



Residents Parking Permit for Alloa Town Centre Conditions of Use and Guidance Notes

1. A photocopy of an official document, which confirms your name and address, must accompany each application. This could be a photocopy* of your council tax bill, bank statement or utility bill i.e. gas, electricity or telephone bill (land line only), dated within the last 12 months. The applicant **must** be resident at the stated address for a minimum period of six months per year.
2. Each application must be accompanied with a photocopy* of the Registration Document for the vehicle. The name and address on this document should be the same name and address as in (1) above. **These photocopies will be destroyed on verification and shall not be held on file.*

3. Permits will be limited to residents of the following streets:-

Bank Street	High Street	Primrose Street
Burgh Mews	Mar Street	Shillinghill
Coalgate	Mill Street	Stripehead
Drysdale Street	Mill Road	

4. A maximum of one Permit per household will be issued.
5. The Permit is the property of Clackmannanshire Council or its successors. The Permit is valid for one year and costs £24.55.
6. Applicants should provide payment at time of application by debit or credit card at the Speirs Centre, Primrose Place, Alloa FK10 2EW when handing in their application. Payments can be made Monday to Friday between 9.00am and 4.30pm.
7. The Permit does not guarantee a parking space.
8. The Permit entitles the holder to park without limit of time and at no additional charge, in parking bays in Alloa town centre which have signs and road marking indicating that they are for the use of residents only. The Permit does not entitle the holder to park in other controlled parking places for any length of time which exceeds the maximum time indicated on the traffic sign associated with that parking place.
9. The Permit system currently operates at all times.
10. The Permit is non-transferable. In the event of a vehicle being replaced while a Permit is still current, it is the responsibility of the Permit holder to surrender the current Permit and make application for a new Permit. In this circumstance, a new Permit will be issued, free of charge, to cover the remaining period of the year. A replacement Permit will not normally be issued within the 12 month period unless the original Permit is returned. If any of the details on the Permit have faded so as to make them illegible, a replacement Permit will be provided free of charge.
11. A fee of £24.55 will be charged for the replacement of a lost or damaged Permit.
12. The Permit is invalid if amended or altered in any way, or if any of the details are illegible for any reason.
13. If the Permit holder changes address, the Permit becomes invalid and must be surrendered to Clackmannanshire Council.
14. Abuse of the Permit system may result in the withdrawal of the Permit.