

Applications should be made at The Wallace Tower, 172 – 176 High Street, Ayr

PERMIT APPLICATION NOTES

PERMIT DURATION

All Residents permits will be issued for a 3 or 12 month duration, Loading and Access permits are issued for a 12 month duration;

For New Applications:

- Quarterly permits (3 months) - if you apply for your permit between the 1-14th of any month your permit will be issued for the remainder of that calendar month plus a full two calendar months after. If you apply for a permit on or after the 15th of any month you will be issued with a permit for the remainder of that calendar month plus a full three calendar months after.
- For annual permits (12 months) the same will apply, if you apply between the 1-14th of any month your permits will be granted for the remainder of that calendar month and 11 calendar months after. If you apply for a permit on or after the 15th of any month you will be issued with a permit for the remainder of that calendar month plus a full 12 months thereafter.
- Loading and Access Permits are valid for 12 months from the date of issue.

For Renewal Applications:

- You can apply for a new permit **14 days in advance** and your permits will be dated for the appropriate 3 or 12 month period after your current permit expires.

APPLICATIONS

An application form is not required, you should present at The Wallace Tower, 172 – 176 High Street, Ayr with the relevant evidence to obtain a permit. Your details will be entered on to the Easy Parking System at the time of your application.

EVIDENCE REQUIREMENTS

TYPE A RESIDENT PERMIT

For **Type A** Permits you must supply your Vehicle Registration Document (V5). We will check the Council Tax records for confirmation of your address. If you are not held as liable on the Council Tax Records you must provide 2 proofs of address as well as your V5 document, which shows the vehicle registered to the applicant's address. **The documentation must be an original and from an official source for example a gas, electricity or telephone bill, dated within last three months.**

If the (V5) is not available due to you having recently purchased the vehicle we may accept the insurance certificate provided it shows your vehicle registration and confirms it is registered to your address, however the permit will only be granted for a quarter and **on renewal the V5 document must be provided.**

If the vehicle is a **company car** a letter on company stationery from an individual in a position of authority within the company will be required, **the letter should detail the applicant, their address and vehicle registration number and should state that they have full use of the vehicle.** We will check the Council Tax records for confirmation of your address. If you are not held as liable on the Council Tax Records you must supply two proofs of address. **The documentation must be an original and from an official source for example a gas, electricity or telephone bill, dated within last three months.**

For Type A permits for **General Practitioners and Surgery Nurses working in NHS doctor's surgeries** it should be noted that the surgery office should apply on behalf of the General Practitioners or Surgery Nurses and a supporting letter should be included confirming that they are working from the NHS Surgery, the V5 document for the vehicle should also be provided at application.

Type A Resident's Permits are issued to assist residents to park close to their home within streets where on-street charging applies. These permits show the resident's vehicle registration number. Permits found to be used by non-residents will be withdrawn and FPN's may be issued for fraudulent use.

TYPE B RESIDENT'S PERMIT

For **Type B permits** we will check the Council Tax Records for confirmation of your address, if you are not held as a liable party on the Council Tax Records then you must supply two pieces of documentation confirming your address, **the documentation must be an original and from an official source for example a gas, electricity or telephone bill, dated within last three months.**

Type B Resident's Permits are issued to allow residents and their visitors to park within streets where residents only restrictions apply. Permits found to be used by non-residents or people not visiting the resident will be withdrawn. Each property is eligible for a maximum of 2 permits. Additional vehicles kept at/visiting the property will be required to park in a non-resident's area, failure to display a Type B permit may result in the issue of a Fixed Penalty Notice.

EVIDENCE FOR LOADING PERMITS

Before a permit can be issued the Council must be satisfied that the applicant is entitled to a permit.

- For Business premises you must supply one piece of documentation to evidence your business premises the documentation must be an original and from an official source for example a gas, electricity or telephone bill, dated within last three months plus your Vehicle Registration Number, the permit will only be valid on this vehicle.
- For residential premises we will check the Council Tax Records for confirmation of your address, if you are not held as a liable party on the Council Tax Records then you must supply two pieces of documentation confirming your address, the documentation must be an original and from an official source for example a gas, electricity or telephone bill, dated within last three months plus your Vehicle Registration Number, the permit will only be valid on this vehicle.

EVIDENCE FOR ACCESS PERMITS

Before a permit can be issued the Council must be satisfied that the applicant is entitled to a permit.

For Residents, we will check the Council Tax Records for confirmation of your address, if you are not held as a liable party on the Council Tax Records then you must supply two pieces of documentation confirming your address the documentation must be an original and from an official source for example a gas, electricity or telephone bill, dated within last three months plus your Registration Number.

If for **Type A Permit you must also provide** confirmation that you have use of an off-road parking area, e.g. a copy of title deeds or letter from the owner of the off-road area confirming that you are permitted to use that area at all times.

****For applications where the access permit is for residents or visitors to Riverview Flats or Kirk Port properties, the occupier of the property should apply, we will check the Council Tax Records for confirmation of your address, if you are not held as a liable party on the Council Tax Records then you must supply two pieces of documentation confirming your address, the documentation must be an original and from an official source for example a gas, electricity or telephone bill, dated within last three months plus details of the registration numbers for the vehicle/s you require to have a permit/s for should be provided.**

BEFORE BEING ISSUED WITH A PERMIT THE APPLICANT SHOULD CAREFULLY CONSIDER THE TERMS AND CONDITIONS OF USE READ AT THE TIME OF APPLICATION. BY AGREEING TO THE DECLARATION APPLICANTS ARE TAKEN TO HAVE UNDERSTOOD THESE NOTES AND THE TERMS AND CONDITIONS OF USE PRINTED OVERLEAF AND TO ACCEPT ALL RESTRICTIONS THAT ARE PLACED ON THE USE OF THE PERMITS ISSUED.

PLEASE NOTE THAT PERMITS WILL NOT BE ISSUED TO PERSONS IN DEBT TO THE COUNCIL. THIS AUTHORITY IS UNDER THE DUTY TO PROTECT THE PUBLIC FUNDS IT ADMINISTERS AND TO THIS END MAY USE THE INFORMATION YOU HAVE PROVIDED ON THIS FORM FOR THE PREVENTION AND DETECTION OF FRAUD. IT MAY ALSO SHARE THIS INFORMATION WITH OTHER BODIES RESPONSIBLE FOR AUDITING OR ADMINISTERING PUBLIC FUNDS FOR THESE PURPOSES. ON APPLICATION OF THE PERMIT AND BY ACCEPTING THE DECLARATION FOR YOUR PERMIT YOU ARE ALSO GIVING COUNCIL PERMISSION TO CHECK YOUR RECORDS TO ASSIST IN THE APPLICATION PROCESS AND TO CHECK FOR ANY OUTSTANDING DEBTS IN RELATION TO COUNCIL TAX OR FIXED PENALTY CHARGE NOTICES.

**AYR TOWN CENTRE
RESIDENTS PARKING, LOADING AND ACCESS PERMITS**

TERMS AND CONDITIONS OF USE

GENERAL

- All permits will remain at all times the property of South Ayrshire Council.
- Permits shall be displayed on the front nearside of the vehicle in such a position as to ensure the front side of the permit is visible to persons standing at the front nearside of the vehicle.
- Permit holders shall observe all conditions placed on the use of permits.
- Permit holders are required to return permits to Council Parking Attendants on request.

RESIDENTS PARKING PERMITS (WITHIN THE CENTRAL PAY AND DISPLAY PARKING ZONE)

To qualify for a permit:

- Applicants must ordinarily reside in a dwelling-house in the area within Ayr Town Centre that falls within the Central Parking Zone and must own or have sole use of a vehicle.
- The permit may be used to park the vehicle for which the permit has been issued, without incurring charges, and without limit of time, in a parking bay within the sub-zone for which the permit is valid.
- The permit is valid only when used for parking in marked parking bays. It does not permit parking on double yellow lines or any other type of waiting or loading restrictions.
- Permits are available annually or quarterly only after application has been entered to the Easy Parking System and the customer Declaration has been accepted, with submission of appropriate documentation, for an annual charge of £50 or a quarterly charge of £16.
- If the permit is lost or stolen, it must be reported to the Council.
- Replacement of lost or stolen permits or replacements for a change of vehicle is subject to a charge of £5.
- The permit may be surrendered at any time in which case the permit holder will receive a refund for the unused complete months on a pro rata basis minus an admin fee.

RESIDENT PARKING PERMITS (WITHIN DESIGNATED “RESIDENTS ONLY PARKING” STREETS)

To qualify for a permit:

- Applicants must ordinarily reside in a dwelling-house within a street in which parking is designated “Residents Only”.
- The permit is valid only in the street for which it is issued.
- The permit does not allow parking on double yellow lines or any other type of waiting or loading restrictions.
- Each premise which appears on the valuations roll within a street in which parking is designated “Residents Only”, is entitled to a maximum of two permits.
- Permits are available annually or quarterly only after application has been entered to the Easy Parking System and the customer Declaration has been accepted, with submission of appropriate documentation for a one-off charge of 50p.
- If the permit is lost or stolen it must be reported to the Council. Replacements of permits, which have been lost, stolen or have become illegible, are subject to a charge of 10p.
- Permits are not valid on commercial vehicles in excess of 1.5 tons in weight.

LOADING PERMITS

To qualify for a permit applicants must be: -

- A resident or retailer in Carrick Street, Hope Street or Newmarket Street; or
- A retailer in High Street, Kirk Port, Nile Court or Old Bridge Street whose deliveries are wholly or predominantly by private car.
- The permit may be used for the purposes of loading or unloading from private car only on street and at the times marked on the permit.
- The permit does not allow parking in a ‘pedestrian only’ street in Ayr Town centre.
- If the permit is lost or stolen it must be reported to the council.

ACCESS PERMITS

To qualify for a permit applicants must be: -

- (i) A resident, retailer or employee in High Street, Kirk Port, Nile Court or Old Bridge Street and have access to off-road parking; or
- (ii) A resident of Riverview Flats; or
- (iv) A resident of High Street, Kirk Port, Nile Court or Old Bridge Street who have no access to off-road parking. In the case of (i) and (ii) above, the permit may be used at any time for the High Street to gain access to off-road parking areas but does not permit parking on High Street loading bays at any time.
- (v) If the permit is lost or stolen it must be reported to the Council.

Appendix A. Resident's Parking Zone Plan

