

**ON STREET PARKING PERMIT APPLICATION  
PAISLEY ZONE 2 (WEST END) & ZONE 3 (EAST END)**



PLEASE REFER TO THE INSTRUCTIONS OVERLEAF BEFORE COMPLETING THIS FORM

<b>PART A PERSONAL DETAILS</b>			<b>SEE NOTE</b>
Surname			
Forenames			
House Number	Apartment Number		
Street			
Postcode			
Daytime Telephone No.			
<b>PART B PERMIT DETAILS</b>			<b>3</b>
Number of existing permit to be renewed			4.5
Car Registration No.			
Make	Model	Colour	
Name and Address of Registered Keeper			3.1 3.2 3.3 3.4
Is the vehicle a company car?	YES NO	Tick as Appropriate	3.2
Is the vehicle new to you?	YES NO	Tick as Appropriate	3.4
Do you require Visitor Permits?	YES NO	Tick as Appropriate	8.1
<b>PART C PAYMENT REQUIRED</b>			
<b>12 MONTHS</b>		<b>£0.00</b>	<b>Nil</b>
<b>PART D ENCLOSURES (the following MUST be submitted)</b>			
Proof of Residence Vehicle Registration Document DVLA (V5) / Letter from Company Secretary or Car Lease Agreement. Payment		<u>Tick</u>	2.2

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

- (i) I usually stay at the address shown in Part A;
- (ii) the motor vehicle described in Part B is kept and used by me;
- (iii) all parts of this form have been completed to the best of my knowledge;
- (iv) all necessary enclosures are provided.

Signed

Dated

**RETURN TO:  
CUSTOMER SERVICE CENTRE  
RENFREWSHIRE COUNCIL  
RENFREWSHIRE HOUSE  
COTTON STREET  
PAISLEY, PA1 1AN**

**OPENING TIMES  
MONDAY TO FRIDAY - 8.00AM to 6.00PM**

**0141 842 4466**

OFFICE USE ONLY

Dated:

Approved :

Rejected:

**These notes are for guidance only and should not be taken as a legal interpretation of the appropriate Traffic Regulation Order**

- 1.1 **BACKGROUND** - The Paisley Town Centre Residents' Parking Scheme was introduced in 2009 to allow residents to park near to their homes. Under the scheme applications for Residents' Parking Permits will be considered from occupiers of houses or flats which existed at that time and are limited to two per household.
- 1.2 Where a house or flat has been newly built, or has been forced by the sub-division of an existing property, the responsibility for the provision of parking lies with the developer unless specifically agreed otherwise by the Renfrewshire Council before the work took place. If you live in property which has been built or sub-divided since 2009 or has been split into flats or bedsits, you should check your entitlement before proceeding.
- 2.1 **RESIDENT** - A resident is defined as a person whose usual place of abode is at premises within the area defined in the appropriate Traffic Regulation Order. You should be listed on the current register of Electors as a resident at that address and generally liable for a Property Council Tax at that address. Where there is any doubt, the Department of Planning and Transport may require sight of your registration documents or any other appropriate documents.
- 2.2 **PROOF OF RESIDENCE** - Documentary evidence which provides your address must be submitted, eg utility invoices - electricity, gas or council tax. Please note, vehicle licence reminders are not acceptable as proof of residence.
- 3.1 **VEHICLE** - The vehicle should be registered in the name and address shown on the application form. The scheme does not allow for borrowed or shared vehicles. The full Vehicle Registration document must be submitted.
- 3.2 If the vehicle is a Company Car, a letter on headed notepaper signed by the Company Secretary (not the applicant) must accompany the registration document confirming your EXCLUSIVE use of the vehicle.
- 3.3 If the vehicle is owned by a leasing or hire company, the lease/hire agreement is required together with a letter from your employer, if applicable.
- 3.4 Where the vehicle registration or other document is unavailable for example through a recent change of vehicle ownership, a garage bill of sale, invoice or V5 tear off will allow a temporary 6 week permit to be issued.
4. **PERMITS**
  - 4.1 The permit must be on display beside the tax disc of the vehicle to which it has been issued at all times while that vehicle is parked.
  - 4.2 If you lose the Permit you must report the loss first to the Police then to the Head of Roads. Any application for a replacement Permit must be in writing and will be subject to an administration charge. This is currently £11.75.
  - 4.3 If you change your car, or the registration number of your car, your Permit must be returned to the Head of Roads for exchange. A replacement Permit bearing the new number will be issued free of charge.
  - 4.4 Please note that, although the Permit is issued for your use, it remains the property of Renfrewshire Council. If you move out of the area or dispose of your vehicle, the Permit should be returned to the Head of Roads. Refunds will be calculated pro rata in respect of the number of calendar months remaining at the time of surrender.
  - 4.5 If you are applying to have your permit renewed please enter details of the existing permit number. It is the permit holder's responsibility to apply to have their permit renewed. Reminders will usually be sent out 3 weeks before renewal is due.
5. **REMEMBER**
  - All sections of this form must be completed;
  - A parking space cannot be guaranteed.
6. **WARNING**

All sections of the application form must be completed, signed and dated.

Under the provisions of RTA 1984, Section 5, Sec 115 and Schedule 7, any person who makes a false statement for the purpose of obtaining a Residents' Parking Permit, or who transfers a Permit to a third party or, who uses a Permit for which he or she has not made application, is liable on summary conviction, not exceeding level 3 on the standard scale (currently maximum £1,000, 1999) to both fine and imprisonment or, on indictment, imprisonment for up to 2 YEARS. A reply will be sent, unless special investigation is required, within 10 working days of the Department of Planning and Transport receiving the necessary documentation.
7. **ZONES & PARKING BAYS**
  - 7.1 A permit holding resident may only park their vehicle in the Zone for which the permit was issued.
  - 7.2 A vehicle displaying a valid permit may only stand in one parking bay and not occupy any part of another adjacent parking bay.
8. **Visitor Permits**
  - 8.1 One book of 10 written vouchers will be issued from 1<sup>st</sup> November each year per residence on request – only proof of residence required.
9. **Business Permits**
  - 9.1 Business Permits are limited to a maximum of ten per business.
  - 9.2 A separate Parking Permit Application is required for each vehicle.
  - 9.3 The application must be endorsed with accompanying letter from the company secretary of other authorised person.