

## Guidance Notes - Applying for a School Streets Permit

**PLEASE READ THESE GUIDANCE NOTES BEFORE ATTEMPTING TO COMPLETE THIS APPLICATION FORM**

### 1 USING THE APPLICATION FORM

This application form can be used to apply for a School Streets permit for the first time or to change your existing permit. Please advise what you wish to do by completing Part 1 of the application form and following the instructions.

### 2 PROOF OF RESIDENCE/BUSINESS PREMISES

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 or non-domestic rates bill
- medical card
- V5 vehicle registration or vehicle insurance showing address and vehicle registration

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 school streets area.

### 3 DOCUMENTS REQUIRED FOR YOUR VEHICLE

Please provide a copy of the vehicle registration document. However:

a) If the vehicle is not registered in your name you must also produce:

- 1 A 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 a company car/vehicle, 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 School Streets area.
- 3 The vehicle registration document (or copy) must also be produced with the completed application or

b) If the vehicle is "owned" by a leasing or hire company, you must provide a copy of 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 on their headed stationery, advising that the vehicle is for your use.

### 4 DISPLAYING YOUR PERMIT

It is your responsibility to ensure you display your valid permit clearly on your vehicle, showing the vehicle registration number. The permit is invalid if the registration number of the vehicle does not correspond to that on the permit or cannot be viewed. Motorcyclists may choose to carry the permit but must produce it to anyone requiring to see it.

### 5 LOST, DEFACED OR DAMAGED PERMIT

If the permit is damaged or defaced, the holder must surrender it to the Council. when applying for a replacement. If you lose your permit, you must also apply for a replacement. A £10 administration charge will apply.

### 6 CHANGE OF DETAILS

If you move outwith the School Streets zone to which a permit refers, you must surrender that permit. If you change your address or vehicle you must report all changes to the Customer Hub as soon as possible with verification of your new residence or replacement vehicle. A new permit will be required for the replacement vehicle. The old permit must be returned to the Freepost address before a new permit can be processed. Existing permits are not valid on replacement vehicles.

## 7 OTHER REASONS FOR SURRENDER OF PERMIT

Permit holders are required to surrender their permit to the Council:

a) if the permit ceases to be valid

1 The permit holder ceases to be a qualifying resident;

2 The permit holder ceases to be the keeper of the vehicle for which the permit was issued;

b) a duplicate permit is issued by the Council

c) if requested in writing by the Council

## 8 FRAUD & ABUSE PREVENTION

To help us prevent fraud and abuse of the School Streets 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.

## 9 STOLEN PERMIT

Please report any stolen permit to the Police. If your details (address and vehicle) have not changed a replacement permit will be issued.

## 10 CONTACT DETAILS

The permit section can be contacted by telephone or e-mail. Contact details are shown below:

Telephone: 0131 469 3817 E-mail: [school.streets@edinburgh.gov.uk](mailto:school.streets@edinburgh.gov.uk)

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

## 11 OFFENCES & PENALTIES

**IT IS A CRIMINAL OFFENCE TO MAKE A FALSE STATEMENT IN ORDER TO PROCURE THE ISSUE OF A PERMIT TO YOURSELF OR ANY OTHER PERSON. ANY APPLICANT SUSPECTED OF DOING SO WILL BE REPORTED TO THE POLICE WHO IN TURN WILL, AS MAY BE APPROPRIATE, REPORT THE CIRCUMSTANCES TO THE PROCURATOR FISCAL FOR THE CITY OF EDINBURGH COUNCIL FOR A CRIMINAL PROSECUTION.**

**SPECIFICALLY UNDER SECTION 115 OF THE ROAD TRAFFIC REGULATION ACT 1984 IT IS CRIMINAL OFFENCE WHERE ANY INTENT TO DECEIVE, USES OR LENDS TO, OR ALLOWS TO BE USED BY, ANY OTHER PERSON ANY PERMIT OR WHO MAKES OR HAD IN HIS POSSESSION ANY DOCUMENT SO CLOSELY RESEMBLING ANY PERMIT AS TO BE CALCULATED TO DECEIVE OR WHO FORGES OR ALTERS ANY PERMIT. IF SUCH AN OFFENCE IS TRIABLE SUMMARILY THE MAXIMUM FINE IS CURRENTLY £2000. IT IS ALSO A CRIMINAL OFFENCE UNDER SECTION 115 OF THE 1984 ACT FOR A PERSON TO KNOWINGLY MAKE A FALSE STATEMENT IN ORDER TO OBTAIN A PERMIT FOR THEMSELVES OR ANY OTHER PERSON. THE MAXIMUM FINE OF SUCH AN OFFENCE IS CURRENTLY £1,000.**

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