

**APPLICATION FORM for
RESIDENT ANNUAL PERMIT**

Cost per annum **£26.00**

Please complete in BLOCK CAPITALS

Vehicle
Registration Mark:

Make/Model/Type:

Colour:

Existing Permit No.:

Length of vehicle

Please tick if appropriate:
Annual Renewal
New/Lost/Replacement
Disposal

Enclosed is a cheque/postal order* payable
to **SCOTTISH BORDERS COUNCIL**

Full name

Address

.....

.....

Post Code

Telephone Number

I hereby agree to abide by the Conditions of
Use as specified and the terms of the
current Traffic Regulation Orders.

Signature

Date

Documents Required:- Please enclose a
photocopy of proof of residence within the
Scottish Borders (e.g. Council Tax/rent
book/utilities account).

Please send this application form and payment
to: **The Parking Control Office, Scottish
Borders Council, Council Headquarters,
Newtown St Boswells, MELROSE, TD6 0SA**

Permits will be issued by post to the applicant's
address. Please allow 7 working days for
delivery.

THE SCHEME

Where can I park?

A Resident Annual Permit can be used in most
but not all Scottish Borders Council controlled
"Pay & Display" car parks. A vehicle displaying
a valid Resident's Annual Permit may park
without time limit or penalty whilst parked wholly
within a marked bay.

The following car parks are **EXCLUDED** from
the scheme.

Galashiels - High Street Car Park
- Stirling Street Car Park
- Stirling Place Car Park
Melrose - Abbey Car Park
St Abbs - Harbour Car Park
Hawick - Heart of Hawick

Holders of Resident's Annual Permit will be
required to purchase a Parking Ticket when
using any of the above car parks during
charging period as set out in the Traffic
Regulation orders.

Please note

*In terms of the Traffic Regulation Orders; invalid
carriages, solo motorcycles and vehicles display
a valid disabled parking badge are already
exempt from charges in car parks to which this
scheme applies.*

*These charges include VAT at the standard
rate. (VAT registration number 663 7265 15).
This is NOT a tax invoice.*

*A receipt will not be issued unless a stamped,
addressed envelope is supplied.*

CONDITIONS OF USE

Resident Annual Permit

- **New/Annual Renewal:** The Permit is valid
for a 12 month period from the date of issue
and permit holders are responsible for the
annual renewal. The cost per annum is £26.
- Completed application forms, proof of
residence documentation and fee to be
presented at the time of the application.
(Please use a valid Machine Ticket until you
receive your new Permit.)
- Permits are only available for motor cars,
goods vehicles not exceeding 3.5 tonnes
maximum gross weight and vehicles for 13
passengers or less (including driver).
**Please note that unless the vehicle can
be parked so that every part of it is
within the limits of an appropriately
marked space you will not qualify for a
Resident's Parking Permit.
(Please note car parking spaces are 5
metres in length and 2.5 metres wide),**
- When the Permit is in use, it must be clearly
displayed on the inside surface of the **front**
windscreen, so that it can easily be seen
from the front of the vehicle at all times.
- **Replacement:** The Permit can only be
replaced in the case of loss, destruction,
defacing or through a change of vehicle.
There is an administrative charge of **£3**.
Please return the old Permit with your

application form (unless in the case of annual renewal). Please use a valid Machine Ticket until you receive your replacement Permit.

- Any contravention of the conditions of the Traffic Regulation Orders (which are available for inspection during working hours at: The Parking Control Office, Council HQ, Newtown St Boswells, Melrose, TD6 0SA) will render the Permit invalid.
- The purchase of a Permit does not guarantee availability of a parking space, but will exempt the vehicle from the time restriction within the car parks for which the Permit has been issued.
- **Disposal:** - Refunds will be given on surrender of a Permit at a rate of one twelfth of the annual cost for each complete calendar month remaining, contact The Parking Control Office (☎ 01835 825165) for details.

You can get this document on tape, in large print, and various other formats by contacting us at the address below. In addition, contact the address below for information on language translations, additional copies, or to arrange for an officer to meet with you to explain any areas of the publication that you would like clarified.

Contact – Parking Supervisor, Scottish Borders Council, Council Headquarters, Newtown St Boswells, Melrose, TD6 0SA Tel. No. 01835 825165 or our Customer Advice and Support Service on 0300 100 1800

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For Official Use Only

Permit No: _____
Expiry date: _____
Payment rec'd: _____
Date Sent: _____

Data Controller

The information you have provided will be processed by Scottish Borders Council, Newtown St Boswells, TD6 0SA. You can contact the Council on 0300 100 1800 or customerservices@scotborders.gov.uk.

Data Protection Officer

You can contact the Council's Data Protection Officer using the contact details above or by email at dataprotection@scotborders.gov.uk

How we will use your information

We will use your information to process your application for a parking permit under the Scottish Borders Council's Off-Street Traffic Regulation Order made under Traffic Regulation Act 1984.

This information will be retained by the Council for a maximum of one year or for the length of time that the permit is valid, whichever is longer.

Who we may share your information with

Your data will not be shared with any other organisation or department but may be analysed internally in order to provide management information, inform service delivery reform and similar purposes to meet our duty to achieve best value and continuous service improvement.

Your rights

For information on the rights you have over your personal data, please visit our website <http://www.scotborders.gov.uk/DPYourRights> or if you would like to receive a hard copy of this information, please contact us using the contact details provided above.

If you have any concerns with the way we handle your personal data, you should contact our Data Protection Officer to raise a complaint

in the first instance. If you are unhappy with our response to your complaint, you are entitled to raise your concerns with the regulator of data protection: UK Information Commissioner (ICO). You can contact their office by writing to: UK Information Commissioner's Office (ICO), 45 Melville Street, Edinburgh, EH3 7HL. By phone 0131 244 9001 or by email: scotland@ico.org.uk.

You can find out more information on data protection on the Information Commissioner's Office [website](#).