

NOTES TO ASSIST WITH COMPLETION OF PERMIT APPLICATION

PERMIT DURATION

All permits will be issued for a 3 or 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.

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.

NOTE 1

The section headed "Details of Applicant" must be completed by all applicants. The address required is:

- For residents Parking Permits, the place of residence of the applicant. The applicant must be the occupier of the address given; being the owner of a property does not in itself entitle you to a permit.
- For Loading and Access permits, the address for which the permit is required.

NOTE 2

Place a tick in the box adjacent to the type of permit you are applying for. The permits available are as follows:

- [Residents Parking Permits](#). If you live in a street within the area of the town centre in which parking is subject to a charge; or if you live in a street, which is, designated "Residents Only" (indicated by Residents Parking Signs within the street), you may apply for a Residents Parking Permit.
- [Loading Permits](#). If you are a resident or retailer in Carrick Street, Hope Street or Newmarket Street; or if you are a retailer in High Street, Kirk Port, Nile Court or Old Bridge Street, and you predominantly use your car for servicing, you may apply for a Loading Permit.
- [Access Permits](#). If you are a resident, retailer or employee (with access to off-road parking) in High Street, Kirk Port, Nile Court or Old Bridge Street; or a resident of Riverview flats, you may apply for an Access Permit.

NOTE 3 – RESIDENT'S PERMITS

To help you determine which type of Residents Parking Permit you should apply for, refer to the [Table A](#) below:

The two distinct types of Residents Parking permits available in Ayr are described as follows:

TYPE A Resident's Permit - available to residents of streets within the area of the town centre in which parking is subject to a charge (i.e. pay and display areas). For an annual charge of £50 or a quarterly charge of £16 these permits allow a vehicle to be parked without limit on the length of stay within a specified pay and display area of the town centre. You may apply for one permit for each vehicle you own.

The replacement of a permit lost or stolen is subject to a charge of £5.

TYPE B Residents Permit - available to occupiers of residential premises which appear on the valuation roll in a street designated as Residents Only. For a one-off charge of 50p, these permits allow a vehicle to be parked on the street named on the permit during the part of the day in which parking is restricted to Residents Only. Each premise that appears on the valuation roll is entitled to a maximum of 2 permits. The permits can be used on any vehicle and, if necessary, given to visitors for the duration of their visit.

Table A

STREETS IN AYR WHERE TYPE A OR B RESIDENT'S PERMITS CAN BE USED					
STREET	NO's	TYPE	STREET	NO's	TYPE
Academy Street	ALL	A	Fullarton Street	All	A
Alisa Place	ALL	B	George Street	2-24	A
Alloway Park	1-4	B	High Street	All	A
Alloway Street	ALL	A	Hope Street	All	A
Arran Terrace	ALL	B	Killoch Place	All	A
Ashgrove Street	1-23 4-28	B	Kyle Street	All	A
Barns Crescent	All	B	Mews Lane	All	A
Barns Park	All	B	Mill Street	All	A
Barns Street	All	A	Mill Wynd	All	A
Bellevue Crescent	All	B	Montgomerie Terrace	All	B
Beresford Terrace	1-11 2-16	A	New Bridge Street	All	A
Boat Vennel	All	A	Newmarket Street	All	A
Boswell Park	All	A	Old Bridge Street	All	A
Bruce Crescent	All	B	Park Circus	All	B
Carrick Street	All	A	Park Terrace	1-8	B
Cathcart Street	All	A	Parkhouse Street	All	A
Charlotte Street	3-17 2-8	A	Queens Terrace	All	B
Charlotte Street	All		River Street	All	A
Citadel Place	All		River Terrace	All	A
Cromwell Road	All	B	Sandgate	All	A
Dalblair Road	All	A	Seabank Road	All	B
Dongola Road	1-45	B	Smith Street	All	A
Douglas Street	All	A	South Harbour Street	1-13	A
Eglinton Terrace	All	B	St. John's Street	All	A
Fairfield Park	All	B	St. Andrew's Street	1-19 2-16	B
Fairfield Road	All	B	Wellington Square	All	A
Fort Street	All	A			

SUB-ZONES

Type A Residents Parking permits are only valid within specified areas of the town centre. The specified areas are known as “Sub-Zones” and are clearly marked on the permit. [Table B](#) below lists the streets, which are within each Sub-Zone, and therefore indicates in which streets your permit would be valid. The permit can only be used when parking in a marked parking bay. It does not entitle the holder to park on double yellow lines or any other such waiting or loading restriction.

If you live close to the boundary between two Sub-Zones and would prefer your permit to be valid in the adjoining Sub-Zone you may be eligible for a change in Sub-Zone, however please note that such requests are only granted in exceptional cases, such as where the closest parking spaces in the adjoining Sub-Zone are nearer the applicant’s home than those in the applicant’s own Sub-Zone.

