

Guidance Notes: Applying For a Retailers Permit for Peripheral Zones 5 to 8

Applicants should read these guidance notes thoroughly and ensure that they meet all of the application requirements before attempting to complete an application form for a retailers parking permit.

1 General information

Peripheral Controlled Zones (Parking Zones 5 to 8), Annual Retailers Parking Permit - £450.

Only one permit may be issued per retail outlet. A single retailers' permit may be used by several vehicle, however, only one vehicle may use the permit at any given time. The retailers permit is only valid for parking in residents' or shared use parking places within the parking zone in which the business located (providing no further parking restrictions are in force).

Retailers' permits are not available for staff commuting and the vehicles must be essential to the operation of the business throughout the working day. A retailers' permit does not guarantee the holder a parking space.

2 Applicant and business details

To qualify for a retailers' parking permit, the business address **must** be located within zones 5 to 8 of the Controlled Parking Zone. Applicants are required to provide full address and contact details for both themselves and their business when making an application for a retailers parking permit.

3 Confirmation that the business meets the necessary criteria

Applicants must confirm that their business outlet pays business rates and that that the premises undertakes a 'Class 1' retail activity as specified in the Town and Country Planning (Use Classes) (Scotland) Order 1997 ie undertakes the retail sale of goods or provides a service principally to visiting members of the public, eg post offices, travel agents, hairdressers, launderettes, dry cleaners, etc.

An illustrative list of permitted business can be found at www.edinburgh.gov.uk/parking

Applicants must also provide a brief description as to why a vehicle is essential to the daily operation of their business throughout the working day.

4 Registering of vehicles

To qualify for a retailers parking permit **all** registered vehicles must be registered or leased to the business or applicant. The dimensions of each registered vehicle are restricted to an overall height of 3.2m, overall length of 6.5m and a gross weight of 5 tonnes. Vehicles built to carry 12 or more passengers and vehicles pulling a trailer will not be eligible for a retailers permit.

Applicants must also confirm (for each vehicle they wish to register), that the vehicle has been insured for business use and is **permanently liveried** (i.e. business name and contact details are clear and legible from a distance of 20m). Every registered vehicle must also be **essential** for the daily operation of the business as a base for materials and equipment.

5 Enclosed documents

In addition to confirming details of their business and vehicle, applicants must also provide evidence as follows (photocopies are accepted):

- Non-domestic rates bill – applicants should provide the most recent non-domestic rates bill for their business premises. Businesses that qualify for small business relief should indicate this on the application form

- Registration document (also known as the V5C logbook) – applicants must provide the registration document/V5C logbook for every vehicle which is registered to a parking permit to verify the vehicle details and ownership.
- Hire/lease agreement – where applicable, applicants should provide the hire/lease agreement for each hired vehicle they register to a permit.
- Motor insurance certificate – applicants should provide the Motor Insurance Certificate for every vehicle they register to a parking permit to confirm that the vehicles are insured for business use.

6 Payment

A cheque for the full amount can be sent with postal applications, please make cheques payable to The City of Edinburgh Council. If you wish to pay by credit or debit card, please indicate this on the application form and a member of the permit team will contact you for payment details once the permit has been processed. Cash payments can be made at the public counter which is located at The City of Edinburgh Council Car Pound, Unit 57, Tower Street, Edinburgh, EH6 7BN.

7 Additional Vehicle Registration

A single retailers' permit may be used by several registered vehicles, however, only one vehicle may use the permit at any given time. Applicants should complete the form entitled '**Additional Vehicle Registration**' to register additional vehicles to a retailers' permit. Applicants are also required to provide a vehicle registration to be used as the 'main' registered vehicle, which will be assigned to the permit when it is first issued and at all times when it is not otherwise assigned to another vehicle.

8 Offences and 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.

By signing the declaration on the application form, you are confirming that you fully understand and accept the terms and conditions as outlined in these guidance notes.

9 Contact details

We will be pleased to answer any questions you may have. Our contact details are:

E-mail: sfc.businesspermits@edinburgh.gov.uk

Website: www.edinburgh.gov.uk/parkingpermits

Please send your completed application forms (including supporting evidence) to:

Retailers Parking Permits
The City of Edinburgh Council Car Pound
Unit 57
Tower Street
Edinburgh
EH6 7BN



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