

## THE HIGHLAND COUNCIL - PERMIT PARKING SCHEME

### RESIDENTS PARKING PERMIT (RP) – CONDITIONS OF ISSUE

#### (1) ELIGIBILITY

A vehicle owner who is the resident of a property on a street or zone designated as a residents permit parking street or zone.

Each property, in the valuation roll, in a residents parking street is entitled to **1 (one)** residential permit per vehicle when the property is recorded in the Council Tax Register. A maximum of 2 (two) permits may be issued to a property. (For multi-occupancy tenancies only 1 (one) permit will be issued).

#### (2) PERMIT DETAILS

The permit will contain the name of the street or zone in which the vehicle is entitled to park, the expiry date of the permit, the vehicle registration number and a permit number.

#### (3) PROOF OF ELIGIBILITY

Each application will be checked for eligibility

(a) The vehicle registration document which must show that the vehicle is registered at the applicant's address.

(b) Customer's residency and age (in case of Senior Citizen's permit) will be checked against "myaccount" records.

#### (4) DISPLAY OF PERMIT

The permit is to be displayed in a transparent licence holder on the left hand side of the front windscreen or dashboard of the vehicle in such a position that all details of the permit are clearly visible to an authorised person.

#### (5) NON-ELIGIBLE VEHICLES

The permit does not cover vehicles over 7.5 tonnes GVW, mini buses and the unattached parking of trailers, caravans or other towed vehicles.

#### (6) PERMIT COSTS (Permit Costs will be reviewed annually)

(a) A residents parking permit will cost as per **table.1** below or such other sum as the Council may determine and be valid for 12 months. Prices include VAT.

(b) A Senior Citizen (vehicle owner) will be eligible for the first resident's permit at a reduced price of 50% or such other sum as the Council may decide.

(c) A vehicle owner who is a holder of a disabled badge ("Blue Badge") or who lives in the same household with a "Blue Badge" holder, will be eligible to receive the residents parking permit free.

<b>Table.1</b>	<b>First Permit</b>	<b>Subsequent Permits</b>		
Residents Permit	£58.00	£58.00		

#### (7) REPLACEMENT COST OF LOST OR DAMAGED PERMITS

(a) A lost or damaged permit will be replaced at a cost of £28.00 or such other sum as the Council may determine.

(b) Replacement of a residents permit due to a change of vehicle, within the current life of the permit, will be free on surrender of the previous permit.

#### (8) CONDITIONS OF USE

Permits are offered in terms of and subject to the provisions of

THE HIGHLAND COUNCIL (PROHIBITION AND RESTRICTION OF WAITING AND LOADING AND PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT

AND CONSOLIDATION) ORDER 2016

And

THE HIGHLAND COUNCIL (OFF-STREET PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION) ORDER 2016

(a) The residents parking permit is non-transferable and must be surrendered if the applicant is no longer resident at the address shown on the application form.

(b) The residents parking permit is only valid for Permit Bays on the street or streets, car park or car parks stated on the permit.

(c) Failure to display the residents parking permit during the permit period or in such a manner that details of the permit are obscured is a contravention and will lead to a Penalty Charge being issued.

(d) Failure to comply with conditions (a) and (b) is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit may be withdrawn.

(e) Do not display a copy of a permit on a vehicle (see part 12)

#### (9) ANNUAL RENEWAL OF PERMITS

(a) Each permit will be valid for 12 months. Permits may be renewed up to 1 month before the expiry date, in which case the new expiry date will still be 12 months after the existing expiry date. It is the responsibility of the applicant to ensure that a renewal is applied for in the due time.

(b) To renew a permit the check of eligibility as defined in section (3) will be carried out.

(10) REFUND

Issued Residents parking permits are non-refundable under normal circumstances.

(11) APPEALS

Matters with regard to the issue of parking permits will be referred to the Parking Services Manager.

