

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 designated as a resident permit parking street or zone 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 State Pension discount on a permit) will be checked.

(c) Where a vehicle registration document is not available, a car lease document, a mobility car lease scheme letter detailing the vehicle or a company letter (on headed paper with company stamp) is acceptable.

(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 unless an electronic permit is held.

(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 cost will be 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 person in receipt of the State Pension (vehicle owner) will be eligible for the one permit type issued at an address 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 one **1 (one)** residents parking permit, free.

Table.1		Permit Price		
Inverness	Residents Visitor Permit	£58.00		
Non Inverness	Residents Visitor Permit	£40.00		

(7) REPLACEMENT COST OF LOST OR DAMAGED PERMITS

(a) A lost or damaged permit will be replaced at a cost of 50% of Permit price 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 as amended

And

The Highland Council (Off-Street parking places) (Decriminalised parking enforcement and consolidation) Order 2016 as amended

And

The Highland Council (C1218 Mill Road and Marine Terrace, Rosemarkie) (Temporary Prohibition of Waiting and One Way) Order 2021

Or

Any temporary Traffic Regulation Order published and sealed by The Highland Council

(a) The residents parking permit is non-transferable and non-refundable. It 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, zone or car park stated on the permit.

(c) Failure to fully 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 Notice being issued.

(d) Duplicate permits may not be used. A duplicate permit must be surrendered to the Council. Use of a duplicate permit is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit being withdrawn. (see part 12)

(e) 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.

(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 parking permits are non-refundable for less than 3 months validity and will be refunded in whole months remaining.

(11) APPEALS

Any appeals 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.

(13) Contact details

We will be pleased to answer any questions you may have. Our contact details are:

PERMIT ELIGIBILITY

The Highland Council
Inverness Service Point
The Town House
Castle Street
Inverness
IV1 1JJ
8am to 5pm Monday to Friday

Monday to Friday 9.30am to 12.30pm then
1.30pm to 4pm

Telephone: (01349) 886606
Website: www.highland.gov.uk/parking

Fort William Service Point

Charles Kennedy Building
Achintore Road
Fort William
PH33 6RQ
Monday to Friday 9.30am to 12.30pm then
1.30pm to 4.30pm

ENFORCEMENT ISSUES

The Highland Council
Parking Services
Rose Street Multi Storey Car Park Offices
Faraline Park
Inveness

Telephone: 01463 239786
E-mail: parking@highland.gov.uk
Website: www.highland.gov.uk/parking

Nairn Service Point

The Court House
High Street
Nairn
IV12 4AU