

**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, the vehicle registration number 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 age in case of State Pension discount on a 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 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 Visitor 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 or **1 (one)** resident visitor 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 the permit cost 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 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 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 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) 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. 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)

(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.

(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

**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

**Nairn** Service Point  
The Court House  
High Street  
Nairn  
IV12 4AU  
Monday to Friday 9.30am to 12.30pm then  
1.30pm to 4pm

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

**ENFORCEMENT ISSUES**

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

Telephone: 01463 239786  
E-mail: [parking@highland.gov.uk](mailto:parking@highland.gov.uk)  
Website: [www.highland.gov.uk/parking](http://www.highland.gov.uk/parking)