**(12) Offences and penalties**

**It is a criminal offence under section 115 of the Road Traffic Regulation Act 1984, for any person to lend or allow to be used a permit with intent to deceive; or for any person to make or have in their possession any document so closely resembling a permit as to be calculated to deceive; or for any person to forge or alter a permit. If such an offence is triable on indictment the maximum penalty is 2 years imprisonment. If such an offence is triable summarily the maximum fine is currently £2,000.**

**It is also a criminal offence under section 115 of the 1984 act for a person to knowingly make a false statement in order to obtain a permit for himself or any other person. The maximum fine for such an offence is currently £2,000.**

**THE HIGHLAND COUNCIL - PERMIT PARKING SCHEME**  
**RESIDENTS VISITOR PERMIT (RVP) – CONDITIONS OF ISSUE**

**(1) ELIGIBILITY**

Each property, in the valuation roll, in a residents parking street or zone is entitled to 1 (one) residential visitors permit when the property is recorded in the Council Tax Register. (For multi-occupancy tenancies only one visitor permit will be issued).

**(2) PERMIT DETAILS**

The permit will contain the name of the street or zone in which the vehicle is entitled to park, the expiry date of the permit and a permit number.

**(3) PROOF OF ELIGIBILITY**

Each application will be checked for eligibility

(a) Visitors permits for a property will be issued, if required, at the same time as issuing a residents parking permit and the same check of eligibility will apply to both permits.

(b) Visitors permits issued separately will require a separate check of residency and customer's age (Senior Citizen's permit).

**(4) DISPLAY OF PERMIT**

The permit is to be displayed in a transparent licence holder on the left hand side of the front windscreen or dashboard of the vehicle in such a position that all details of the permit are clearly visible to an authorised person.

**(5) NON-ELIGIBLE VEHICLES**

The permit does not cover vehicles over 7.5 tonnes GVW, mini buses and the unattached parking of trailers, caravans or other towed vehicles.

**(6) PERMIT COSTS (Permit Costs will be reviewed annually)**

(a) A visitors parking permit will cost **£58.00** (inc VAT) or such other sum as the Council may determine and be valid for 12 months.

(b) A Senior Citizen will be eligible for the resident's visitor permit at a reduced price of 50% or such other sum as the Council may decide if they do not possess a resident's permit.

**(7) REPLACEMENT COST OF LOST OR DAMAGED PERMITS (2018)**

(a) A lost or damaged permit will be replaced at a cost of £28.00 or such other sum as the Council may determine.

## (8) CONDITIONS OF USE

Permits are offered in terms of and subject to the provisions of

THE HIGHLAND COUNCIL (PROHIBITION AND RESTRICTION OF WAITING AND LOADING AND PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION) ORDER 2016

And

THE HIGHLAND COUNCIL (OFF-STREET PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION) ORDER 2016

- (a) The visitors parking permit is non-transferable and must be surrendered if the applicant is no longer resident at the address shown on the application form.
- (b) The visitors parking permit is only valid for use in permit bays on the street or zone stated in the permit and application form.
- (c) Failure to display the visitors parking permit during the permit period or in such a manner that details of the permit are obscured is an offence.
- (d) Failure to comply with conditions (a) and (b) is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit may be withdrawn.
- (e) Duplicate permits may not be used if the original permit is returned to use. The duplicate permit must be surrendered to the Council. Use of a duplicate permit when the original is still valid is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit being withdrawn.
- (f) Visitors parking permits are issued for the use of visitors to the address shown in the application form in the street or zone to which the permit applies. Visitor's permits cannot be used by residents as additional Residents Permits. Visitor's permits will be withdrawn from residents who use the permit for other than its intended use and a Penalty Charge Notice will be issued against any vehicle misusing the permit.
- (g) Do not display a copy of a permit on a vehicle (see part 12)

## (9) ANNUAL RENEWAL OF PERMITS

- (a) Each permit will be valid for 12 months. Permits may be renewed up to 1 month before the expiry date, in which case the new expiry date will still be 12 months after the existing expiry date. It is the responsibility of the applicant to ensure that a renewal is applied for in the due time.
- (b) To renew a permit the check of eligibility as defined in section (3) will be carried out.

## (10) REFUND

Residents parking permits are non-refundable under normal circumstances.

## (11) APPEALS

Matters with regard to the issue of parking permits will be referred to the Parking Services Manager.

