

Notification of Change of Business Name/Address/ Vehicle Details

Use this form to notify us about any changes to your permit. To ensure you receive your permit promptly please ensure all required documentation is enclosed. Please complete this form and scan and email it to:

sfc.businesspermits@edinburgh.gov.uk

For Office Use Only	
Permit No	
Date of Issue	
Date of Expiry	
Prepared By	
Date Renewed	
Issued By	

Alternatively, you can post your application to Trades Parking Permits, The City of Edinburgh Council Car Pound, Unit 57, Tower Street, Edinburgh, EH6 7BN.

When the changes have been made to your permit, we will confirm this by email. Please allow seven working days for changes to be made.

Part 1 - Please tell us what you wish to do

If you are:

(a) Making changes to your business name - please complete parts 2, 3 & 7

(b) Making changes to your business address - please complete part 2 with your old address and then also complete parts 4 & 7

(c) Making changes to your vehicle(s) - please complete parts 2, 5, 6 & 7

Part 2 - Your Details

Title (Mr, Mrs, Miss, Ms, Other)			
Surname		First Name	
Address			
City		Postcode	

Part 3 - Changes to Business Name

New Business Name	
Old Business Name	

Part 4 - Changes to Business Address

Please complete your new address below and your old address in part 2.

New Business Address			
City		Postcode	



Part 5 - Changes to Your Vehicle(s)

Please list below the registration number of the vehicle(s) you wish to remove

	Vehicle 1	Vehicle 2
Registration No		
Make		
Model		
Colour		

Please complete below details of the vehicle(s) you wish to register. If you would like to register more than 2 vehicles please print an additional form.

	Vehicle 1	Vehicle 2
Registration No		
Make		
Model		
Colour		

Are all the vehicles permanently liveried? (Business name and contact details must be legible from 20m) Vehicles without livery will not qualify.	Yes		No	
Are all the vehicles less than 3.2m high, less than 6.5m long and less than five tonnes in weight and not built to carry 12 or more passengers?	Yes		No	
Are all the vehicles registered or hired/leased to the business applicant? Evidence will be required please see part 6.	Yes		No	
Are all the vehicles insured for business use? Evidence will be required, please see part 6.	Yes		No	
Are all the vehicles essential to the daily operation of the business?	Yes		No	
Please provide a brief explanation of the reason for this:				

Part 6 - Enclosed Documents

I wish to register a change of vehicle and have enclosed the following documents with my application:

Vehicle Registration Document(s)	
Motor Insurance Certificate(s)	
Non-Domestic Rates Bill	
Other (please specify)	

If you are unable to supply any of the documents specified above or have any questions regarding retailers parking permits, please telephone the permit team on 0131 555 1742.

Part 7 - Declaration

To be completed by the applicant

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.

I declare that:

1. The information given is correct to the best of my knowledge and is in accordance with the Guidance Notes which I have read.
2. I understand that it is a criminal offence under Section 115 of the Road Traffic Regulation Act to make a false statement to obtain a permit for myself or any other person or to knowingly allow my permit to be used by anyone else. If I no longer require the permit, I must return it to the City of Edinburgh Council.

Signed	
Date	



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 11-1618. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 555 1742.