APPLICATION FOR RESIDENTS' PARKING PERMIT OR
FOR RENEWAL OF PERMIT OR PERMANENT CHANGE OF ADDRESS/VEHICLE

IMPORTANT
Your application should be made at least 7 working days in advance of
the date for which the permit is required. For joint applications, please
see part 13 of the guidance notes.

APPLICATIONS AND ENCLOSURES TO:
Residents' Parking Section, The City of Edinburgh Council, Drumabrae
Hub, 81 Drumabrae Drive, Edinburgh, EH4 7FR together with your
payment.
The Public Office is open Mon, Wed, Thur, Fri 9.30, Tues 10.00 and closes
Mon-Thur 4.30, Fri 15.40.

Part 1 — please tell us what you wish to do

If you are:

a) applying for the first time please complete part 2, 4, 5, 6a, 6b, 7, 8 & 9

b) renewing your existing permit with no changes please complete part 2, 4, 5, 6b, 7, 8 & 9

c) making changes to your existing permit please specify the change(s) you wish to make:
   • change a vehicle please complete part 2, 3a, 4, 6A, 7 & 8
   • change of address (with no changes to your vehicle)
     please complete part 2 with your new address and then also complete parts 3b, 4, 5, 6b, 7, 8 & 9

Part 2 — your details

Title (Mr, Mrs, Miss, Ms, Other) __________________________ First Name __________________________
Surname ____________________________________________
Address ____________________________________________ Post Code ____________________________
Tel. Home ____________________________ Mobile ____________________________
Email ____________________________________________

Do you have any other residential address? If yes, enter your address below

Address ____________________________________________ Post Code ____________________________
Tel. Home ____________________________ Mobile ____________________________

Part 3 — changes to an existing permit

(a) To change a vehicle — Please list the registration number of your previous vehicle
Registration Number ____________________________
Note: You will need to surrender the residents' parking permit previously used for the registration number above.

(b) To change your address — Please complete your old address below
Address ____________________________________________ Post Code ____________________________

Note: You will need to surrender the residents' parking permit previously kept and used for the above address.
Part 4 — your vehicle

Please complete details of the vehicle(s) you wish to have listed on your residents' permit below. Maximum two vehicles per permit. However this only allows you to park one vehicle at anytime.

Please note: If you are registering two vehicles on a permit (merged permit), the cost of your residents' permit will be based on the vehicle which falls into the highest price category e.g. the vehicle with the highest CO2 emissions (g/km) or cylinder capacity (cc).

<table>
<thead>
<tr>
<th>Vehicle 1</th>
<th>Vehicle 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Registration No</td>
<td></td>
</tr>
<tr>
<td>Make</td>
<td></td>
</tr>
<tr>
<td>Model</td>
<td></td>
</tr>
<tr>
<td>CO2 Emissions</td>
<td></td>
</tr>
<tr>
<td>Engine size</td>
<td></td>
</tr>
<tr>
<td>Colour</td>
<td></td>
</tr>
</tbody>
</table>

Is your vehicle over 2.5m in height?  
Yes ☐  No ☐

Are you, the applicant, the registered keeper of the vehicle(s)?

Note: You will be required to provide proof before a permit can be issued.

Yes ☐  If No, please complete the owner's name and address below

Title (Mr, Mrs, Miss, Ms, Other)  First Name |
Surname | |
Address |
Post Code |

Part 5 — exemptions

Vehicles (a) displaying disabled persons' badges or (b) being solo motorcycles are exempt from payment of charges whilst parking in a residents' parking place. If you wish to apply for exemptions provide -

(a) Disabled Persons' Badge (Blue Badge) details

Date of expiry | Serial Number |
Name on badge | Issuing Authority |

A qualifying person is a person who holds a disabled persons' badge and whose address is the same as that of the registered keeper of a vehicle.

Note: A copy of the blue badge is required for first time applications and on subsequent permit renewals after a new blue badge has been issued.

(b) Motorcycle  Yes ☐

Part 6 — your vehicle details

Note: For merged permits only list details of the vehicle with the higher CO2 emissions or cylinder capacity.