**(12) Offences and penalties**

**It is a criminal offence under section 115 of the Road Traffic Regulation Act 1984, for any person to lend or allow to be used a permit with intent to deceive; or for any person to make or have in their possession any document so closely resembling a permit as to be calculated to deceive; or for any person to forge or alter a permit. If such an offence is triable on indictment the maximum penalty is 2 years imprisonment. If such an offence is triable summarily the maximum fine is currently £2,000.**

**It is also a criminal offence under section 115 of the 1984 act for a person to knowingly make a false statement in order to obtain a permit for himself or any other person. The maximum fine for such an offence is currently £2,000.**

## THE HIGHLAND COUNCIL - PERMIT PARKING SCHEME

### BUSINESS PERMIT (BP) – CONDITIONS OF ISSUE

#### (1) ELIGIBILITY

(a) A business situated in a permit parking street or Zone will be eligible for a business parking permit for vehicles directly related to the business.

(b) Eligible vehicles are those vehicles owned by the company, registered in the company's name and used for the undertaking of the company's business.

(c) Each business is entitled to **2 (two)** business parking permits at a given time.

#### (2) PERMIT DETAILS

The permit will contain the name of the street or zone in which the vehicle is entitled to park, the expiry date of the permit, the vehicle registration number and a permit number.

#### (3) PROOF OF ELIGIBILITY

Each application will be checked for eligibility

(a) The vehicle registration document which must show that the vehicle is registered at the applicant's address.

(b) Business address confirming eligibility will be checked against The Highland Council records.

#### (4) DISPLAY OF PERMIT

The permit is to be displayed in a transparent licence holder on the left hand side of the front windscreen or dashboard of the vehicle in such a position that all details of the permit are clearly visible to an authorised person.

#### (5) NON-ELIGIBLE VEHICLES

(a) The permit does not cover vehicles over 7.5 tonnes GVW, mini buses and the unattached parking of trailers, caravans or other towed vehicles.

(b) Vehicles registered in the name of a member of the company's staff.

#### (6) PERMIT COSTS (Permit Costs will be reviewed annually)

A business parking permit will be as listed in table.1 or such other sum as the Council may determine and be valid for 12 months. Prices include VAT.

Table.1	First Permit	Second Permit		
Business Permit	£185.00	£185.00		

(7) REPLACEMENT COST OF LOST OR DAMAGED PERMITS

(a) A lost or damaged permit will be replaced at a cost of £88.00 or such other sum as the Council may determine.

(b) Replacement of a business permit due to a change of vehicle, within the current life of the permit, will be free on surrender of the previous permit.

(8) CONDITIONS OF USE

Permits are offered in terms of and subject to the provisions of

THE HIGHLAND COUNCIL (PROHIBITION AND RESTRICTION OF WAITING AND LOADING AND PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION) ORDER 2016

And

THE HIGHLAND COUNCIL (OFF-STREET PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION) ORDER 2016

(a) The business parking permit is non-transferable and must be surrendered if the applicant is no longer in business at the address shown on the application form.

(b) The business parking permit is only valid for the permit bays on the street or zone stated on the permit and application form.

(c) Failure to display the business parking permit during the permit period or in such a manner that details of the permit are obscured is an offence.

(d) Failure to comply with conditions (a) and (b) is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit may be withdrawn.

(e) Do not display a copy of a permit on a vehicle (see part 12)

(9) ANNUAL RENEWAL OF PERMITS

(a) Each permit will be valid for 12 months. Permits may be renewed up to 1 month before the expiry date, in which case the new expiry date will still be 12 months after the existing expiry date. It is the responsibility of the applicant to ensure that a renewal is applied for in the due time.

(b) To renew a permit the check of eligibility as defined in section (3) will be carried out.

(10) REFUND

Issued Business parking permits are non-refundable under normal circumstances.

(11) APPEALS

Matters with regard to the issue of parking permits will be referred to the Parking Services Manager.



**(12) Offences and penalties**

**It is a criminal offence under section 115 of the Road Traffic Regulation Act 1984, for any person to lend or allow to be used a permit with intent to deceive; or for any person to make or have in their possession any document so closely resembling a permit as to be calculated to deceive; or for any person to forge or alter a permit. If such an offence is triable on indictment the maximum penalty is 2 years imprisonment. If such an offence is triable summarily the maximum fine is currently £2,000.**

**It is also a criminal offence under section 115 of the 1984 act for a person to knowingly make a false statement in order to obtain a permit for himself or any other person. The maximum fine for such an offence is currently £2,000.**

**THE HIGHLAND COUNCIL - PERMIT PARKING SCHEME**  
**BUSINESS VISITOR PERMIT (BVP) – CONDITIONS OF ISSUE**

**(1) ELIGIBILITY**

Each business in a residents parking street or zone is entitled to **1 (one)** visitor's permit for use by visitors or customers to the business.

