

Guidance Notes: Applying For a Trades' Parking Permit

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 trades parking permit.

1 General information

Trades Permits for periods of 1 to 9 months (inclusive) cost £125 per month

Trades Permits for periods of 10 to 12 months (inclusive) cost £1,300 per annum

There is no restriction as to the location of the business or the number of trades' permits that a business may apply for. A single trades' permit may be used by several registered vehicles; however only one vehicle may use the permit at any given time. The trades' permits can be used for parking free of charge in pay and display and shared used parking places without any time restriction and in residents' parking places between the hours of 9.00am and 4.30pm Monday to Saturday in all of Edinburgh's Controlled Parking Zones (providing no further parking restrictions are in force).

Trades permits are not available for staff commuting and the vehicles must be permanently liveried and essential to the operation of the business throughout the working day as a base for materials or equipment. A trades' permit does not guarantee the holder a parking space.

2 Applicant and business details

There is no restriction as to the location of the business or the number of trades' permits that a business may apply for. Applicants are required to provide full address and contact details for both themselves and their business when making an application for a trades' permit.

3 Confirmation that the business meets the necessary criteria

Applicants must confirm that their business undertakes a qualifying trade. An illustrative list of permitted trades 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 trades' 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 trades' 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):

- 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 trades' 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 trades' 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:

Telephone: 0131 555 1742

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

Website: www.edinburgh.gov.uk/parkingpermits

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

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

Trades' permits will be posted out to successful applicants as soon as their application has been processed. Please note that the information provided in your application may be reviewed and processed by an agent working on behalf of the City of Edinburgh Council.



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