

**THE HIGHLAND COUNCIL - PERMIT PARKING SCHEME**  
**BUSINESS VISITOR PERMIT (BVP) – CONDITIONS OF ISSUE**

**(1) ELIGIBILITY**

Each business situated in a residents parking street or zone is entitled to **1 (one)** visitor's permit for use by visitors or customers to the business.

**(2) PERMIT DETAILS**

The permit will contain the name of the street or zone in which the vehicle is entitled to park, the expiry date of the permit, the vehicle registration number and a permit number.

**(3) PROOF OF ELIGIBILITY**

Each application will be checked for eligibility

(a) Visitors permits for a property will be issued, if required, at the same time as issuing a business parking permit and the same checks will apply to both permits.

(b) Visitors permits issued separately will require separate checks of the business trading at the address.

**(4) DISPLAY OF PERMIT**

The permit is to be displayed in a transparent licence holder on the left hand side of the front windscreen or dashboard of the vehicle in such a position that all details of the permit are clearly visible to an authorised person.

**(5) NON-ELIGIBLE VEHICLES**

(a) The visitors parking permit does not cover vehicles over 7.5 tonnes GVW, mini buses and the unattached parking of trailers, caravans or other towed vehicles.

(b) The visitors parking permit cannot be used on vehicles other than those belonging to bone-fide customers or visitors to the business.

**(6) PERMIT COSTS (Permit Costs will be reviewed annually)**

(a) A business parking permit will be as listed in **table.1** or such other sum as the Council may determine and be valid for 12 months. Prices include VAT

Table.1		Permit Price		
Inverness	Business Visitor Permit	£185.00		
Other Township	Business Visitor Permit	£100.00		

(7) REPLACEMENT COST OF LOST OR DAMAGED PERMITS

(a) A lost or damaged permit will be replaced at a cost of 50% of initial purchase price or such other sum as the Council may determine.

(b) Replacement of a business permit due to a change of vehicle, within the current life of the permit, will be free on surrender of the previous permit.

(8) CONDITIONS OF USE

Permits are offered in terms of and subject to the provisions of

**The Highland Council (Prohibition and restriction of waiting and loading and parking places) (Decriminalised parking enforcement and consolidation) Order 2016 as amended**

And

**The Highland Council (Off-Street parking places) (Decriminalised parking enforcement and consolidation) Order 2016 as amended**

(a) The Visitor parking permit is non-transferable and must be surrendered if the applicant is no longer in business at the address shown on the application form.

(b) The Visitor parking permit is only valid for the permit bays on the street or zone stated on the permit and application form.

(c) Failure to fully display the residents parking permit during the permit period or in such a manner that details of the permit are obscured is a contravention and will lead to a Penalty Charge Notice being issued.

(d) Failure to comply with conditions (a) and (b) is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit may be withdrawn.

(e) Duplicate permits may not be used. A duplicate permit must be surrendered to the Council. Use of a duplicate permit is a contravention of use and will lead to a Penalty Charge Notice being issued and the permit being withdrawn. (see part 12)

(f) Business visitor parking permits are issued for the purpose of customers visiting the business at the address shown in the application form in the street to which the permit applies. Business visitor permits may be withdrawn from businesses that use the permit for other than its intended use and a Penalty Charge Notice will be issued against any vehicle misusing the permit.

(9) ANNUAL RENEWAL OF PERMITS

(a) Each permit will be valid for 12 months. Permits may be renewed up to 1 month before the expiry date, in which case the new expiry date will still be 12 months after the existing expiry date. It is the responsibility of the applicant to ensure that a renewal is applied for in the due time.

(b) To renew a permit the check of eligibility as defined in section (3) will be carried out.

(10) REFUND

Issued parking permits are non-refundable for less than 3 months validity and will be refunded in whole months remaining.

(11) APPEALS

Any appeals with regard to the issue of parking permits will be referred to the Parking Services Manager.

**(12) Offences and penalties**

**It is a criminal offence under section 115 of the Road Traffic Regulation Act 1984, for any person to lend or allow to be used a permit with intent to deceive; or for any person to make or have in their possession any document so closely resembling a permit as to be calculated to deceive; or for any person to forge or alter a permit. If such an offence is triable on indictment the maximum penalty is 2 years imprisonment. 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 himself or any other person. The maximum fine for such an offence is currently £2,000.**

(13) Contact details

We will be pleased to answer any questions you may have. Our contact details are:

**PERMIT ELIGIBILITY**

The Highland Council

**Inverness** Service Point

The Town House  
Castle Street  
Inverness  
IV1 1JJ  
8am to 5pm Monday to Friday

**Fort William** Service Point

Charles Kennedy Building  
Achintore Road  
Fort William  
PH33 6RQ  
Monday to Friday 9.30am to 12.30pm then  
1.30pm to 4.30pm

**Nairn** Service Point

The Court House  
High Street  
Nairn  
IV12 4AU  
Monday to Friday 9.30am to 12.30pm then  
1.30pm to 4pm

Telephone: (01349) 886606

Website: [www.highland.gov.uk/parking](http://www.highland.gov.uk/parking)

**ENFORCEMENT ISSUES**

The Highland Council

Parking Services

Rose Street Multi Storey Car Park Offices  
Faraline Park  
Inverness

Telephone: 01463 239786

E-mail: [parking@highland.gov.uk](mailto:parking@highland.gov.uk)

Website: [www.highland.gov.uk/parking](http://www.highland.gov.uk/parking)