



**ABERDEEN**  
**CITY COUNCIL**

Parking and Service Income  
Business Hub 16  
AB10 1AB  
Aberdeen

Phone: 01224 346952

## Application for a contractor's parking permit

There are two types of contractor's permit you can apply for:

- **Fixed permit:** only valid for one specific vehicle and not transferable. You can only apply for one fixed permit. Only one vehicle registration can be assigned to a fixed permit.
- **Flexible permit:** can be transferred for use between vehicles. You can apply for unlimited flexible permits.

The cost of a permit is: ▪ 1 month £50.00 ▪ 3 months £150 ▪ 6 months £300 ▪ 12 months £550

First time applications can only be made by post to Aberdeen City Council, Parking and Service Income, Business Hub 16, AB10 1AB, Aberdeen. If approved, you will be placed on the Registered Contractor's list and be issued with a permit(s) and a 'Contractor's Permit Approved Registration' letter which you must retain for future applications. Renewal applications can be made by post to the above address or in person at the Aberdeen City Council Customer Service Centre, Marischal College, Broad Street, AB10 1AB, open Monday to Friday, 8.30am to 5pm.

There is an administration cost of £10 to change the vehicle details on a fixed permit or to replace a lost fixed permit. Flexible permits cannot be replaced.

Applications for a contractor's permit(s) can be made by those in the following trades:

Aerial installation	Carpet Fitting	Kitchen fitting	Plumbing
Bathroom fitting	Electrical installation	Masonry	Roofing
Building	Insulation installation	Painting	Tiling
Carpentry	Joinery	Painting & Decorating	Window fitting

If your trade does not appear on this list you can write to Aberdeen City Council, Parking and Service Income, Business Hub 16, AB10 1AB, Aberdeen and ask to be placed on the Registered Contractors list.

### Conditions of use:

Permits can only be issued to contractors who need to use their vehicle when engaged in one or more of the above trades and where it would be unreasonable to expect the trade to be conducted without the contractor's vehicle being directly outside the property at which the work is being carried out. The Council will not issue permits to simply allow convenience parking and the permit should not be used for convenience parking. The Council reserves the right to cancel permits and remove the applicant from our registered list if use of the contractor's permit scheme is being abused.

- Permits are not restricted to businesses registered within Aberdeen City only.
- Permits must be displayed properly on the vehicle concerned and be visible to City Wardens
- The permit will entitle parking within designated on-street pay and display, residents, shared use, and voucher bays. Permits cannot be used in 45-minute zones or on single or double yellow lines.

To apply for a contractors permit, complete Sections A to D overleaf

Application for a contractor's parking permit

### Section A - Details of your business

Name of your business: \_\_\_\_\_

Is it: a Limited Company  partnership  or sole trader

If your business is registered with a professional body, please give details:

\_\_\_\_\_

\_\_\_\_\_

Please tell us your business activity and why you need a contractor's permit:

\_\_\_\_\_

\_\_\_\_\_

What is your business address?: \_\_\_\_\_

\_\_\_\_\_

### Section B – what kind of permit do you need and how many?

I am applying for \_\_\_\_\_ flexible permit(s) and/or \_\_\_\_\_ fixed permit

If you need a fixed permit, please tell us the registration number of the vehicle \_\_\_\_\_

What date do you want the permit(s) to start from? \_\_\_\_\_  
(we need to know this so that we can deal with your application on time)

You should give us at least 10 working days to process your application and get the permit sent to you.

### Section C – Payment

- You can **only** apply for a **first** contractor's permit by post and you must return it to us with the correct payment. Renewal applications can only be made by presenting your Contractor's Permit Approved Registration' letter.
- Please send the application form and payment to Aberdeen City Council, Parking and Service Income, Business Hub 16, AB10 1AB, Aberdeen.
- Cheques should be made payable to "Aberdeen City Council" and you should write "payment for contractor's permit" on the reverse. **Do not send cash.**

Please tick here to confirm your cheque has been enclosed  and the payment amount is made up of

Total number of permits requested \_\_\_\_\_ x period applied for \_\_\_\_\_ = payment of \_\_\_\_\_

### Section D – Declaration

I have read and understood the conditions of use for a contractor's permit. The information I have given is true and accurate. I give you permission to make enquiries to check the information I have given. I also understand that if I give false information, the permit may be cancelled.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Contact telephone number \_\_\_\_\_ e-mail address \_\_\_\_\_