

# **Resident's Permit Guidance Notes and Frequently Asked Questions**

## **1. About this Guide**

Please read the following guidance notes carefully as they contain essential information for all applicants. If you require further assistance please telephone 01467 536060 or email [parkingteam@aberdeenshire.gov.uk](mailto:parkingteam@aberdeenshire.gov.uk).

### **ELIGIBILITY, CONDITIONS AND ABOUT THE PERMIT**

## **2. Who qualifies for a Resident's Permit?**

You qualify for a Resident's Permit if -

- Your usual place of residence is within an approved zone. Please select the relevant link in 3 below to check if you reside within an approved zone.
- Your vehicle is a passenger or lights goods vehicle weighing less than 3.5 tonnes and designed for 8 passengers or less (driver excluded).

## **3. Approved Zones and Car Parks Where Permits Apply**

A list of the car parks requiring pay and display can be found at:

<http://www.aberdeenshire.gov.uk/roads-and-travel/car-parking/car-parks/>

## **4. How are the parking zones determined?**

Properties which -

- Front directly onto a car park and where there is no adjacent road.
- Front onto car parks and where the adjacent road is subject to waiting restrictions or where there is genuine and persistent difficulty in obtaining an on-street parking space.
- Are in the immediate vicinity of car parks and where the adjacent road(s) is subject to waiting restrictions or where there is genuine and persistent difficulty in obtaining an on-street parking space.

## **5. Who or what does not qualifying for a permit?**

You will not qualify for a permit if –

- You own a property within an approved zone but your usual place of residence is elsewhere.
- The property is a business premises and you are the owner or an employee of that business.
- You have access to private parking.
- Your vehicle is anything other than a passenger or light goods vehicle weighing less than 3.5 tons and designed for 8 passengers or less (driver excluded).
- You intend to use the permit for a caravan or trailer. The vehicle is not registered with the DVLA.

## **6. Exemptions**

You are exempt from applying for a Resident's Permit if -

- You are a resident with a blue badge providing your blue badge is displayed in your vehicle and is valid.

## **7. Where can I use my resident's permit?**

You can only use your permit within the town applicable to your permit.

You will need to purchase a pay and display ticket if you park in any other town.

## **8. Do I have to display a permit on my vehicle?**

No, the information will be retained electronically.

## **9. Do How long does a permit last?**

One year from date of issue.

You are responsible for applying for a new permit before your old permit expires. You can renew your permit up to 20 days before it expires. There is a 10 day grace period after the expiry of your old permit.

## **10. How many Resident Permits can I have?**

The maximum number of permits per household is 2. If an application is received and the maximum entitlement for that address has been met then the application will be rejected. It is the responsibility of the householders to decide who will be the permit holders.

## **11. Can I get a Resident Permit for someone who does not live in my household?**

No. You cannot apply for a Resident Permit, using your address, for someone who does not reside in your household. Resident Permits are for the parking convenience of the resident who has applied.

## **12. I have a carer/child minder/cleaner; can I get a Resident Permit for them?**

No.

## **13. Can I get a Resident Permit for a Minibus/Campervan/Truck/Caravan?**

No. A Resident Permit is only available for a passenger or light goods vehicle weighing less than 3.5 tons and designed for 8 passengers or less (driver excluded).

## **14. I have a Motability Car; Do I Need a Resident Permit?**

Yes, unless you also hold a valid Blue Badge.

**15. I have a foreign registered vehicle; am I eligible for a Resident Permit?**

No. You can only get a Resident Permit if you have registered your vehicle with the DVLA and can produce your V5C Vehicle Registration Certificate.

**16. I have a Motorcycle/Scooter; do I need a Resident Permit?**

Yes

**17. Can I get a Resident Permit for a lease or hire car?**

Yes. As proof of entitlement, you will need to provide us with the lease or hire agreement showing your name, and the car registration number if you are applying for a Resident Permit.

## **COST OF A PERMIT**

Permit costs can be found at [Residents Permit - Aberdeenshire Council](#)

**18. Are any discounts available for Resident's Permit?**

No.

