

Parking and vehicles Advice for tenants

1. Parking your vehicles

Your Tenancy Agreement with the Council sets clear conditions about parking and vehicles which you must observe.

No vehicle, caravan or trailer belonging to you, or anyone living with you or anyone visiting you, may be parked on the Council's land unless:

- The land is set aside for parking;
- OR
- We have given you written permission;
- OR
- It is a public road;

AND, in every case,

- It does not cause a nuisance or annoyance to your neighbours.

When is the Council's permission needed?

So that everyone can enjoy a good environment, without nuisance, you will need to apply for our permission if:

- you want to park a commercial vehicle at your home
- you want to use garden ground, drying greens or communal areas to park any vehicle, including cars, motorcycles, boats, motor homes or caravans.
- you want to construct a driveway or garage

How to apply for permission

Application forms are available from any Housing Services office - see the

list of contact numbers at the end of this leaflet.

Or if you prefer, we will take the details from you in person and complete the form on your behalf.

We will assess your application, and may arrange to visit you at home to discuss the application.

The Council will not unreasonably refuse permission. Our main concern is that your parking arrangements or building proposals should not cause any nuisance or annoyance to your neighbours, or detract from the overall amenity of your neighbourhood. When you apply, we may contact your neighbours to ask their views.

The Council will reply to your request within one month. If the Council consents to your proposals, we may attach conditions to our approval. For example, if you are applying for permission to create a driveway or build a garage, our approval will specify conditions about the standards your proposals must meet.

If we refuse your request, you can ask us to review our decision

If you disagree with the Council's decision, you can request that the decision is reviewed by the local Housing Services Manager. If you are not satisfied after this, you can appeal against the decision to the Council's Head of Housing and Protective Services.

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Other permissions you may need to obtain

If you need access to your garden or garage over ground owned by the Council, you may need to obtain a servitude right of access. You will also be responsible for obtaining any other consents which are needed, including planning and/or building control approval. You should also contact the Roads Department if a public pathway will be crossed to gain access to the driveway or garage.

You can obtain further information about all of these matters from the Council's planning department on 0141 578 8000

Kirkintilloch/Waterside/Twechar
0141 578 8000

Bearsden/Milngavie 0141 570 2500

Lennoxton/Milton of
Campsie/Torrance 01360 319000

Bishopbriggs 0141 578 8000

Parking and vehicles
Application for Landlord Permission

<p>YOUR NAME AND ADDRESS</p>	
<p>PROVIDE DETAILS OF THE PERMISSION YOU ARE APPLYING FOR</p> <p>(please tick the relevant boxes apply and provide further information in the space opposite)</p> <p><input type="checkbox"/> Permission to park a commercial vehicle, caravan, motor home, caravan or boat at your home</p> <p>Please provide information opposite about the vehicle and where you wish to park it</p> <p><input type="checkbox"/> Permission to erect a driveway or garage</p> <p>Please enclose any plans you have prepared and provide the following information in the space opposite:</p> <ul style="list-style-type: none">• the size of the structure• where it will be situated	

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<ul style="list-style-type: none">• how long it will take to build, and who will carry out the work• what access may be needed over ground owned by the Council• whether your plans need planning permission, a building warrant or any other consent in order to proceed• Whether you have applied for and/or obtained any consents which are needed	
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Declaration I confirm that all of the information supplied is correct. I consent to East Dunbartonshire Council Housing and Protective Services making any other enquiries which are needed, including contacting other Council departments and my neighbours, if required. I agree to comply with any conditions which the Council may reasonably attach if my application is approved.

Signed by Tenant: Date:
Signed by Joint Tenant: Date:

LETTER 1 - APPROVAL OF APPLICATION

Date

Name and address

Dear (name)

Application for permission relating to parking and vehicles

I refer to your application dated (insert date), requesting permission to
(describe purpose of application).

On behalf of East Dunbartonshire Council, I confirm that your application has been approved, subject to the undernoted conditions at the end of this letter. If you have any questions about the conditions, please do not hesitate to let us know.

Yours sincerely

Name
Designation
Direct line:

Conditions of approval

1. The Council has approved your application in its capacity as your landlord, under the tenancy agreement signed by you. If you need planning permission or other consents to operate your business, you are responsible for obtaining this.

General conditions relating to driveways **(delete if not applicable)**

1. You must form a driveway in the shortest time possible to avoid inconvenience to your neighbours.
2. The design, size and type of driveway must be approved by the Council.

3. Any damage caused to the kerb, pavement, drains or water mains etc., must be made good.
4. If there is a fence, you will be responsible for making an opening in the fence and erecting a suitable vehicular access gate.
5. The Council has approved your application in its capacity as your landlord, under the tenancy agreement signed by you. If you need planning permission or other consents to construct or use your driveway, you are responsible for obtaining this.

General conditions relating to the erection of garages (delete if not applicable)

6. The garage shall be of such design, size, type, material and colour as approved by East Dunbartonshire Council.
7. Any damage caused by you to the kerb or pavement shall be made good at your expense.
8. No petrol or any other motor spirit, apart that contained in the tank of your vehicle, shall be kept in the garage.
9. The Council has approved your application in its capacity as your landlord, under the tenancy agreement signed by you. If you need planning permission or other consents to construct or use your garage, you are responsible for obtaining this.

General conditions relating to parking permissions (delete if not applicable)

10. We will monitor your tenancy, to make sure that the parking of your vehicle(s) does not cause any nuisance, danger or disturbance to your neighbours. We may withdraw our permission if the parking of your vehicle(s) results in damage to the Council's property or adverse effects for your neighbours.

LETTER 2 - REFUSAL OF APPLICATION

Date

Name and address

Dear (name)

Application for permission relating to parking and vehicles

I refer to your application dated (insert date), requesting permission to
(describe purpose of application).

We have considered your application carefully and I am sorry to advise you that your application has been refused for the following reasons:

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If you are unhappy with our decision, please contact (name), Housing Services Manager at this address and they will review the decision. Thereafter, you have the right to appeal against our decision, and your appeal will be considered by the Council's Head of Housing and Protective Services. You may also be able to use the Council's complaints procedures - you can obtain information about the complaints procedures from this address.

Yours sincerely

Name
Designation
Direct line:

**LETTER 3
TEMPORARY REFUSAL OF APPLICATION
(INSUFFICIENT INFORMATION PROVIDED)**

Date

Name and address

Dear (name)

Application for permission relating to parking and vehicles

I refer to your application dated (insert date), requesting permission to
(describe purpose of the application).

The Council has undertaken to respond to all requests for permissions within one month from the date of application. Since you have not provided us with all of the information we asked for, your application has been refused meantime.

We will resume consideration of your application on receipt of the following information:

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If you have any questions about your application or about this letter, please do not hesitate to contact me at the address or telephone number below.

Yours sincerely

Name
Designation
Direct line: