Applying for an Essential User Permit for a GP surgery for the First Time

Access the Website: https://edinburgh.nsl-apply.co.uk

1. The below screen will appear

2. Create a new account by clicking on the Create an account button
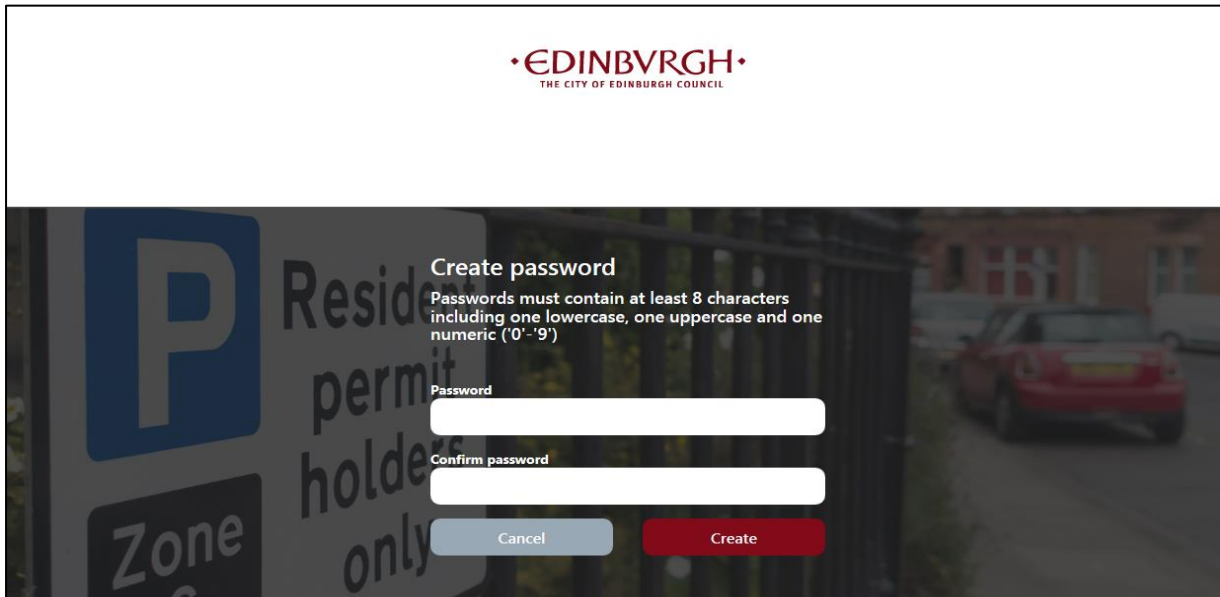
3. Enter your details in the relevant fields. Please remember your Username this will be required to login with. If you agree to the data sharing policy tick the box and then click create.

4. 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.