Please complete the following table —

Step 1 — Check when your vehicle was registered

Step 2 — Depending on your vehicle registration date, check your registration document for either your vehicle's CO2 emissions (g/km) or cylinder capacity (cc). Please note that the registration document for goods vehicles will only specify cylinder capacity (cc)

Step 3 — Select your permit duration, please note vehicle's that fall into Band 1 are only eligible for a 12 month permit

Step 4 — Select your zone

Step 5 — Indicate whether this is Permit 1 or Permit 2
**Part 6a — your vehicle details (continued)**

<table>
<thead>
<tr>
<th>Step 1 — when was your vehicle registered?</th>
</tr>
</thead>
<tbody>
<tr>
<td>My vehicle was registered <strong>before</strong> 1 March 2001</td>
</tr>
</tbody>
</table>

| Step 2 - Check your registration certificate for the relevant information |
| Check your vehicle's cylinder capacity (cc) and tick the relevant box below | Check your vehicle's CO₂ emissions (g/km) and tick the relevant box below |
| 0 – 1000 | 1 | 0 – 100 |
| 1001 – 1800 | 2 | 101 – 150 |
| 1800 – 2500 | 3 | 151 – 185 |
| 2501 – 3000 | 4 | 186 – 225 |
| 3001 + | 5 | 226+ |

**Part 6b — your permit details**

<table>
<thead>
<tr>
<th>Step 3 — Select the duration of the permit</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 months</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 4 — Select your zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Zones 1, 1A, 2, 3, 4</td>
</tr>
<tr>
<td>Zones 5, 5A, 6, 7, 8 and N1, N2, N3, N4, N5 and S1, S2, S3 and S4</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Step 5 — Indicate whether this is Permit 1 or Permit 2</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit 1</td>
</tr>
</tbody>
</table>

For help calculating your permit charge, please visit the permit price calculator at www.edinburgh.gov.uk/parking

Start date for which permit is required

**Part 7 — declarations**

Please read and tick the relevant declaration below:

**Declaration for first time application**

I declare that (i) I am solely or mainly resident at the address shown in part 2 and that the motor vehicle described in part 4 is kept and used by me, (ii) that all the information given in this application is correct and neither I, nor the vehicle described above already hold a parking permit issued by The City of Edinburgh Council. I further declare that I have read the guidance notes and understand that making a false statement to procure a permit is a serious criminal offence. I understand that if during the lifetime of any permit, I cease to be solely or mainly resident at the address declared above or that I cease to be the keeper and user of the vehicle specified above then I am required to return the permit and that it will be a criminal offence for me to fail to do so.

**Declaration for renewals**

I hereby confirm that my address and vehicle details have not changed since my last permit was issued and I agree to promptly supply proof of these details if so requested as part of the Council’s fraud prevention process. I understand that failure to do so when requested will result in my permit being invalidated. I understand that use of the permit implies acceptance of all conditions under which the permit is issued. I understand that it is a criminal offence to make a false statement for the purposes of obtaining a permit and to allow misuse of the permit.

**Declaration for renewals with change of details**

I declare that all information given in this application is true, and I understand that use of the permit implies acceptance of all conditions listed in the guidance notes. I understand that it is a criminal offence to make a false statement for the purposes of obtaining a permit and to allow misuse of the permit.

**Declaration for change only (no renewal)**

I declare that all information given in this application is true, and I understand that use of the permit implies acceptance of all conditions listed in the guidance notes. I understand that it is a criminal offence to make a false statement for the purposes of obtaining a permit and to allow misuse of the permit.

Signed ___________________________ Date ___________________________
Part 8 — enclosures

I enclose as requested (tick all relevant boxes)

<table>
<thead>
<tr>
<th>FOR OFFICE USE ONLY</th>
<th>Driving Licence (first time applicants only)</th>
<th>Proof of residency (see note 1)</th>
<th>Vehicle Registration Document (see note 3)</th>
<th>Letter from the insurance company (see note 3)</th>
<th>Other (please specify)</th>
<th>Blue badge (on the first application and on occasions when a new badge is issued)</th>
</tr>
</thead>
</table>

For security reasons The City of Edinburgh no longer accepts credit or debit card details by post. For permit renewals debit card payments can be made online. Log onto: www.edinburgh.gov.uk

Part 9 — payment

1. CASH or CREDIT/DEBIT CARD  Personal payments at Drumbrae Hub, 81 Drumbrae Drive. Do not send cash in the post.
2. BY CHEQUE  Cheques should be crossed and made payable to the The City of Edinburgh Council

Payment Amount £

You can get this document on tape, in Braille, large print and various computer formats if you ask us. Please contact interpretation and Translation Service (ITS) on 0131 242 8181 and quote reference number 01118. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 3291.
1 USING THE APPLICATION FORM
This application form can be used to apply for a residential parking permit for the first time or to renew your residential parking permit. Changes can be made to your existing permit by completing this form also. Please advise what you wish to do by completing Part 1 of the application form and following the instructions.

