.00 Broughty Ferry £70.00 City Centre £100

* No payment

* fee is not due for change of vehicle

Section E – Vehicle details

Registration Number

Make

Colour

SECTION F – What evidence are you supplying? (tick box)

- V5C (DVLA registration document) in current name & address of permit applicant
- V5C (DVLA registration document) showing Company as registered keeper and confirmation on Company letterhead that applicant is exclusive user of the vehicle
- Lease / Company Agreement stating exclusive use and Company letter

Hi Al

Verified:

Initials:

APPLICATION DECLARATION

I declare that I have read the Notes and Warning supplied and confirm that:

- (i) My usual place of residence is at the address shown above in Part B
- (ii) The motor vehicle described above in Part E is registered to me or is a company vehicle I have sole use of.
- (iii) I can clarify that if I do have a change of registration for my vehicle, I will submit the updated documentation from the DVLA within two weeks of completing the application form (change of vehicle registration) and I agree to abide by the guidance notes set by Dundee City Council during this two week period.
- (iv) I can confirm that if I change my address, I know to report this and if required, surrender the permit. I understand that failure to do so may result in prosecution.
- (v) All parts of this form have been completed correctly to the best of my knowledge.
- (vi) All relevant enclosures are attached.

The information which you supply will be used for purposes of Parking Services administration and also for the delivery of other Council services where to do so is judged to be likely to enhance the efficiency and/or effectiveness with which services are delivered.

WARNING – ANY PERSON WHO MAKES A FALSE STATEMENT FOR THE PURPOSES OF OBTAINING A RESIDENTS PARKING PERMIT, OR WHO TRANSFERS A PERMIT TO A THIRD PARTY OR WHO USES A PERMIT WHICH WAS NOT ISSUED TO THEM FOR THEIR USE IS LIABLE TO PROSECUTION.

Signed _____ Date _____

Office Use Only:-

Commencement Date _____

Permit Number _____ Expiry Date _____ Issued By _____

Contacted: _____