



APPLICATION FOR AN OAKSHAW AREA (OFF STREET) PARKING PERMIT

PLEASE REFER TO THE INSTRUCTIONS OVERLEAF BEFORE  
 COMPLETING THIS FORM

I wish to apply for a Parking Permit for a period of 12 months for Paisley Oakshaw Area  
 (Off Street) Parking. **For use within Oakshaw Street and School Wynd Car Parks Only .**

I return this form, fully completed, together with all of the required enclosures.

PART A RESIDENCE DETAILS		SEE NOTE	
1. Surname			
2. Forenames			
3. Flat Number	4. Postal Number		
5. Street			
6. Postcode			
7. Daytime Telephone No.			
8. Number of existing permit to be renewed		4.5	
PART B VEHICLES DETAILS		SEE NOTE	
1. Vehicle Registration No.			
2. Make and Colour			
3. Name and Address of Registered Keeper		3.1 3.2 3.3 3.4	
4. Is the vehicle a company car?	YES NO	3.2	
5. Is the vehicle new to you?	YES NO	3.4	
PART C PAYMENT REQUIRED			
12 MONTHS: £165.00 + VAT @ 17.5% (£28.87) = <b>£193.87</b>		<b>Cost = £193.87</b>	
PLEASE MAKE CHEQUES PAYABLE TO RENFREWSHIRE COUNCIL			
PART D ENCLOSURES (the following MUST be submitted)			
Proof of Residence	Vehicle Reg. Document	or	2.2
Payment	Letter from Company Secretary Car Lease Agreement	or	

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.

DATE	SIGNED
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OFFICE USE ONLY							
DATED		APPROVED		REJECTED			
COUNTER		BY POST		VEH. REG. RETAINED		DATE TO DVLA	

**RENFREWSHIRE COUNCIL  
DEPARTMENT OF PLANNING AND TRANSPORTATION  
HEADQUARTERS, SOUTH BUILDING, COTTON STREET, PAISLEY**

**OAKSHAW AREA (OFF STREET) CAR PARKING PERMIT  
FOR USE WITHIN OAKSHAW STREET AND SCHOOL WYND CAR PARKS ONLY.**

**CONDITIONS OF USE**

- 1.1 This permit is issued to the usual keeper of the vehicle, the registration mark of which is shown. Applications will be limited to one per household. It is not transferable and must be returned to the Council if the said vehicle is sold or disposed of in any way.
- 1.2 The permit must be displayed on the windscreen of the vehicle. Failure to do so may incur a fixed penalty notice.
- 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 the 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 documents.
- 2.2 **PROOF OF RESIDENCE** - Documentary evidence which provides your address must be submitted, e.g.. Utility Invoices - electricity, gas and rates invoices. 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 vehicle. The 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 is unavailable through a recent change of vehicle ownership, a garage bill of sale or invoice must be produced.
- 4.1 **PERMITS** 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.
- 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.
- 4.5 If you are applying to have your Permit renewed please enter details of the existing Permit Number.  
**It is the Permit Holders responsibility to apply to have the Permit renewed.**

5 REMEMBER - All sections of this form must be completed. - A parking space cannot be guaranteed.

6 WARNING - All section of the application form must be completed, signed and dated.

Under the provision of RTA 1984, Section 5, Sec 115 and Schedule 7, any person who makes a false statement for the purpose of obtaining a Parking Permit, or 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 ZONE & PARKING BAYS Oakshaw Area (Off Street) Parking Permits are only valid for Oakshaw and School Wynd Off Street Car Parks.

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.

7.3 The Council cannot accept liability for loss or damage to any motor vehicle, its accessories, equipment or content whilst Parked.