

# RESIDENTS PARKING PERMIT TERMS & CONDITIONS

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These notes should not be taken as a legal interpretation of any Traffic Regulation Order.

Please read the following notes carefully and **agree** to these Terms and Conditions before submitting the completed application form.

1. **Background** – Dundee City Council Residents Parking Schemes were introduced in 1977 in response to specific difficulties which existed with parking near residents' homes in the Broughty Ferry and City Centre areas. The Menzieshill scheme was introduced in 2003. Under the terms of the scheme, applications for Residents Parking Permits will be considered from occupiers of residential houses or flats covered within the Traffic Regulation Orders for Residents Parking Schemes.  
Where a house or flat has been newly built or has been formed by sub-division of an existing property, the responsibility for the provision of parking lies with the developer unless specifically agreed otherwise by Dundee City Council in advance of the sub-division works taking place.
2. **General** – All applicants should upload or provide a current V5C DVLA Registration Document which shows the same name and address details as the person applying for the Residents Parking Permit. Dundee City Council will confirm that the residence is within the area defined in the appropriate Traffic Regulation Order and check liability using the Council Tax System. It is the responsibility of the permit holder to apply for a new permit annually before your current permit expires but two reminders will be sent via email. Dundee City Council reserves the right to issue/refuse any permit at any time.
3. **Proof of residence** – Dundee City Council will verify the applicant's residence by using the Council Tax system. For purpose-built student accommodation (Houses of Multiple Occupancy) if the residents cannot be verified through the Council Tax system, then the applicant will be required to provide a Student Certificate that confirms the term time address, and their lease agreement.
4. **Vehicle** – Dundee City Council will only accept a V5C DVLA Registered Document as proof that you are the registered keeper. The V5C should hold the same address as the residency address.
5. **Company Car Permits** – The applicants should provide a copy of the V5C held by the company along with a recent original headed letter from the customer's employer confirming that the customer is an employee along with the make, model and registration number of the vehicle. The letter must also confirm the applicant's exclusive use of the vehicle 365 days a year. In the event a company V5C is unavailable, a lease agreement is acceptable.
6. **Change of Vehicle** – If you have your V5 for your new vehicle you must log into your [My account](#) and request a change of vehicle. Proof (V5C DVLA Registered Document) must be provided. If you do not have this proof, then email [permitenquiries@dundeeicity.gov.uk](mailto:permitenquiries@dundeeicity.gov.uk) with the change details and you will be given 2 weeks dispensation. When the V5 arrives, log into [My account](#) and request the change in vehicle.
7. **Change of Address** – If you move address, you must change your address in your [My account](#). If you move into another zone within the City Centre, your Council Tax record will be checked to confirm your residency and your permit updated. If you are found to be not registered for Council Tax, your permit will be cancelled.

If you move from a permit zone, or move away completely and no longer qualify for a resident permit you must declare this by requesting a cancellation on [My account](#). You may be entitled to a refund depending on how long you have left on the permit.

8. **Permits** Your permit is virtual and is only valid for the zone that you have applied for.
9. **Residents Parking Permit Fees**
  - Menzieshill Zone - £25.00 per annum
  - Broughty Ferry Zone - £100.00 per annum
  - City Centre Zones(North, East or West) - £150.00 per annum
10. **Refunds** – A refund will be calculated pro rata depending on the number of months left on the permit.

Please note there will be no refund for a Menzieshill permit.

Dundee City Centre - the minimum refund will be £41.32, and the maximum will be £124.00 depending on the number of days you have left on the permit.

Broughty Ferry - the minimum refund will be £29.00, and the maximum will be £87.00 depending on the number of days you have left on the permit.

0-4 months remaining – No refund

A refund request should be made by completing a Request Cancellation form on [My account](#)

11. **Blue Badge Holders**– As a blue badge holder you do not need to have a residents parking permit as you can park within any of the permit zones. To qualify you must always display a valid blue badge and use it in accordance with the terms and conditions of the Blue Badge Scheme.

You should apply for a residents permit if you are a blue badge holder, and you are not the sole driver of the vehicle.

**Remember:**

- You must create a permit account at [My account](#) and you must apply for a Residents Permit. All sections of the form must be completed and your documents uploaded.
- Please be advised that parking in a Residents' Parking Permit area is not permitted until you have received official confirmation that your virtual parking permit is active. The permit will commence on the start date specified in the permit offer email, irrespective of the date on which payment is made.
- A permit does not guarantee the use of any particular parking bay.
- The City Centre Permit area is divided into three zones East, West, North. You will be allocated a zone depending on your address. You are only permitted to park within your own zone or in the nearest Dundee City Council Car Park. If you park out with your allocated zone, this will result in Dundee City Council revoking your Residents Permit and you will not be entitled to a refund. If you are parking in another zone you are required to follow the parking restrictions for that area.
- If you have a reason to Park outside your zone, this may be allowed in specific circumstances. Please email [permitenquiries@dundee.gov.uk](mailto:permitenquiries@dundee.gov.uk) if you seek to do this.
- A first reminder email will be issued 30 days prior to the expiry date and a second reminder email if needed, will be issued 14 days prior to the expiry date. It is the permit holder's responsibility to ensure that the permit is renewed timeously. If you do not have a valid permit, you will be liable to receive a PCN.
- Permits are not transferable. If you have a change of car registration you must apply for this using the change of vehicle registration application. If you do not have your V5, you will be required to email [permitenquiries@dundee.gov.uk](mailto:permitenquiries@dundee.gov.uk) and you will be given 2 weeks dispensation. When you have your V5, you should log into [My account](#) and request change of vehicle.

- If you are using a courtesy car, your original permit will not be valid, please email [permitenquiries@dundeeicity.gov.uk](mailto:permitenquiries@dundeeicity.gov.uk) with the details and you will be given dispensation.
- Dundee City Council have the right to refuse, revoke or suspend a permit at any time.