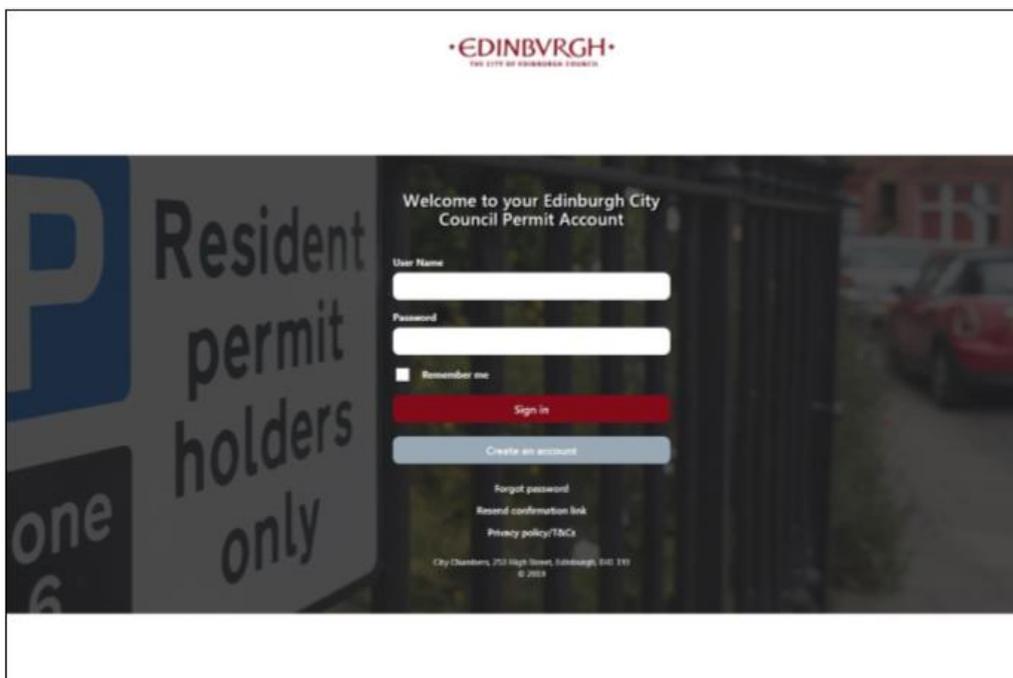


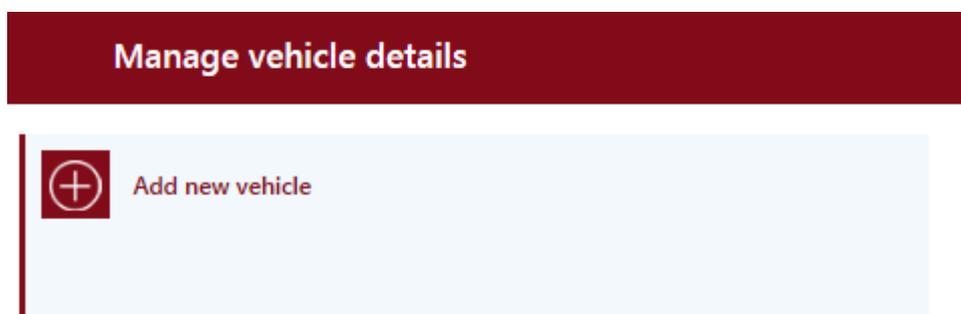
How to change your vehicle over on your permit

Log into your account at <https://edinburgh.nsl-apply.co.uk>

Your Username was included in the activation email that was sent to you when your permit account was set up.



