

Resident Permit Application

Please complete this form if you wish to apply for a new Resident Permit or renew an existing Resident Permit

Please write clearly in **BLOCK CAPITALS using black ink.**

Please tick all relevant boxes and fill in all the details required.

Please read the accompanying guidance notes and frequently asked questions for essential information and instructions.

Section 1 – Applicant Details

Full Name: Mr/Mrs/Ms/Other _____

Address: _____

Postcode _____

Type of Accommodation: _____ Daytime Tel No: _____

Is there private parking available: Y/N _____

Is the premises registered business premises: Y/N _____

Email Address: _____

Permit Reference Number and Expiry Date (Renewals only) _____

Please note – if you are applying by post and provide your email address a confirmation email will be sent to you when permission has been granted.

Section 2 – Proof of Residency (see section 22 of Guidance Notes)

You must provide one of the following:

- | | |
|--|--|
| <input type="checkbox"/> A current utility bill (dated within last 3 months) | <input type="checkbox"/> A current tenancy agreement (it must be issued by a Housing Association or leasing agent on headed paper and dated within the last 3 months) |
| <input type="checkbox"/> A current bank/credit card statement (dated within last 3 months) | |
| <input type="checkbox"/> A Council Tax demand (dated within last 3 months) | |
| <input type="checkbox"/> A mortgage agreement (dated within last 3 months) | |

Section 3 – Vehicle Details

Please tick to confirm you understand the following:

- The permit will only be used on a passenger vehicle/light goods vehicle weighing less than 3.5 tonnes unladen and designed for less than 8 passengers (not including the driver). It will not be used on a caravan or trailer in any circumstances.

| | |
|-----------------------|--|
| Vehicle Registration: | |
| Make: | |
| Colour: | |

Section 4 – Proof that you Use the Vehicle (See Section 23 of the Guidance Notes)

If you own the vehicle (we need to see the following proofs):

- I enclose all pages of the DVLA Vehicle Registration Certificate (V5C) OR

If your employer owns the vehicle (we need to see the following proofs):

- I enclose a letter from my employer (dated within the last month) confirming that the vehicle is owned/leased by the company and that I am the sole keeper/user.

If you lease or hire the vehicle (we need to see the following proofs):

I enclose the lease agreement showing my name and vehicle registration number.

If another person owns the vehicle but you are the keeper (we need to see the following proofs):

I enclose all pages of the DVLA vehicle registration certificate (V5C) **AND**

I enclose an insurance certificate for the vehicle showing my name, address and the vehicle registration.

Section 5 – Payment (see section 17 of Guidance Notes)

By Cheque

I enclose a cheque payable to Aberdeenshire Council

Please do not send cash or debit/credit cards in the post.

Please note – no refunds are available for permits which are surrendered while still valid.

Section 6 – Declaration (to be signed by the applicant)

- I declare that I have read the guidance notes and that the information on this application is true and correct.
- I understand that permits are only valid for use within the designated car park.
- I acknowledge that the permit will be withdrawn if the conditions of issue are contravened.
- I have read and understood the fair processing notice overleaf.

Signature: _____ (Applicant/Spouse/Partner)

Date: _____

COMPLETING YOUR APPLICATION

Please return this form to:

Car Parks, PO Box 18572, Inverurie, AB51 1BJ
or email to carparks@aberdeenshire.gov.uk

Office Use

Town _____
Permit Number _____
Start Date _____
Date Applicant Notified _____
Date CPO Notified _____
Date Cash/Cheque banked _____

Fair Processing Notice

Who may process your personal data?

The information which you provide on the attached form will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 1998.

What personal data will be collected?

The information which you provide on the attached form. This includes:

- Personal contact details

For what purposes will your personal data be used?

The information which you provide on the attached form will be used by Aberdeenshire Council for the following purposes:

- Administration and issue of permit

Will Aberdeenshire Council disclose your personal data to anyone else?

No.

If you have any queries regarding completion of this form, or require further assistance, please contact:

Car Parks,
PO Box 18572,
Inverurie,
AB51 1BJ

Tel: 01467 536060