

## **Highland Council Permit Definitions**

### **Residents & Residents Visitor Permit (RP & RVP)**

A permit available to specific residents permitting parking on a specific street or streets in designated Permit Holder Only bays or in a designated off Street PERMIT Holders car park.

### **Business & Business Visitor Permits (BP & BVP)**

A permit available to specific Businesses on a Permit street permitting parking on a specific street or streets in designated Permit Holder Only bays or in a designated Off Street PERMIT Holders car park.

### **Season Ticket (LPST & HPST)**

*(HPST) Highland Parking Season Ticket – Valid for all designated long stay car parks*

*(LPST) Local Parking Season Ticket – Valid for specific local long stay car parks*

A Permit allowing prepaid parking in designated Council Long Stay off Street Car Parks.

A Season Ticket does not guarantee a space in any specific car park.

Available via RingGo at <https://www.myringgo.co.uk/bookparking>

### **\*Trades Permit (TP)**

A permit allowing a 'business' (defined as a trade involving workers who are engaged in activities such as, decorating, plumbing, kitchen and bathroom installations etc.), which require their attendance for lengthy periods at premises which are not their permanent place of employment, and for which their vehicle is an essential base for materials and equipment throughout the working day.

### **\*Essential User Permit (EUP)**

The Permit grants the vehicle permission to park in any permit street or zone bays or pay & display bays for the purpose of domiciliary care delivery and for the duration of time as is reasonably required to deliver that care at the address being visited. Where maximum stay periods are displayed at the location the permit holder must abide by these.

### **\*Residents Visitor Parking Vouchers (VPV)**

This is an alternative to an annual Residents Visitors Permit (RVP). A book of scratch cards allowing 3 hours visitor parking in a permit bay. Ten (10), three (3) hour sessions per book of vouchers.

### **Contract Parking (CP)**

Use of a bay or bays located in an off street car park on a contract hire basis.

**\*Please note some of these are new services and will be rolled out during 2018/19**

**FEES**

<b>INVERNESS</b>	<b>Note</b>	<b>Frequency</b>	<b>Fee 2018/19</b>
Resident's or visitor permits (RP, RVP)		annual	£58.00
Senior Citizens resident's permit		annual	£28.00
Lost or damaged permits		single fee	£28.00
Business and business visitor permits (BP, BVP)		annual	£185.00
Lost or damaged business parking permit		single fee	£92.00
Contract parking card - Rose St MSCP (CP)		monthly	£63.00
Contract Permit Bay - Rose St MSCP (CP)		monthly	£92.40
Business Contract Parking - other (CP)		monthly	£37.00
<b>LOCHABER</b>			
Resident's or visitor permits (RP, RVP)		annual	£40.00
Senior Citizens resident's permit		annual	£20.00
Lost or damaged permits		single fee	£20.00
Business and business visitor permits (BP, BVP)		annual	£100.00
Lost or damaged business parking permit		single fee	£50.00
Local Parking Season ticket (LPST)	May be purchased Monthly pro rata	annual	£120.00
Business Contract Parking (CP)		Annual	£168.00
<b>COUNCIL WIDE</b>			
*Residents Visitor Parking Vouchers (VPV)	Book of 10 x 3hour periods	single	£20.00
*Trades Permit (TP)	Trades Services Providers	annual	£200.00
*Essential User Permit (EUP)	Medical , registered domiciliary care etc.	annual	£50.00
Parking Season Ticket (HPST) Council Wide	May be purchased Monthly pro rata	annual	£240.00
<b>General – Service Cost Recovery</b>			
Suspension of On Street P&D Parking Bay	£50 fixed administration fee	daily fee	£50 fixed administration fee plus £10.00 per day of suspension
Suspension of other On Street bay	£50 fixed administration fee	daily fee	£50 fixed administration plus £5.00 per day of suspension beyond 5 days
Suspension of an Off Street Car Park Bay (Non P&D) - Minimum	£50 fixed administration fee	daily fee	£50 fixed administration plus £5.00 per day of suspension beyond 5 days
Suspension of an Off Street Car Park Bay (Pay & Display)	Fee Calculation used: <b>Number of Bays X Bay Hourly Rate X Charging period X Number of Days X Average Occupancy for location + Admin Fee (£50).</b> e.g. 1 bay for 5 days if bay hourly rate for car is £1 for and 10hrs per day and average occupancy for location is 70% = 1 (bay) x £1 x 10 (hrs) x 5 (days) x 70% + Admin Fee (£50) = £85	daily fee	calculated

**\*Please note some of these are new services and will be rolled out during 2018/19**

**Pay & Display Parking Tariff Guide**

Council wide minimum fee of £1 for 1<sup>st</sup> period of parking.

Off Street Parking Tariff Ranges			
Length		Tariff Range (£)	
1st Period	Minimum Fee	1.00	
2hrs		1.00	2.00
3hrs		2.00	
4hrs		2.00	3.00
10 hr		3.00	4.00
24hr		5.00	7.00

The actual Tariff applied to each Car Park will be published at the location and separately on the Council Website.

**Penalty Charge Notices**

Stage	Number of Days Since Ticket Issued	Level of Penalty Charge	Standard Process
1	0-14	£30	<b>50% Discount if paid within 14 days</b>
2	14-28	£60	<b>Full Price</b>
3	>28	£60	<b>Notice to Owner (28 days to pay)</b>
4	>56	£90	<b>Charge Certificate (Penalty Increases by 50%)</b>
5	>70	£90 + Standard Sheriff Officer Charge	<b>Debt Transferred to Sheriff Officer</b>

Note:

- **Notice to Owner** is a statutory notice served by the council on the person appearing to be the owner of a vehicle issued with a penalty that remains unpaid after 28 days.
- Subsequent to **Notice to Owner** but PCN has not paid within the statutory time limits, a **Charge Certificate** increases the full penalty charge by 50% and requires payment within 14 days of service if registration of the debt is to be avoided.
- An **Appeal** against Council decisions on PCNs can be made to the [Parking & Bus Lane Tribunal Scotland](#), the independent adjudication service which has a judicial standing.