1. From the main screen, go to the "Manage Vehicle Details" and click "Add New Vehicle"



2. Enter your Vehicle Registration number into number plate and then click “Retrieve Vehicle Details” this will then populate all the information for you. For new vehicles this button may not work therefore please email us and we will manually add your vehicle for you (email residents.parking@edinburgh.gov.uk)

The screenshot shows the 'VEHICLE DETAILS' form on the Edinburgh City Council website. The form is titled 'VEHICLE DETAILS' and 'PLEASE PROVIDE YOUR VEHICLE DETAILS'. It contains several input fields and buttons. On the left, there are fields for 'Number Plate' (containing 'TSEST'), 'Vehicle Type' (dropdown menu with 'Estate' selected), 'Fuel Type' (dropdown menu with 'Petrol' selected), and 'Emission Level' (dropdown menu with 'G (151 - 165)' selected). On the right, there are fields for 'Engine Size' (dropdown menu with '1501cc - 2000cc' selected), 'Make' (dropdown menu with 'AUDI' selected), and 'Model' (dropdown menu with 'Q3 SE TFSI QUATTRO S-A' selected). Below these fields, there is a question 'Are you the registered keeper of the vehicle?' with radio buttons for 'Yes' and 'No'. At the bottom, there is a section for 'Ownership support evidence' with a 'Choose' dropdown menu. A red button labeled 'Upload Support Evidence' is located below the 'Ownership support evidence' section. At the very bottom, there are two buttons: 'Save' and 'Cancel'.

3. Please confirm if you are the registered keeper of the vehicle and upload the necessary documents and click “Save”. Select the file you just uploaded in the Ownership Support Evidence box

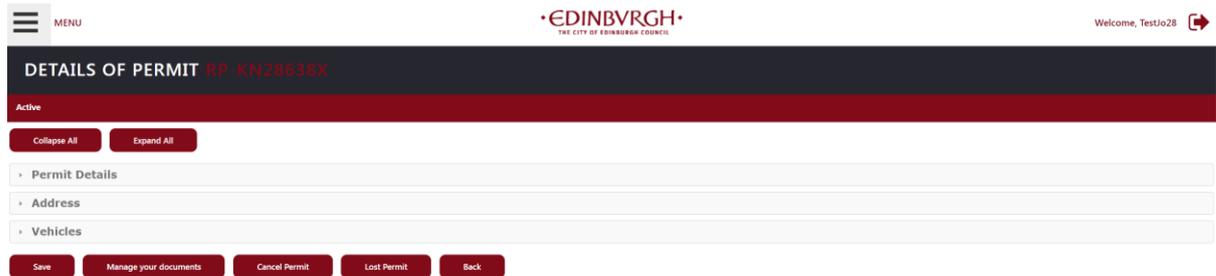
This is a close-up screenshot of the 'Ownership support evidence' section of the form. It shows the question 'Are you the registered keeper of the vehicle?' with two radio buttons: 'Yes' and 'No'. Below this is the 'Ownership support evidence' section, which has a 'Choose' dropdown menu. A blue arrow points from the text in step 3 to the 'Choose' dropdown menu. Below the dropdown menu, there is a red button labeled 'Upload Support Evidence'. At the bottom, there are two buttons: 'Save' and 'Cancel'.

4. You will be returned to the home screen. Now that you have registered the vehicle and uploaded the relevant document you can now submit this change to us for approval.

Click “Manage Permit” and then click the “Manage” button under your permit reference number



5. A new screen will open, please click on the arrow next to “Vehicles” to expand the section and select your new registration number from the dropdown menu and then click “Save”



6. The below message will appear confirming if you have any additional payment to make if your vehicle has increased a price band, you will also be notified if you are due a refund. Please click “Submit”

You have requested a change of vehicle which may require approval.
Please ensure that you upload new evidence for this permit type.

Charge: £ 0.00

You need to upload the following documents

— *Vehicle Ownership*

If required support evidence were not uploaded, please press Cancel button and submit again after upload

Cancel

Submit

7. You can now check to ensure this has been submitted to us for approval by clicking “Manage Permits” and you will see your permit status has been amended to “Change of Vehicle”.

At this stage the application is with our parking team and we will check your uploaded documents and approve your application shortly afterwards. Once this has been approved you will receive an email advising your permit has been made active. If there is an additional amount to pay you will receive an email advising you to log into your account to make the additional payment before this is activated for you. Please note you are not covered to park the new vehicle until you have received this email advising your permit has been made active.