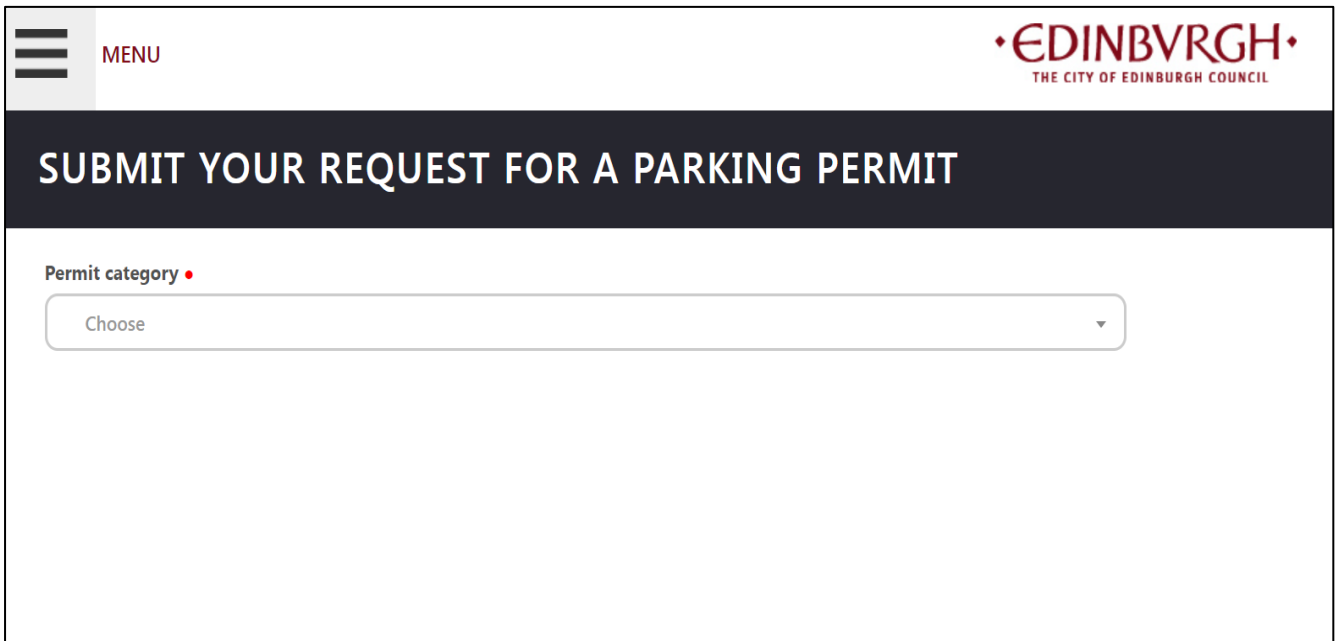5. After clicking create, you will then be logged into your account and you will see the below screen.
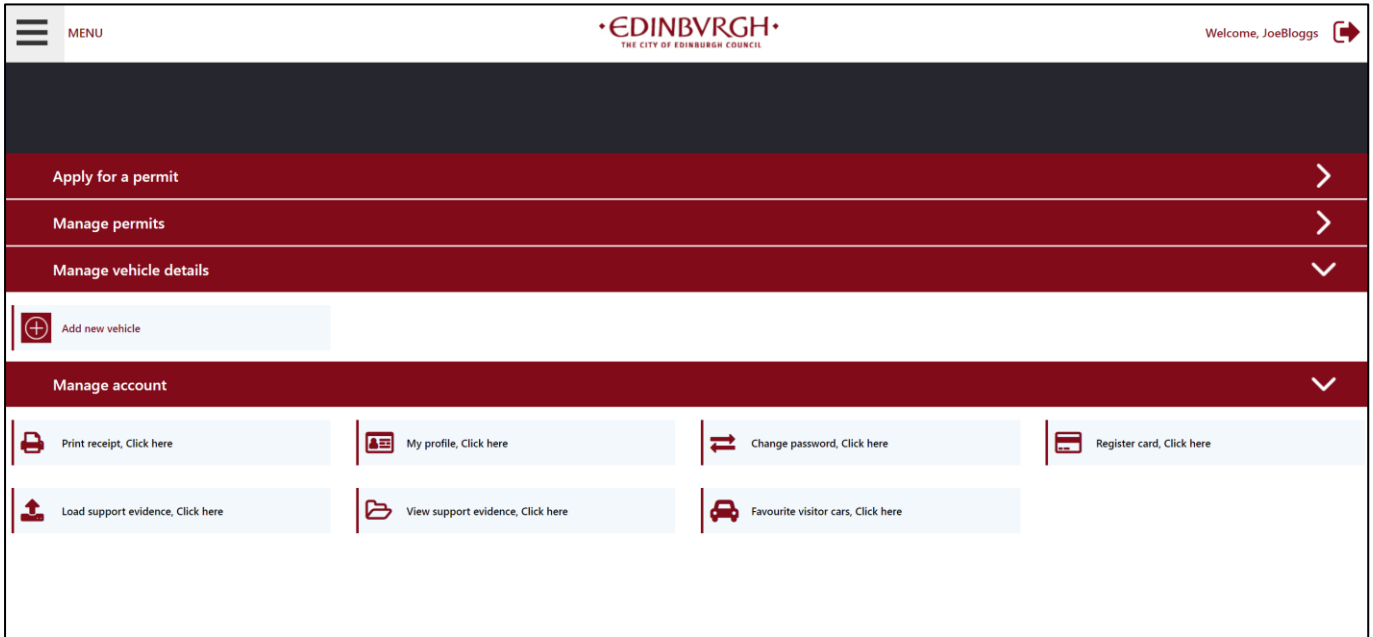
6. To apply for a permit click anywhere on the red Apply for a permit bar

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

8. Click on the Permit category dropdown box and select Essential User Permits from the list.
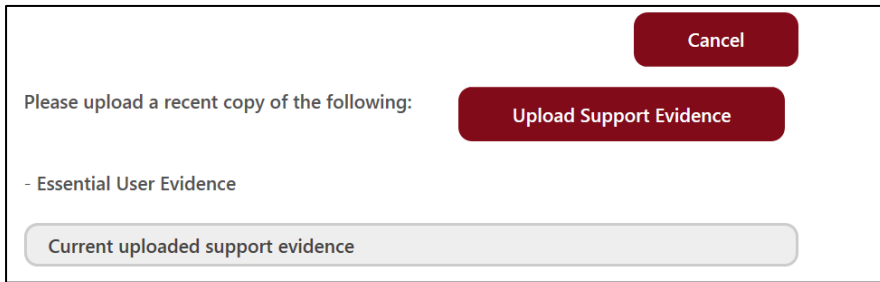
9. Click on the Permit type dropdown box and select Essential User Permits from the list.

