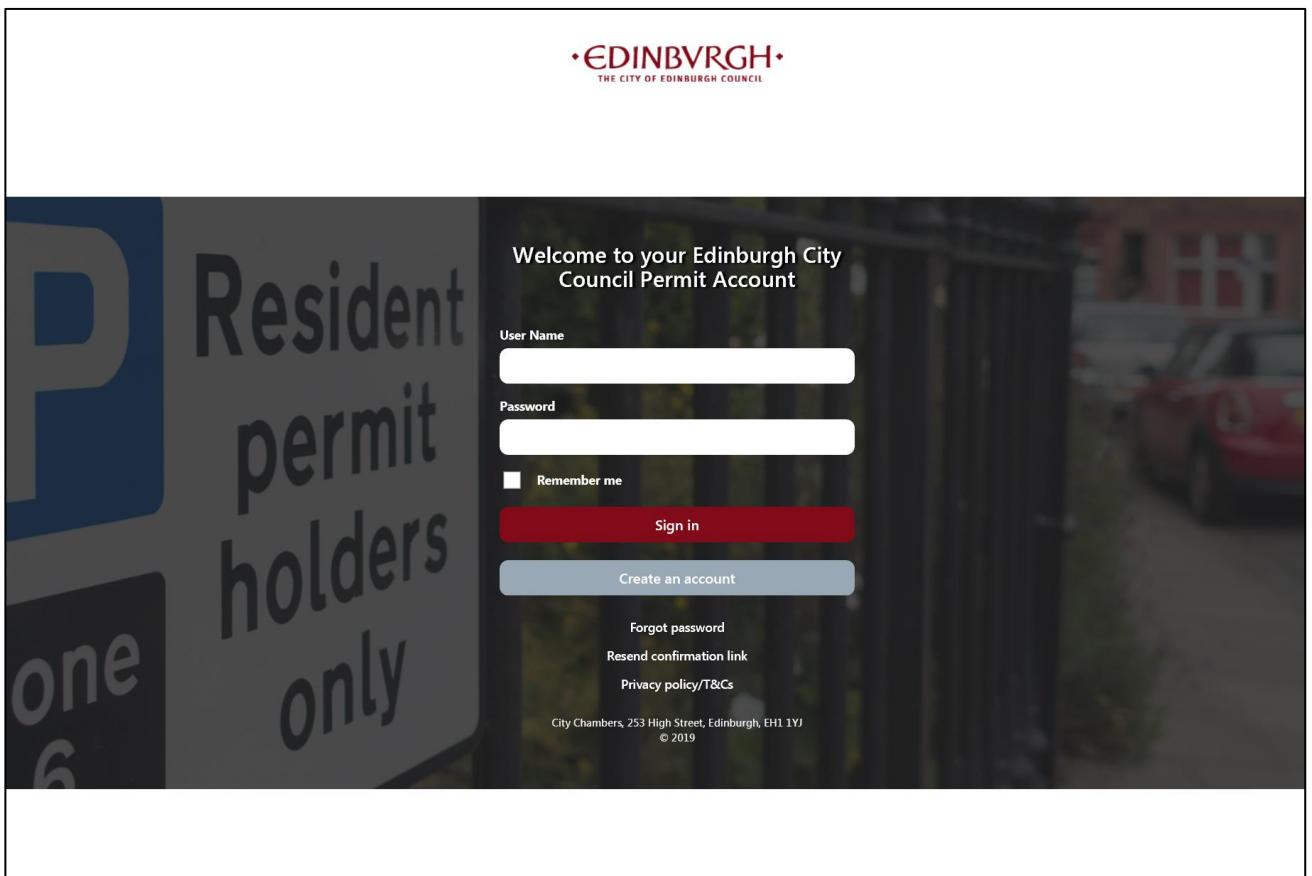


Applying for a School Streets Permit

This guide will help you to apply for your new school streets parking permit using the Council's online application service – NSL Apply.

Please visit the website at: <https://edinburgh.nsl-apply.co.uk>

1. The below screen should appear



2. You can read about the website cookie policy. To close the box, click cancel.

3. Create a new account by clicking on the grey **Create an account** button

4. The following screen will appear. Enter your details in the relevant fields. Please remember your User Name as this will be required to login with. If you agree to the data sharing policy, please tick the box and then click **Create**.



Register for your new account
Please enter your details below

First Name *

Surname *

Contact Telephone *

Email *

Will be used to send correspondence and reminders

User Name *

Unique username that you will use for sign in

I agree to the data sharing policy. [Find out more](#) *

Create **Back**

5. You will then be sent an email to confirm your account. In the email, there will be a link to click. By clicking the link, it will take you to a page to set up your password.



Create password
Passwords must contain at least 8 characters including one lowercase, one uppercase and one numeric ('0'-'9')

Password

Confirm password

Cancel **Create**

6. After clicking **Create**, you will then be logged into your account and you will see the below screen.

The screenshot shows the user interface of the EDINBURGH council website after logging in. At the top right, it says "Welcome, JoeBloggs" with a red sign-out icon. On the far left is a "MENU" icon. The main navigation bar is red and contains the following items:

- Apply for a permit** (circled in yellow)
- Manage permits
- Manage vehicle details (with a dropdown arrow)
- Add new vehicle (with a plus icon)
- Manage account (with a dropdown arrow)
- Print receipt, Click here (with a printer icon)
- My profile, Click here (with a user icon)
- Change password, Click here (with a double arrow icon)
- Register card, Click here (with a card icon)
- Load support evidence, Click here (with an upload icon)
- View support evidence, Click here (with a folder icon)
- Favourite visitor cars, Click here (with a car icon)

7. To apply for a permit click anywhere on the red **Apply for a permit** bar

8. Once you have clicked the red bar you should be presented with the following screen

The screenshot shows the "SUBMIT YOUR REQUEST FOR A PARKING PERMIT" page. At the top right, it says "Welcome, JoeBloggs" with a red sign-out icon. On the far left is a "MENU" icon. The main content area has a dark header with the text "SUBMIT YOUR REQUEST FOR A PARKING PERMIT". Below the header, there is a form field labeled "Permit category •" with a dropdown menu containing the option "Choose".

9. Click on the Permit category dropdown box and select the **School scheme** category.

The screenshot shows a web page titled "SUBMIT YOUR REQUEST FOR A PARKING PERMIT". At the top left is a "MENU" button. The top right features the "EDINBURGH" logo with "THE CITY OF EDINBURGH COUNCIL" underneath. Below the title, there is a "Permit category" dropdown menu. The menu items listed are "School scheme", "Trade", "Retail", "RLNI", "Doctors", and "School scheme" again, with the last one being highlighted in blue. There is also a text input field below the dropdown.

10. Click in the **Street** box and a drop-down menu will appear, start typing your street name and click on your street name when it appears in the list.

The screenshot shows the same web page as above, but now focusing on the "Street" dropdown. The dropdown shows "Residential" as the selected option. Below the dropdown is a search bar with the placeholder "Start typing your street name to search". A list of street names is displayed in a dropdown menu, including "Abbey Mount", "Abbey Street", "Abbeyhill", "Abbeyhill Crescent", "Abbotsford Crescent", and "Abbotsford Park". At the bottom of the screen are two buttons: "Search" on the left and "Cancel" on the right.

11. If you live in a flat, start typing your flat number in the **Property name** box and choose your flat from the drop-down list.

If you live in a house with a main door number type this in the **Property number** box. The property number box will only allow numbers to be entered.

If your property has a name or contains more than just a Number i.e. 12A then select your property name from the drop-down list in the **Property name** box.