2 PROOF OF RESIDENCE
You will need to confirm where you live by showing us any one of the following:
• current lease
• current utility bill or bank statement (no more than 3 months old)
• a copy of a current council tax bill (in your name and for an Edinburgh address) or card
• medical card
• mortgage agreement (signed within the last 3 months and NOT a mortgage offer)
The Council does not accept, hand-written tenancy agreements, general correspondence, rail cards, library cards or envelopes.
We will not issue a permit until we are fully satisfied that you live at a qualifying address within the Controlled Parking Zone.

3 VEHICLES
Each resident may apply for one residents’ parking permit only, but each permit can have up to 2 vehicle registration numbers on it. Where two vehicles are listed on the permit only one may park in a permit holders’ parking place at a time, during the enforcement hours and this vehicle must be displaying the residents’ permit. Vehicles drawing a trailer cannot use permit holders' parking places.
A maximum of 2 permits per household may be issued for:
(a) passenger vehicle constructed or adapted solely for carrying no more than 12 passengers (excluding the driver), and their effects and not drawing a trailer;
(b) a goods vehicle, not drawing a trailer;
(c) a motorcycle;
(d) an invalid carriage.
For items (a) and (b) the Council will require evidence of the vehicle’s emissions or engine size.
For vehicles which have been converted to run on alternative fuels, certification from an approved installer is required if the details are not shown on the vehicle registration document.
In all cases, no permits shall be issued for:
(a) any vehicle the height of which exceeds 2.5m or
(b) any vehicle drawing a trailer.

4 DOCUMENTS REQUIRED FOR YOUR VEHICLE
You must provide a copy of your driving licence along with the vehicle registration document a copy is acceptable. However:
(a) if the vehicle is not registered in your name, you must also produce:
   (1) Letter from the registered keeper (including where the registered keeper is a business) declaring that you are the main user and keeper of the vehicle (for company car/vehicles, we require confirmation on company headed paper).
   (2) Insurance certificate/schedule detailing your name, address, postcode and vehicle registration or a recent letter from the insurance company verifying the vehicle is usually kept by you at an address within the Controlled Parking Zone.
   (3) The Vehicle Registration Document must also be produced with the completed application or
(b) if your vehicle is “owned” by a leasing or hire company, you must provide the lease/hire agreement. If the vehicle is not leased or hired to you personally, you must provide a written declaration form the hirer or leaser of the vehicle, advising that the vehicle is for your sole use.

5 DISPLAYING YOUR PERMIT
It is your responsibility to ensure you display your valid permit clearly, showing the registration number of the vehicle or vehicles. The permit is invalid if the registration number of the vehicle does not correspond or cannot be viewed.

6 DEFACED/MUTILATED PERMIT
If the permit is damaged or defaced, the holder must surrender it to the Residents’ Parking Section, Drumbrae Hub, 81 Drumbrae Drive. If you lose your permit, you must apply for a duplicate. Replacement permits will incur a charge.

7 CHANGE OF DETAILS
If you change your address or vehicle you must report all changes to the Residents’ Parking Section as soon as possible with verification of your new residence or replacement vehicle. A new permit will be required for the replacement vehicle. Existing permits are not valid on replacement vehicles. If you need to change the permit it must be returned before a new one can be processed. Please contact the Residents’ Permit Section for details.

