

**THIS FORM SHOULD BE COMPLETED AND RETURNED TO**

**Aberdeen City Council,  
Customer Services Centre,  
Marischal College,  
Broad Street,  
Aberdeen AB10 1AB**

THE ABERDEEN CITY COUNCIL (CONTROLLED PARKING) ORDERS

**PLEASE NOTE : THIS PERMIT IS ONLY VALID FOR USE WITHIN THE DESIGNATED RESIDENTS & VOUCHER PARKING BAYS (Permit must be clearly displayed on vehicle windscreen).**

APPLICATION FOR RESIDENT'S EXEMPTION PERMIT: **PLEASE PRINT CLEARLY**

1. Full Name .....
2. Address (include details .....  
of flatted properties etc  
"first floor flat - left") ..... Postcode.....
3. Telephone Number (Home) ..... (Work).....
4. Registration Number of vehicle for which permit is required .....
5. Is a permit required for **VISITORS USE**, please delete as appropriate: YES / NO
  - I. I declare that I am the owner\* (see No. 4 only applies to reg. specific vehicle) of the vehicle for which the permit is required and that my usual place of abode is at the above address. I apply for a Resident's Exemption Permit to be issued in accordance with the provisions of the Aberdeen City Council (On-Street Car Parking) Order, 1996.
  - II. I enclose **current** (within 3 months) **Proof of Residency** (e.g. Utility bill, Bank or Council Tax Statement), clear photocopies acceptable.
  - III. I enclose **Car documents** (e.g. Registration Document, Insurance or valid MOT Certificate) required for residents vehicle only (No. 4). **Clear photocopies are acceptable.**

**Aberdeen City Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.**

Signature .....

Date .....

\* "Owner" as used in this application form means that person by whom the vehicle is kept and used.

**Y (Garthdee)**

FOR OFFICE USE ONLY			
Proof of residency seen	YES /NO	Date of permit expiry	/ /
Car document seen	YES/NO	Issued by	
Date permit issued	/ /	Payment received	NA
Permit number			

## **Aberdeen City Council Data Protection Statement**

The information collected on this form is recorded manually and on computer, stored securely and processed for the purpose of recording the residents/businesses that hold exemption permits. Aberdeen City Council will process your information fairly and lawfully and in accordance with the principles of the Data Protection Act 1998.

The information provided by you (in this case your name and address) will be used for the purpose of sending you a permit reminder letter and may be provided to other Council Services and the Police in the event of any enquiry/emergency.

For the purpose of processing your personal information, Aberdeen City Council is the Controller. The nominated representative of the Data Controller is the City Solicitor. You have the right to obtain details of the personal information which Aberdeen City Council holds about you. Such a request should be made in writing to Aberdeen City Council, Parking Office, 54 Frederick Street, Aberdeen, AB24 5HY.