



**APPLICATION FOR PERMISSION TO PARK A LICENSED VEHICLE  
 WITHIN THE PEDESTRIANISED AREAS, HIGH STREET AND  
 BATCHEN STREET, ELGIN OR RESTRICTED AREA OF COMMERCE  
 STREET, THUNDERTON PLACE AND BATCHEN LANE, ELGIN  
 ROADS (SCOTLAND) ACT 1984**

<b><u>Applicant Details</u></b>	
<b>Name:</b>	
<b>Company:</b>	
<b>Address:</b>	
<b>Post Code:</b>	
<b>Telephone:</b>	
<b>Date:</b>	
<b><u>Application Details</u></b>	
<b>Street Name:</b>	
<b>Site Location: (house/shop no, etc)</b>	
<b>Start Date:</b>	
<b>For a Period of:</b>	<b>Day(s) /                  Week(s)    * Delete as appropriate</b>
<b>For the purpose of:</b>	
<b>Vehicle Registration:</b>	
<b>I attach fee of £</b>	<input type="checkbox"/> <b>BACS/Cheque</b> <input type="checkbox"/> <b>Credit/Debit Card (Please call 0300 1234565 during office hours for Card Payment)</b>
<b>I/We agree to observe the standard conditions printed overleaf.</b>	
<b>Signature of Applicant or Agent:</b>	
<b>Date:</b>	
<b>Contact Telephone No:</b>	<b>(Day) &amp;                                  (Night)</b>
<b>E Mail:</b>	
<b>Approved By:</b>	
<b>Date:</b>	
<b>Fee Paid £</b> <b>BACS/Cheque/Card Payment No:</b>	

## NOTES FOR GUIDANCE OF APPLICANT

1. The fee for occupation of the road is £52.00 per week or part thereof.
2. The completed form should be submitted:

**By Post to:**

- Moray Council  
P.O. Box 6760  
Elgin IV30 9BX

- **By E Mail to:** [roadspermits@moray.gov.uk](mailto:roadspermits@moray.gov.uk)

3. Applications from charitable and non-profit making organisations will be granted a free permit. If you are in any doubt whether you are entitled to a free permit, please contact 0300 1234565.
4. Failure to apply for a permit may incur a Fixed Penalty Notice of £120.00 to be paid within a period of 36 days (discounted to £80.00 if paid within a period of 29 days).
5. **AT LEAST 5 WORKING DAYS NOTICE IS REQUIRED FOR ROAD OCCUPATIONS PRIOR TO PERMISSION BEING GRANTED.**
4. Late applications will not be considered.
5. No vehicle movements are allowed on the pedestrianised area of High Street between the hours of 11:00am and 4:00pm.

**Indemnity** The applicant shall indemnify Moray Council as Roads Authority for and against all actions, claims, demands, costs, charges, damages, losses and expenses of whatsoever kind or nature which may be brought or made against them or incurred by them in respect of the negligence, omission or default of the holder of this permission or those for whom the holder of this permission is responsible arising in respect of any operations authorised by this permission unless due to the negligence or other breach of legal duty on the part of the Council or of any person for whom the Council are responsible.