Table B

	Sub-Zone A1		Sub-Zone A2		Sub-Zone A3
*	Academy Street		Barns Street	*	Alloway Street
*	Boat Vennel		Boswell Park		Beresford Terrace (Nos. 1-11 & 2-16)
	Cathcart Street	*	Carrick Street		Burns Statue Sq.
	Charlotte Street (Nos. 3-17 & 2-8)		Douglas Street		Dalblair Road
	Citadel place		Fullarton Street	*	High Street (Nos. 161-247 & 178-266)
	Fort Street		George Street (Nos. 2-24)	*	Killoch Place
*	Mews Lane	*	High Street (Nos. 1-155 & 2-176)	*	Kyle Street
*	New Bridge Street	*	Hope Street		Mill Street
*	St John’s Street	*	Newmarket Street		Mill Wynd
	Sandgate	*	Old Bridge Street		Parkhouse Street
	South Harbour Street (Nos. 1-13)	*	River Street		Smith Street
	Wellington Square		River Terrace		
* No marked parking bays are available for use in these streets					

General Practitioners and Surgery Nurses working in NHS doctor’s surgeries within the area of the town centre (pay & display areas) where parking is subject to a charge are eligible to apply for Type A Residents Parking permits valid in all Sub-Zones. In the case of such applications you should mark “ALL” in the space provided for preferred Sub-Zone. The Surgery office should apply on behalf of the doctor.

These permits will only be valid Monday – Friday.

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

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.

NOTE 4 - LOADING PERMITS

To help you to determine which type of Loading permit you may be entitled refer to [Table C](#) below.

The two distinct types of Loading Permits available in Ayr are described below: -

TYPE A Loading - available to residents and retailers in Carrick Street, Hope Street and Newmarket Street. The permit is valid in the street in which the applicant is resident or has a business. It can be used for loading and unloading by private car after 4:30pm and before 10:30am. It must not be used between 10:30am and 4:30pm.

TYPE B Loading - available to retailers in High Street, Kirk Port, Nile Court and Old Bridge Street whose deliveries are wholly or predominantly by private car. In the case of retailers in Kirk Port, Nile Court and Old Bridge Street, these permits are valid in the street in which the applicant has a business.

The permit can be used in that street for loading and unloading by private car after 4:30pm and before 10:30am. It must not be used between 10:30am and 4:30pm. It can also be used in loading bays in High Street after 6pm and before 10am.

In the case of retailers in High Street these permits are valid in one of the following streets, whichever is closest to the applicant’s business: Carrick Street, Hope Street, Kirk Port, Newmarket Street, Nile Court or Old Bridge Street.

The permit can be used, in that street, for loading and unloading by private car after 4:30pm and before 10:30am. It must not be used in the High Street between 10.30am and 4.30pm. It can also be used in loading bays in High Street after 6pm and before 10am. It must not be used in High Street between 10am and 6pm.

Both Type A and Type B Loading permits are renewable annually

Table C

LOADING PERMIT TYPE	ADDRESS	PERMIT VALID IN	PERMITTED HOURS
A	Carrick Street	Carrick Street	4:30pm - 10:30am
A	Hope Street	Hope Street	4:30pm - 10:30am
A	Newmarket Street	Newmarket Street	4:30pm - 10:30am
B	Kirk Port	Kirk Port High Street	4:30pm - 10:30am 6:00pm - 10:00am
B	Nile Court	Nile Court High Street	4:30pm - 10:30am 6:00pm - 10:00am
B	Old Bridge Street	Old Bridge Street High Street	4:30pm - 10:30am 6:00pm - 10:00am
B	High Street	Nearest Side Road High Street	4:30pm - 10:30am 6:00pm - 10:00am

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 Document (V5).
- 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 Document (V5).

NOTE 5 – ACCESS PERMITS

To help you determine which type of Access permit you may be entitled to refer to [Table D](#).

The two distinct types of Access permit available in Ayr are as follows: -

TYPE A Access permits – available to residents, retailers and employees in High Street, Kirk Port, Nile Court and Old Bridge Street who have access to Off-Road parking areas: and to residents of Riverview Flats. Type A Access permits allow access to High Street 24 hours a day so long as the car is parked in an off-road parking area. The permit does not allow parking in any bays in the High Street.

TYPE B Access Permits – Available to residents of High Street, Kirk Port, Nile Court and Old Bridge Street who do not have access to Off Road areas. Type B permits allow parking in the High Street between 6:00pm and 8:30am. The permit does not allow access to High Street between 8:30am and 6:00pm.

Table D

ADDRESS	OFF ROAD PARKING	PERMIT TYPE
High Street	Yes	A
	No	B
Kirk Port	Yes	A
	No	B
Nile Court	Yes	A
	No	B
Old Bridge Street	Yes	A
	No	B
**Riverview Flats	N/A	A

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 V5 document.

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 vehicles you require to have permits for should be noted on the application form.

BEFORE SIGNING THE APPLICATION FORM APPLICANTS SHOULD CAREFULLY READ THE TERMS AND CONDITIONS OF USE PRINTED OVERLEAF. BY SIGNING THE APPLICATION FORM APPLICANTS ARE TAKEN TO HAVE READ 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 SIGNING THE DECLARATION BELOW 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 completion of Permit Application Form PERM9501 and 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 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.

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 only after completion of Permit Application Form PERM9501 and 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.
- 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.