



| For Official Use Only |  |
|-----------------------|--|
| Permit Number         |  |
| Date of Issue         |  |
| Expiry                |  |
| Issued By             |  |

## Application for School Streets Permit

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address and documents relating to your vehicle. When completing this application please refer to the guidance notes attached to the back of this form.

Please complete this form using black ink, and write in **BLOCK CAPITALS**. Your completed form and supporting documents should be sent to: Clackmannanshire Council, Kilncraigs, Greenside Street, Alloa, FK10 1EB.

### Part 1 – Please tell us what you wish to do

- I am applying for the first time  Please complete parts 2, 4, 5 and 6
- I am applying as a resident in a School Streets Zone  Please complete parts 2, 4, 5 and 6
- I am applying as a local business in a School Streets Zone  Please complete parts 2, 4, 5 and 6
- I am changing a vehicle  Please complete all parts
- I am changing address (with no changes to vehicle)  Please complete parts 2, 3, 5 and 6

### Part 2 – Your Details

Title (Mr, Ms Mrs, Miss, Other)

First Name  Surname

Address

Town  Post Code

Phone Number  email

### Part 3 – Changes to an Existing Permit

Do you wish to change vehicle details? Yes  No

If **YES**, please enter the registration of your previous vehicle. You will need to surrender the School Streets permit previously used for the registration number below.

Registration of Previous Vehicle

Do you wish to change your address? Yes  No

If **YES**, please give details of your previous address. You will need to surrender the School Streets permit previously used for the address below.

Address

Town  Post Code

### Part 4 – Your Vehicle

Please complete details of the vehicle you wish to have listed on your School Streets permit below.

Registration Number  Make   
Model  Colour

As the applicant, are you the registered keeper of the vehicle? Yes  No   
If **NO**, please complete the registered keeper's name and address below.

Title (Mr, Ms Mrs, Miss, Other)

First Name  Surname

Address

Town  Post Code

### Part 5 – Enclosures

Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed. We have provided a checklist below to help remind you of what you need to enclose.

**Proof of Residency/Business Premises** – you must provide one of the following with your application. See guidance note 2 for further details.

Current lease  Current utility bill or bank statement   
Current council tax bill  Permission to check Council Tax Database

**Documents required for your Vehicle** – you must provide a copy of the vehicle registration document. See guidance note 3 for further details.

Vehicle registration document (V5)

If the vehicle is not registered in your name, you must also provide the following, see guidance note 3 for further details:

Letter from the registered keeper  Insurance certificate/schedule   
Lease/Hire Agreement (if applicable)

### Part 6 – Declarations

I declare that (i) I am solely or mainly resident at the address shown in part 2 and that the motor vehicle in part 4 is kept and used by me, (ii) that all the information given in this application is correct. I further declare that I have read the guidance notes and that use of the permit implies acceptance of all conditions listed in the guidance notes. I understand that it is a serious criminal offence to make a false statement for the purposes of obtaining a permit and to allow misuse of the permit.

I understand that if during the lifetime of the permit, I cease to be solely or mainly resident at the address described above or that I cease to be the keeper and user of the vehicle described above then I am required to return the permit and that it will be a criminal offence for me to fail to do so.

Signed

Date:

## **Guidance Notes – Applying for a School Streets Permit**

Please read these guidance notes before attempting to complete the application form.

### **1. Using the Application Form**

This application form can be used for applying for a School Streets 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.

### **2. Proof of Residence/Business Premises**

You will need to confirm where you live by showing us any one of the following:

- a) Current lease
- b) Current utility bill or bank statement (no more than 3 months old)
- c) A copy of a current council tax bill (in your name and for your address) or non-domestic rates bill
- d) Medical card
- e) Consent to Clackmannanshire Council to check your personal details on the Council Tax Database (by checking the box in part 5)

We will not issue a permit until we are fully satisfied that you live at a qualifying address within the School Streets area.

### **3. Documents Required for your Vehicle**

All applicants must provide a copy of the vehicle registration document.

However, if the vehicle is:

- a) not registered in your name you must also provide:
  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 car/vehicle, we require confirmation on company headed paper).
  2. Insurance certificate/schedule detailing your name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by you at an address within the School Streets area.
- or b) '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 stationary, advising that the vehicle is for your use.

### **4. Displaying your Permit**

It is your responsibility to ensure 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 must produce it to anyone requiring to see it.

### **5. Defaced/Mutilated Permit**

If the permit is damaged or defaced, the holder must surrender it to Traffic and Transportation, Kilncraigs, Greenside Street, Alloa, FK10 1EB when applying for a replacement. If you lose your permit, you must also apply for a replacement. A temporary permit may be issued by the Council.

## **6. Change of Details**

If you move outwith the School Streets zone to which a permit refers, you must surrender the permit. If you change your address or vehicle you must complete this application to report all changes to the Council 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.

## **7. Other Reasons for Surrender of Permit**

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

- a) the permit ceases to be valid.
- b) the permit holder ceases to be a qualifying resident.
- c) the permit holder ceases to be the keeper of the vehicle for which the permit was issued.
- d) a duplicate permit is issued by the Council.
- e) requested in writing by the Council.

## **8. Fraud and Abuse Prevention**

To help us prevent fraud and abuse of the School Streets permit process, each month a sample of permit holders will be asked to re-submit proof of residence and vehicle details. Holders will be given 21 days in which to provide the requested documents.

## **9. 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 will be issued.

## **10. Contact Details**

The section which deals with School Streets permits can be contacted by email, telephone or in person. Contact details are shown below:

Email: [roads@clacks.gov.uk](mailto:roads@clacks.gov.uk)

Telephone: 01259 450000 and ask for the Traffic and Transportation Section.

In person: Traffic and Transportation Section, Kilncraigs, Greenside Street, Alloa, FK10 1EB. Office open from 9.00am – 5.00pm

## **11. 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 Clackmannanshire 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 his 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 £2,000. 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 of such an offence is currently £1,000.**