MENU

• EDINBURGH •
THE CITY OF EDINBURGH COUNCIL

Welcome, JoeBloggs

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •
Residential

Please select your street and then either select your property name or enter your property number followed by your postcode
Street •
Test Street

i Property name
Choose

i Property number

Town

Postcode (Case Sensitive. i.e. AB1 2CD) •

Search **Cancel**

12. Complete the details in the **Town** and **Postcode** fields and click **Search**.
13. Next, click in the **Permit type** box on the right-hand side of the screen and select the **School Parking Permit**.

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •
School scheme

Please select your street and then either select your property name or enter your property number followed by your postcode
Street •
Abbey Street

i Property name

Allocated zone
Your property is allocated to zone 'Zone PS1'. If this is incorrect please contact us on 01314693203

Permit type •
Choose
School Parking Permit

14. You must now upload documentation to prove you live at a qualifying address.

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •
School scheme

Please select your street and then either select your property name or enter your property number followed by your postcode
Street •
Abbey Street

i Property name

Allocated zone
Your property is allocated to zone 'Zone PS1'. If this is incorrect please contact us on 01314693203

Permit type •
School Parking Permit

Please upload a recent copy of the following:

Upload Support Evidence

15. To add your supporting documentation click on the **Upload Support Evidence** button, the below window should open.

PROOF OF IDENTIFICATION

Document Type •

Select...

Sample

Example

Applicant Document

Accepted document formats: PDF,JPG,JPEG,BMP

Attach image

Help

Applicant Document

Save Back

The screenshot displays a user interface for adding proof of identification. At the top, a red header bar contains the title 'PROOF OF IDENTIFICATION' and a close button ('X'). Below this, a section for 'Document Type' includes a required indicator ('•') and a dropdown menu with the placeholder 'Select...'. A 'Sample' section shows a placeholder image labeled 'Example' featuring a headshot with a crop mark. The 'Applicant Document' section has a large input field with an upward arrow icon, indicating where to upload files. Below this field, text specifies accepted formats: 'Accepted document formats: PDF,JPG,JPEG,BMP'. Two buttons are present: a blue 'Attach image' button and a red 'Help' button with an information icon. At the bottom, there are two dark red buttons labeled 'Save' and 'Back'.

16. Select the document type you want to add by clicking the **Document Type** drop down box. Select **Proof of Residency** from the list.

PROOF OF IDENTIFICATION

Document Type •

Proof of Residency ▾

Select...

Proof of Residency

Proof of Residency

- Council Tax Bill (Dated current year)
- Mortgage Agreement
- Tenancy Agreement
- Utility Bill

Applicant Document

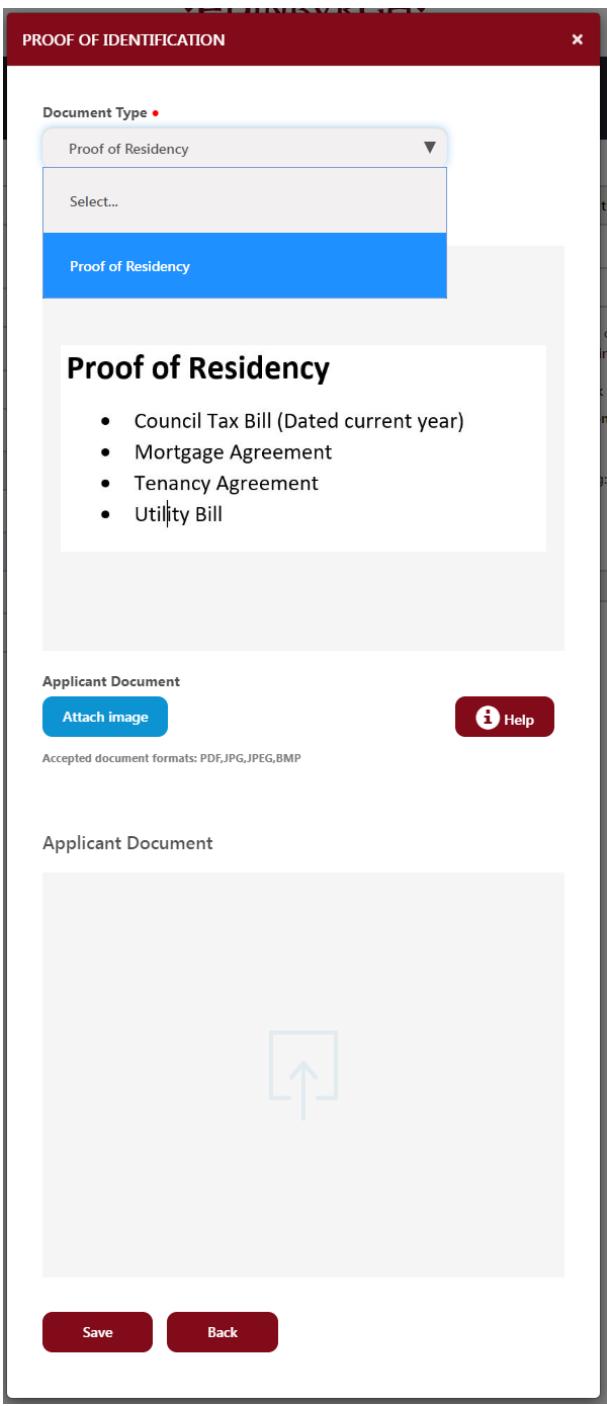
Attach image  Help

Accepted document formats: PDF,JPG,JPEG,BMP

Applicant Document



Save Back



17. Now click **Attach image** to upload your document which should appear in the second half of the window, then click **Save**.

PROOF OF IDENTIFICATION

Document Type •
Proof of Residency ▾

Proof of Residency
Sample

Proof of Residency

- Council Tax Bill (Dated current year)
- Mortgage Agreement
- Tenancy Agreement
- Utility Bill

Applicant Document

Attach image

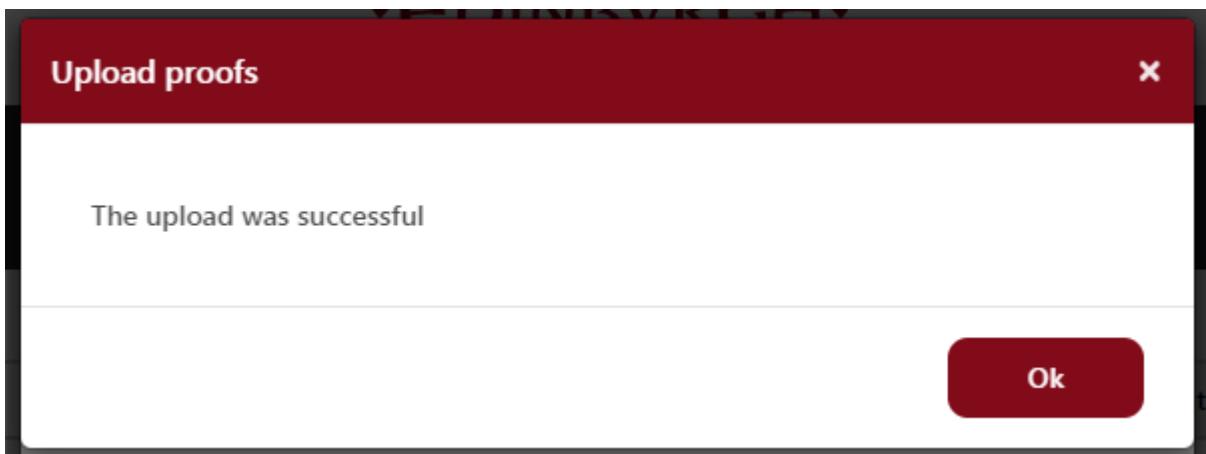
Accepted document formats: PDF,JPG,JPEG,BMP

Applicant Document

Residency Proof Verified by advisor.pdf

Save Back

18. A new window should open to confirm your upload has been successful, as shown below.



19. Click the **OK** button to continue

20. A school streets permit is issued free of charge but in order to progress with your application you must choose a payment method. In this case, please choose online after approval. **You will not be charged.**