**19. Can I get a refund for my Resident's Permit if I no longer need it?**

No.

**20. I have a low emission (less than 100g/km of CO2)/Electric Car; Can I get a discount on my Residents Permit?**

No.

## **PERMITS – NEW and RENEWALS**

First time applicants and applicants wishing to renew an existing Residents Permit should complete the Resident Permit Application form and provide the necessary supporting documents i.e. proof of residency and proof of ownership of the vehicle.

We will return your form to you if you have not completed the form correctly, not enclosed the relevant or valid documents and/or appropriate payment to support your application. This will delay granting of permission.

You are responsible for applying to renew an existing permit. You can renew your permit up to 20 days before it expires. There is a 10 day grace period after the expiry of your old permit.

In cases where a permit has lapsed, ie Resident Permit has already expired, no back-dated issuing is allowed. No permits will be issued from a date in the past, Resident Permits can only be issued starting on the date of application.

If your application is approved, you will receive an email asking for payment to be made prior to Residents Permit being validated. Details of how to pay will be provided in the email.

Once payment has been received, you will receive an e-mail confirming the details of your permit.

Confirmation of your permit will be issued by e-mail if an e-mail address has been provided on the application form.

Please allow at least 10 working days for residents permit to be validated.

## **21. Proof of Residency**

You are required to provide one of the following as proof of residency to obtain your Resident Permit -

- A current utility bill, bank/credit card statement, mortgage agreement (all must be dated within the last 3 months) or Council Tax demand OR
- A current tenancy agreement (it must be issued by a Housing Association or Leasing Agent on headed paper and be dated within the last 3 months).

The documents must show your name and address. Clear photocopies will also be acceptable.

## **22. Proof of Vehicle Use/Ownership**

You are required to provide one of the following as proof of ownership of the vehicle as detailed below.

- If you are the owner, please provide all pages of the DVLA Vehicle Registration Certificate (V5C).
- If the vehicle is owned by another person but you are the keeper of the vehicle, in addition to all pages of the DVLA V5C, please also provide your insurance certificate and policy schedule showing your name, address and vehicle registration.
- If you are hiring the vehicle, please provide your contract hire/lease agreement showing your name and the vehicle registration number.
- If the vehicle is a company vehicle, please provide a letter from your employer on the company's official letter headed stationery (dated within the last month) confirming that the vehicle is owned/leased by the company and that you are the sole keeper and user. The letter should be signed by the company secretary or someone with similar authority. It should not be signed by you.

The documents must show your full name. Please note clear photocopies are acceptable.

## **23. Payment methods**

Please note that Aberdeenshire Council no longer accept payment by Cheque/Postal Orders or cash.

Card payments can be made by phoning Parking Team on 01467 536060 or alternatively you may pay by bank transfer – information will be provided on approval of permit.

## **CHANGE OF VEHICLE OR ADDRESS**

### **24. Change of Vehicle**

If you change your vehicle you must inform us of this change. The permit is specific to your vehicle registration, make, model and colour.

Our records will then be updated accordingly.

You will receive an e-mail confirming the change of details of your permit.

Changes should be made by contacting us using the details on [Residents Permit - Aberdeenshire Council](#)

### **25. Change of Address**

If you move house, please inform us to allow us to update our records accordingly.

If you are moving within the same approved zone or a different approved zone within Aberdeenshire then you can continue to use your existing permit but must inform us of your change of address.

You will receive an e-mail confirming the change of details of your permit.

Changes should be made by contacting us using the details on [Residents Permit - Aberdeenshire Council](#)

## **PRIVACY NOTICE**

The information provided by you will be processed by Aberdeenshire Council, which is a Data Controller of this information for the purposes of the Data Protection Act 2018.

Your information is being collect to establish eligibility for the granting of a permit and to maintain a database of current permit holders, ensuring excess charge notices are not issued for vehicles parked in a valid space in accordance with Off Street Parking Orders

The full Privacy Notice is available at <http://www.aberdeenshire.gov.uk/carparksprivacynotices>.