

Guidance Notes

Applying for a School Friendly Zones Permit

**PLEASE READ THESE GUIDANCE NOTES BEFORE ATTEMPTING
TO COMPLETE THE APPLICATION FORM**

1. USING THE APPLICATION FORM

This application form can be used to apply for a school friendly Zones Permit for the first time or to change your existing permit. Please advise what you wish to do by completing Part 1 of the application form and following the instructions. **DOCUMENTS**

2 REQUIRED FOR YOUR VEHICLE

Please provide a copy of the vehicle registration document. However:

a) If the vehicle is not registered in your name, you must also produce:

1. A letter from the registered keeper (including where the registered keeper is a business) declaring that you are the main user and keeper of the vehicle (for a company/vehicle, we require confirmation on company headed paper).
2. The vehicle registration document (**copy only**) must also be produced with the completed application or

b) If the vehicle is “owned” by a leasing or hire company, you must provide a copy of the lease/hire agreement. If the vehicle is not leased or hired to you personally, you must provide a written declaration from the hirer or leaser of the vehicle on their headed stationery, advising that the vehicle is for your use.

3. DISPLAYING YOUR PERMIT

It is your responsibility to ensure that you display your valid permit clearly on your vehicle, showing the vehicle registration number. The permit is invalid if the registration number of the vehicle does not correspond to that on the permit or cannot be viewed. Motorcyclists may choose to carry the permit, but it must be produced for anyone requiring to see it.

4. DEFACED/MUTILATED PERMIT

If the permit is damaged or defaced, the holder must surrender it to Angus House, Orchardbank Business Park when applying for a replacement. If you lose your permit, you must also apply for a replacement.

5. CHANGE OF DETAILS

If you move house outwith the School Friendly Zones area to which a permit refers, you must surrender that permit.

If you change your address or vehicle, you must report all changes to Angus House, Orchardbank Business Park, Forfar DD8 1AN as soon as possible with verification of your new residence or replacement vehicle. A new permit will be required for the replacement vehicle.

If you need to change the permit, it must be returned before a new permit can be processed.

Existing permits are not valid on replacement vehicles.

6. OTHER REASONS FOR SURRENDER OF PERMIT

Permit holders are required to surrender their permit to the Council:

a) if the permit ceases to be valid

7. The permit holder ceases to be a qualifying resident.

8. The permit holder ceases to be the keeper of the vehicle for which the permit was issued.

b) a duplicate permit is issued by the Council.

c) if requested in writing by the Council.

9. FRAUD AND ABUSE PREVENTION

To help us prevent fraud and abuse of the School Friendly Zones Permit process, each month a sample of permit holders may be asked to re-submit proof of residence and vehicle details.

Customers will be given 21 days in which to provide the requested documents.

10. LOST OR STOLEN PERMIT

Please report a lost or stolen permit to the Police. If your details (address and vehicle) have not changed a replacement permit will be issued.

11. CONTACT DETAILS

The permits team can be contacted by telephone or email. Contact details are shown below:

Telephone: 03452 777 778

Email: ACCESSRDSTraffic@angus.gov.uk

Hours: 9.00am to 5.00pm

We will be pleased to answer any questions. If you have any queries, please do not hesitate to contact us before submitting your application form.

10. OFFENCES AND PENALTIES

It is a criminal offence to make a false statement in order to procure the issue of a permit to yourself or any other person.

Any applicant suspected of doing so will be reported to the Police who in turn will, as may be appropriate, report the circumstances to the Procurator Fiscal for Angus Council for a criminal prosecution.

Specifically, under Section 115 of the Road Traffic Regulation Act 1984, it is a criminal offence where any intent to deceive, uses or lends to, or allows to be used by, any other person any permit or who makes or had in their possession any document so closely resembling any permit as to be calculated to deceive or who forges or alters any permit.

If such an offence is triable summarily the maximum fine is currently £2000.

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 themselves or any other person. The maximum fine for such an offence is currently £1000.

11. DATA PROTECTION ACT 1998

The information you provide on the application form will be used by Angus Council (the “data controller” for the purposes of the Data Protection Act 2018) to confirm your identity and vehicle details to provide services in the processing of your application for a Residents’ Permit. The information will be held securely by Angus Council and will be treated as confidential except where the law requires it to be disclosed.

The privacy notice relating to applications for residents’ permits for the school friendly zones can be viewed at:
https://www.angus.gov.uk/roads_parking_and_travel/roads_and_pavements/school_friendly_zones?page_id=1508#item-details.

Further information on the Angus Council privacy statement can be viewed at:
https://www.angus.gov.uk/council_and_democracy/data_and_privacy/angus_council_full_privacy_statement.