8 VOLUNTARY SURRENDER OF PERMIT
Permit holders may surrender their permit to the Council at any time. You will receive a refund for each complete day which has not expired, less a £10.00 administration charge.
9 OTHER REASONS FOR SURRENDER OF PERMIT
Permit holders are required to surrender their permit to the Council in the following circumstances:

(a) if the permit ceases to be valid
   (i) the residents' permit holder ceases to be a qualifying resident;
   (ii) the permit holder ceases to be the keeper of the vehicle, or, as the case may be, vehicles for which the permit was issued;
   (iii) the vehicle in respect of which such permit was issued has being adapted or being used in such a manner that it is no longer a qualifying vehicle.
(b) a duplicate permit is issued by the Council
(c) if payment is declined
(d) if requested in writing by the Council

10 REMINDERS
We aim to send a renewal reminder letter or email to you before your permit expires, however, it is your responsibility to renew the permit on time.

11 FRAUD & ABUSE PREVENTION
To help us prevent fraud and abuse of the residents’ permit process, each month a sample of permit holders will be asked to re-submit proof of residence and vehicle details. Customers will be given 21 days in which to provide the requested documents.

12 LOST OR STOLEN PERMITS
Please report any lost or stolen permits to the police.
We will replace a stolen permit for free if you supply us with a crime reference number, otherwise a £10.00 administration charge will apply.

13 CHARGES
Charges for residents’ parking permits are based on either your vehicle’s CO2 emissions (g/km) or cylinder capacity (cc). This depends on when your vehicle was registered.
The maximum number of permits per household is 2. If you apply for 2 permits at the same time (joint application), you can decide which vehicle gets Permit 1 and Permit 2 to ensure you are charged the lesser amount. To apply for 2 permits at the same time please complete separate application forms for each vehicle.
If members of a household apply for 2 permits separately i.e. on different dates then the first application we receive will become Permit 1.

14 CALCULATING YOUR PERMIT CHARGE
To calculate your permit charge, you must check the registration document for your vehicle's engine size (cc) or CO2 emissions (g/km) and tick the relevant box of the table on part 6a of the application form. The bands (1 – 5) are shown down the centre of the table.
You should indicate the duration of the permit, three, six or twelve months by ticking the relevant box on part 6b of the application form.
Indicate which zone you reside in (central zones 1 – 4 or all other zones 5 – 8, N1 – N5 & S1 –S4) by ticking the relevant box on part 6b of the application form.
Specify whether this application is for Permit 1 or Permit 2.

• Permit 1 – This is the first application received and approved by the Permit Office for a household, from 29 November 2010 onwards.
• Permit 2 – This is the second application received and approved by the Permit Office for the same household, from 29 November 2010 onwards. There will be a 25% surcharge on Permit 2.

Note: When there is a request for 2 vehicle registrations (this is known as a merged permit) to be put on either Permit 1 or Permit 2, the cost of a permit in such circumstances will be based on the vehicle which falls into the highest band e.g. the vehicle with the highest CO2 emissions (g/km) or cylinder capacity (cc).
Once you have established your band, permit duration, zone and whether you are applying for Permit 1 or Permit 2; please refer to the Charging Structure for permit cost. Or use the permit price calculator, both are available at www.edinburgh.gov.uk/parking

15 CONTACT DETAILS
The Residents’ Parking Section can be contacted by telephone, e-mail or in person. Contact details are shown below:

E-mail: residents.parking@edinburgh.gov.uk
In person: Collection Office, Drumbrae Hub, 81 Drumbrae Drive, Edinburgh EH1 1YJ
Hours: Monday, Wednesday & Thursday – 9.30am – 4.30pm
Tuesday – 10.00am – 4.30pm
Friday – 8.30am – 15.40pm

We will be pleased to answer any questions. Do not hesitate to email before submitting application form.

It is an offence to park in a residents’ bay, during enforcement hours, without displaying a valid permit even if an application has been posted or deposited with the Residents’ Parking Section.

16 OFFENCES & PENALTIES
It is an offence to mishandle, alter, make or fake any parking document with intent to deceive or to make a false statement in order to obtain such a document for yourself or any other person by virtue of section 115 of the Road Traffic Regulation Act 1984. Any person suspected of doing so will always be reported to the police who will refer the matter to the Procurator Fiscal for prosecution. The penalty if found guilty of mishandling, altering, making or faking any parking document is a maximum fine of £5,000 or 2 years in prison. The penalty if found guilty of making a false statement in order to obtain such a document for yourself or any other person is a maximum fine of £2,500.