**(2) PERMIT DETAILS**

The permit will contain the name of the street or zone in which the vehicle is entitled to park, the expiry date of the permit and a permit number.

**(3) PROOF OF ELIGIBILITY**

Each application will be checked for eligibility

(a) Visitors permits for a property will be issued, if required, at the same time as issuing a business parking permit and the same checks will apply to both permits.

(b) Visitors permits issued separately will require a separate check of the business trading at the address.

**(4) DISPLAY OF PERMIT**

The permit is to be displayed in a transparent licence holder on the left hand side of the front windscreen or dashboard of the vehicle in such a position that all details of the permit are clearly visible to an authorised person.

**(5) NON-ELIGIBLE VEHICLES**

(a) The visitors parking permit does not cover vehicles over 7.5 tonnes GVW, mini buses and the unattached parking of trailers, caravans or other towed vehicles.

(b) The visitors parking permit cannot be used on vehicles other than those belonging to bone-fide customers or visitors to the business.

**(6) PERMIT COSTS (Permit Costs will be reviewed annually)**

A business parking permit will be as listed in table.1 or such other sum as the Council may determine and be valid for 12 months. Prices include VAT

<b>Table.1</b>	<b>First Permit</b>			
Business Visitor Permit	£185.00			

(7) REPLACEMENT COST OF LOST OR DAMAGED PERMITS

(a) A lost or damaged permit will be replaced at a cost of £88.00 or such other sum as the Council may determine.

(b) Replacement of a business permit due to a change of vehicle, within the current life of the permit, will be free on surrender of the previous permit.

(8) CONDITIONS OF USE

Permits are offered in terms of and subject to the provisions of

THE HIGHLAND COUNCIL (PROHIBITION AND RESTRICTION OF WAITING AND LOADING AND PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION) ORDER 2016

And

THE HIGHLAND COUNCIL (OFF-STREET PARKING PLACES) (DECRIMINALISED PARKING ENFORCEMENT AND CONSOLIDATION) ORDER 2016

(a) The Visitor parking permit is non-transferable and must be surrendered if the applicant is no longer in business at the address shown on the application form.

(b) The Visitor parking permit is only valid for the permit bays on the street or zone stated on the permit and application form.

(c) Failure to display the business parking permit during the permit period or in such a manner that details of the permit are obscured is a contravention of use and will lead to a Penalty Charge Notice being issued.

(d) Failure to comply with conditions (a) and (b) is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit may be withdrawn.

(e) Business visitor parking permits are issued for the purpose of customers visiting the business at the address shown in the application form in the street to which the permit applies. Business visitor permits may be withdrawn from businesses that use the permit for other than its intended use.

(f) Do not display a copy of a permit on a vehicle (see part 12)

(9) ANNUAL RENEWAL OF PERMITS

(a) Each permit will be valid for 12 months. Permits may be renewed up to 1 month before the expiry date, in which case the new expiry date will still be 12 months after the existing expiry date. It is the responsibility of the applicant to ensure that a renewal is applied for in the due time.

(b) To renew a permit the check of eligibility as defined in section (3) will be carried out.

(10) REFUND

Issued Business parking permits are non-refundable under normal circumstances.

(11) APPEALS

Matters with regard to the issue of parking permits will be referred to the Parking Services Manager.

**(12) Offences and penalties**

**It is a criminal offence under section 115 of the Road Traffic Regulation Act 1984, for any person to lend or allow to be used a permit with intent to deceive; or for any person to make or have in their possession any document so closely resembling a permit as to be calculated to deceive; or for any person to forge or alter a permit. If such an offence is triable on indictment the maximum penalty is 2 years imprisonment. If such an offence is triable summarily the maximum fine is currently £2,000.**

**It is also a criminal offence under section 115 of the 1984 act for a person to knowingly make a false statement in order to obtain a permit for himself or any other person. The maximum fine for such an offence is currently £2,000.**