Allocated zone

Your property is allocated to zone 'test'. If this is incorrect please contact us on 01314693203

Permit type •

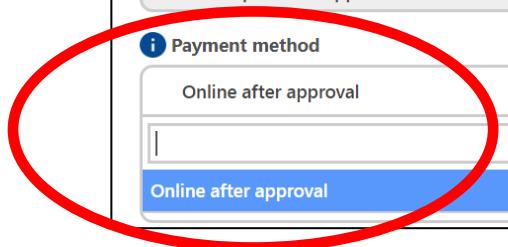
Resident Parking Permit

Current uploaded support evidence

Payment method

Online after approval

Online after approval



21. You must now register a vehicle that you want your permit to cover, click on the **Register a New Vehicle** button on the right-hand side.

Current uploaded support evidence

Payment method

Online after approval

Discounts

Are you a blue badge holder?

Register a New Vehicle

22. The below window will pop up.

REGISTER NEW VEHICLE X

Number Plate •

Retrieve Vehicle Details

Fuel Type • Choose

Make Choose

Emission Level • Choose (i)

Model • Choose

Are you the registered keeper of the vehicle?

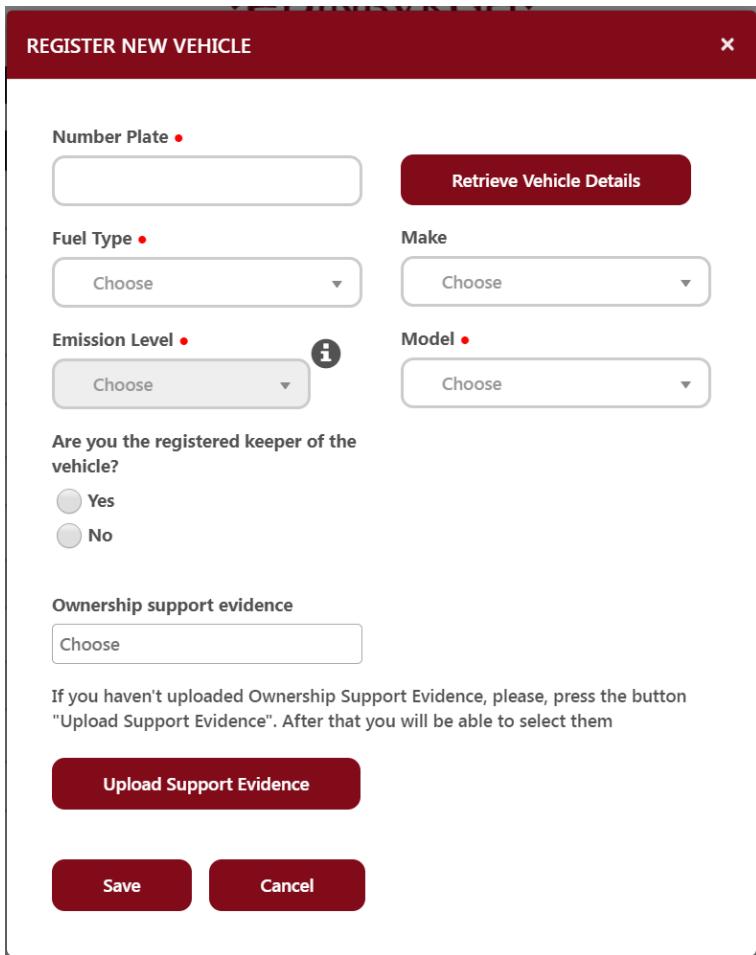
Yes
 No

Ownership support evidence Choose

If you haven't uploaded Ownership Support Evidence, please, press the button "Upload Support Evidence". After that you will be able to select them

Upload Support Evidence

Save **Cancel**



23. Enter your vehicle registration into the **Number Plate** box and click the **Retrieve Vehicle Details** button.
24. Select whether you are the registered keeper and click the **Upload Support Evidence** button to upload your vehicle documentation.

