



**APPLICATION FORM  
VISITOR MONTHLY PERMIT**

Cost per month **£10.30**  
**Please complete in BLOCK CAPITALS**

Vehicle Registration Mark	
Make/Model/Type	
Colour	
Existing Permit No	
Length of vehicle	

**Please tick if appropriate:**

- New/Lost/Replacement   
Disposal

Payment can be made by calling Customer Services on **0300 100 1800** (option 7) or by enclosing a cheque/postal order\* payable to **SCOTTISH BORDERS COUNCIL**

Full name	
Address	
Postcode	
Email address	
Telephone Number	
<b>I hereby agree to abide by the Conditions of Use as specified and the terms of the current Traffic Regulation Orders.</b>	
Signature	
Date	

Please send this application form and payment/or proof of online payment to: [roadsafety@scotborders.gov.uk](mailto:roadsafety@scotborders.gov.uk) or 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 Visitor Monthly Permit can be used in most but not all Scottish Borders Council controlled "Pay & Display" car parks. A vehicle displaying a valid Visitor Monthly 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

Holder of Visitor Monthly 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.

An Annual Visitor Permit can be purchased for £41.50 per annum. For more information contact The Parking Control Office – details overleaf.

**Please note**

*In terms of the Traffic Regulation Orders; invalid carriages, solo motorcycles and vehicles displaying 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**

**Visitor Monthly Permit**

1. The Permit is valid for one month only from the period from the date of issue. The cost per month is £10.30.
2. Completed application forms and fee to be presented at the time of the application. (Please use a valid Machine Ticket until you receive your new Permit.)
3. 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 Visitor's Parking Permit. Please note car parking spaces are 5 metres in length and 2.5 metres wide.**
4. 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.

### 5. **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.

Your **£3** charge can be made by calling Customer Services on 0300 100 1800 (option 7) or by enclosing a cheque/postal order\* payable to **SCOTTISH BORDERS COUNCIL**

6. Any contravention of the conditions of the Traffic Regulation Orders (which are available for inspection during working hours at: Scottish Borders Council, The Parking Control Office, Council Headquarters, Newtown St Boswells, MELROSE, TD6 OSA) will render the Permit invalid.

7. 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.

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, The Parking Control Office, Council Headquarters, Newtown St Boswells, MELROSE, TD6 OSA**

**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 OSA. You can contact the Council on 0300 100 1800 or [customerservices@scotborders.gov.uk](mailto: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](mailto: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 the length of time that the permit is valid.

### **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](mailto:scotland@ico.org.uk).

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