

Residents' Permit – Terms and Conditions of Use

By applying for a permit, the applicant agrees to be bound by the following terms and conditions:

1 Residents' parking permit details

A residents' permit may only be issued to a qualifying resident in possession of a qualifying vehicle (See Section 2 for what constitutes a qualifying vehicle). For the purposes of the following terms and conditions, a 'qualifying resident' is defined as a) a person who is solely or mainly resident at premises the postal address of which is in a road described in Schedule 3; or b) a medical practitioner with consulting rooms the postal address of which is in such a road described in Schedule 3; or c) any person who owns or leases, on a long-term basis, any residential property the postal address of which is in a road described in Schedule 3, where the said property is not the sole or main place of residence and is used as a second home or holiday home; d) a mews resident.

Schedule 3 is a list of roads, or part of a road, where permits will be issued. A copy is available upon request.

We will verify your address meets the above requirements by carrying out an Experian check. This will not affect your credit rating. If you do not wish an Experian check to be carried out, or if you fail this check, you will need to confirm where you live by uploading one of the following a) a current lease, b) 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 the Edinburgh address for which you are applying) or card, medical card or mortgage agreement (signed within the last 3 months and NOT a mortgage offer).

Each resident is entitled to one residents' permit. There is a maximum limit of two permits per household. However, in situations where the residential property is not the sole or main place of residence and is being used as a second home or holiday home, only one permit will be issued for said property. A maximum of two vehicles can be registered to any permit (a merged permit), where both vehicles must be registered to qualifying residents at the same address. Both vehicle registration numbers will be printed on one permit only.

Note: when there is a request for a merged permit and two vehicles are registered 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.

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. If your vehicle was registered before 1 March 2001 you must use the cylinder capacity. If your vehicle was registered on or after 1 March 2001 you must use the CO2 emissions. If you apply for two permits at the same time (joint application), we will allocate your vehicles as Permit 1 and Permit 2 to ensure you are charged the lowest amount. If members of a household apply for two permits separately i.e. on different dates then the first application received will become Permit 1. There is a 25% surcharge on second permits in a household.

We will carry out a DVLA check on your vehicle to verify the CO2 emissions or cylinder capacity of your vehicle. You are required to upload a copy of your vehicle registration document (V5C). 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) or where the registered keeper is registered as resident at the same address as the applicant. (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 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 from the hirer or leaser of the vehicle, advising that the vehicle is for your sole use.

2 Vehicle application requirements

A qualifying vehicle is defined as: (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, not drawing a trailer. In all cases, no permits shall be issued for any vehicle the height of which exceeds 2.5m.

3 Permitted parking areas

A residents' permit is only valid for parking in permit holders only or shared use parking places within the zone or sub-zone, numbered parking place or Priority Parking Area referenced on the permit (i.e. the zone in which the address is located), provided there are no further parking restrictions in force. Vehicles drawing a trailer cannot use permit holders or shared use parking places. Residents' permits do not allow parking in any other designated parking place or restricted areas and it is the drivers responsibility to ensure that their vehicle is parked in accordance with the parking restrictions at all times. A residents' permit does not guarantee the holder a parking space.

4 Display of permit

The residents' permit should be clearly displayed on the front windscreen or nearside window of the qualifying vehicle to which it has been assigned whenever it is in use. In the case of merged permits, where two vehicle registration numbers are printed on a permit, the permit only entitles one vehicle to be parked within a permitted parking area during the restricted hours at one time.

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 clearly be viewed from outside the vehicle.

5 Conditions of use

Residents' permits can only be used for qualifying vehicles which must meet the application requirements at all times when using the permit. If, for any reason, the vehicle no longer meets the permit application requirements then the permit can no longer be used for that vehicle.

6 Change of details

If you change your address and you are moving to another parking zone you must apply to cancel your current parking permit via the online system or in person at the Customer Hub. A refund will not be issued until we have received the permit back. You will need to apply for a new permit for your new address.

If you change your address but stay within the same zone, you do not need to change your permit, however, you should access your online account to update your address.

If you need to change your vehicle, you must access your online account to request this change. You will not be able to park until your request has been approved. We will issue you with a temporary permit for the new vehicle and you will have seven days to return the old permit. Once we receive your old permit we will post your updated permit to you. You must display the new paper permit in your vehicle.

If you require a temporary change to your permit because your vehicle is off the road being repaired and you have a courtesy car for a short period, you must request such a change by accessing your account and applying for a temporary permit. You must upload proof that the vehicle is being repaired and evidence linking you to the temporary vehicle. You will not be able to park until your request has been approved. You will only be able make a temporary change to your vehicle using the online service once. Any further temporary changes must be done by contacting the Residents' Parking Section.

7 Lost/stolen permits

Please report any lost or stolen permits to the police. If your permit is lost or stolen, you must apply for a replacement permit. Any vehicle not clearly displaying a valid permit in a permitted parking area may be issued with a parking ticket. Replacement permits are charged at 10% of the original permit cost or a minimum of £10 whichever is greater.

If your permit is damaged or defaced, you must surrender it to the Residents' Parking Section. Replacement permits are charged at 10% of the original permit cost or a minimum of £10 whichever is greater.

8 Permit renewals

If we have a valid email address for you we will send an email to you before your permit expires. However, it is your responsibility to keep your email address up to date and to renew your permit on time.

9 Voluntary surrender of permit

Permit holders may surrender their permit to the Council at any time. You will receive a refund for each complete unexpired day, less a £10.00 administration charge. You must return your permit to us before a refund is issued.

Permit holders are required to surrender their permit to the Council in the following circumstances: (a) if the permit ceases to be valid (1) the residents' permit holder ceases to be a qualifying resident; (2) the permit holder ceases to be the keeper of the vehicle, or, as the case may be, vehicles for which the permit was issued; (3) 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 Misuse of permits

The Council reserves the right to revoke residents' permits without refund if they have reason to believe that the permit is being misused.

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.

11 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.

12 Privacy

To deliver our services we need to collect, store, use, share and dispose of personal information. This is known as data processing. The information collected when you apply for a parking permit will be used by the Council to process your application as we have an obligation under the law to maintain and manage roads in Edinburgh.

Before submitting your parking permit application, you should read our privacy notice which can be found at: www.edinburgh.gov.uk/parkingprivacy.

13 Contact details

The Residents' Parking Section can be contacted by e-mail or in person. Contact details are shown below:

E-mail: residents.parking@edinburgh.gov.uk

In person: Customer Hub, 249 High Street, Edinburgh, EH1 1YJ

Hours: Monday, Wednesday & Thursday – 8.30am – 4.30pm

Tuesday – 9.30am – 4.30pm

Friday – 8.30am – 3.40pm

Please do not hesitate to contact us before submitting your application form if you have any questions.

You may be issued with a parking ticket during restricted hours, if you park without clearly displaying a valid permit on your vehicle even if an application has been submitted online or to the Residents' Parking Section.



HAPPY TO TRANSLATE

رجعتك لخدمتنا آماندہر سہجے انونہاد كہرہ

بسمدنا توفیر الترجمة MOZEMY PRZETŁUMACZYĆ 很樂意翻譯

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 numbers 18-4042. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 3291.