REGISTER NEW VEHICLE

Number Plate •

 Retrieve Vehicle Details

Please, check vehicle details to make sure they match.

Fuel Type •

Make

Emission Level •



Model

Are you the registered keeper of the vehicle?

- Yes
 No

Ownership support evidence

If you haven't uploaded Ownership Support Evidence, please, press the button "Upload Support Evidence". After that you will be able to select them

Upload Support Evidence**Save****Cancel**

25. Once you have uploaded your evidence select the file in the **Ownership support evidence** box and then click **Save**.

26. Once added select your vehicle by clicking in the **Vehicle** box and selecting it from the drop-down menu

The screenshot shows a user interface for vehicle registration. At the top, there are sections for 'Current uploaded support evidence' (with a delete 'x' icon), 'Payment method' (set to 'Online after approval'), and 'Discounts' (with a checkbox for 'Are you a blue badge holder?'). A red 'Register a New Vehicle' button is located at the top right. Below these, there are two vehicle entries. The first entry has a dropdown menu with 'T1EST' selected. To its right is a toggle switch labeled 'Is this your primary vehicle' which is turned on (blue). The second entry also has a dropdown menu with 'Choose' selected and a toggle switch labeled 'Is this your primary vehicle' which is turned off (grey).

27. Click the slider to show this is your primary vehicle. If you wish to add another registration number to the same permit (a merged permit) you should register another vehicle as per above and add this in the second vehicle box.

28. You now need to select the date you would like your permit to start from, click on the **Start Date and Time** and select a date from the calendar. Please note you cannot start the permit on the same day as you are applying.

This screenshot shows the 'Start Date and Time' section of the application. It includes a dropdown for 'Vehicle' (set to 'T1EST') and a toggle switch for 'Is this your primary vehicle' (on). Below this is another vehicle entry with a dropdown set to 'Choose' and a toggle switch off. The 'Start Date and Time' field shows '08/05/2019' with a calendar icon. A calendar overlay for May 2019 is displayed, with the 8th highlighted in blue. To the right of the calendar is a 'Price' field set to £ 2.00 and a 'Select duration below' section with a radio button. At the bottom, there is a checkbox for 'I agree to the terms and conditions •' and three buttons: 'Apply' (red), 'Terms and Conditions' (white), and 'Cancel' (red).

29. You now need to choose the permit duration (18 months) by clicking on the circle button. There will be no charge.

The screenshot shows a mobile application interface for selecting a permit duration. At the top, there is a header bar with three sections: 'Duration', 'Price', and 'Select duration below'. Below this, a row shows '12 Month' and '£ 2.00' with a blue circular button to its right. A note below says '0% VAT.' Under 'Price' is a field with '£' and '2.00'. Below that is a checkbox labeled 'I agree to the terms and conditions •' followed by a small square checkbox. At the bottom are three buttons: 'Apply' (pink), 'Terms and Conditions' (dark red), and 'Cancel' (dark red).

30. Click on the '**Terms and Conditions**' box to read them and if you agree click the square agree box and then click **Apply**.

31. You will receive an email confirming receipt of your application a few minutes later.

32. After the permit is approved, if successful, the permit will be activated and printed. You will receive an e-mail confirming this. Once you receive your paper permit in the post, please display this in your vehicle immediately.

33. If you log into your account, the “Manage Permits” section will show the permit status as “Active”.

The screenshot shows a mobile application interface for managing permits. It features a navigation bar with a menu icon and the word 'MENU'. Below this is a large red button labeled 'Apply for a permit'. The main content area has a dark red header labeled 'Manage permits'. Underneath is a table with permit details: 'RP-M7718267', 'Zone name: test', 'Permit type: Resident Parking Permit', 'Address: Test Street, Flat 4', 'Number Plate: T1EST', and 'Permit Status: Active' (which is highlighted with a red border). At the bottom is a pink 'Manage' button.