



## EXPERIMENTAL SCHOOL PEDESTRIAN ZONE

<b>PART A PERSONAL DETAILS</b>			SEE NOTE
Surname			
Forename(s)			
House Number	Flat Position		
Street			
Postcode			
Daytime Telephone Number			
<b>PART B PERMIT DETAILS</b>			2.1
Car Registration Number			
Make	Model	Colour	
Name and Address of Registered Keeper (if different from above)			2.1 2.2 2.3 2.4
Is the vehicle a company car?	YES	NO	2.2
Is the vehicle new to you?	YES	NO	2.4
<b>PART C PAYMENT REQUIRED</b>			
18 Months			NIL
<b>PART D ENCLOSURES (The following MUST be submitted)</b>			
Proof of Residence (e.g. utility bill not more than 3 months old)			1.2
Vehicle Registration Document DVLA V5			2.1
Letter from Company Secretary or Car Lease Agreement			2.2 2.3

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 & Business Services, Office Services, 2<sup>nd</sup> Floor CBS Hub,  
Renfrewshire House, Cotton Street, Paisley, PA1 1LQ

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

- 1.1 **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, Environment & Infrastructure Services may require sight of your registration documents or any other appropriate documents.
- 1.2 **PROOF OF RESIDENCE** - Documentary evidence which provides your address must be submitted, eg utility invoices - electricity, gas or council tax. Please note, vehicle license reminders are not acceptable as proof of residence.
- 2.1 **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.
- 2.2 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.
- 2.3 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.
- 2.4 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.
- 3.1 **PERMITS** - The permit must be on display on the front windscreen of the vehicle to which it has been issued at all times.
- 3.2 If you lose the Permit you must report the loss first to the Police then to the Head of Operations & Infrastructure. Any application for a replacement permit must be in writing and will be subject to an administration charge. This is currently £11.75.
- 3.3 If you change your car, or the registration number of your car, your Permit must be returned to the Head of Operations & Infrastructure for exchange. A replacement Permit bearing the new number will be issued free of charge.
- 3.4 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 Operations & Infrastructure. Refunds will be calculated pro rata in respect of the number of calendar months remaining at the time of surrender.
- 4.1 **REMEMBER**  
All sections of this form must be completed;  
A parking space cannot be guaranteed.
- 5.1 **WARNING**  
All sections of the application form must be completed, signed and dated.  
  
Under the provisions of RTA 1984, Section 5, Sec 115(2) of 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 4 on the standard scale. A reply will be sent, unless special investigation is required, within 10 working days of Environment & Infrastructure receiving the necessary documentation.
- 6.1 **RESIDENTS ACCESS PERMITS**
- 6.2 A permit holding resident may only access the road for which the permit was issued.