10. Enter the surgery property number, street name, town and postcode in the relevant boxes.
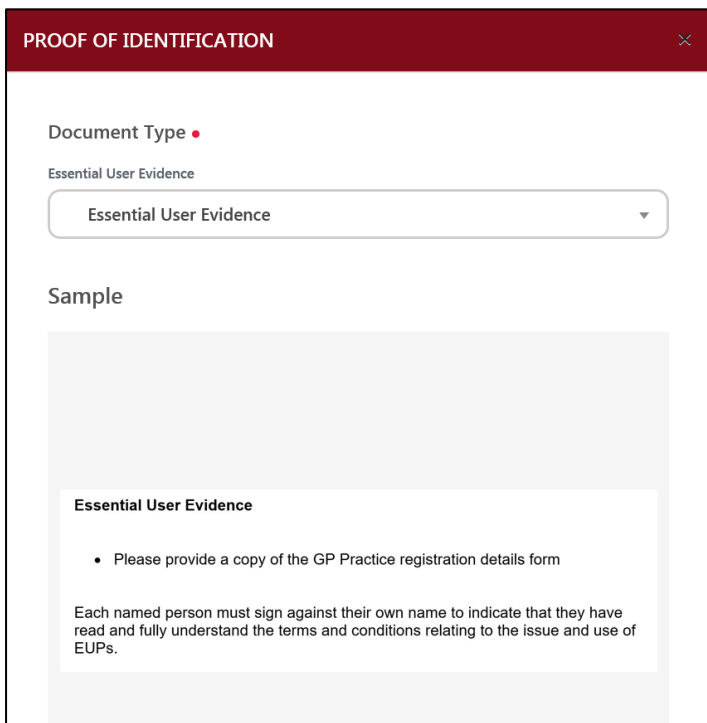
11. Please complete the registration form that was sent along with the renewal letter and upload this onto your account. To do this click on Upload Support Evidence

12. Select Essential User Evidence from the document type drop-down list.

13. Now click attach Image to upload your document which should appear in the second half of the window, then click save.

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

Upload proofs ✕

The upload was successful

Ok
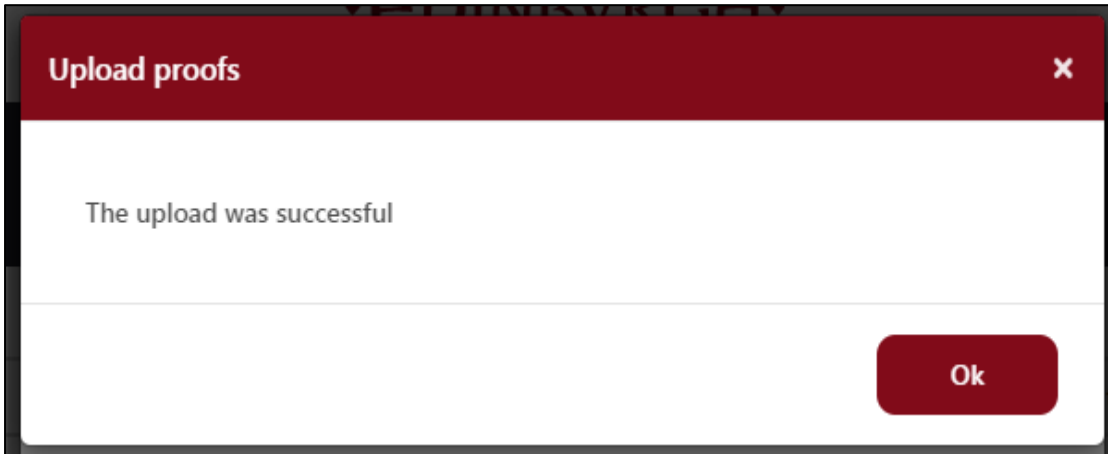
15. Click the OK button to continue.

16. Enter the surgery name into the Business Name box.

Current uploaded support evidence
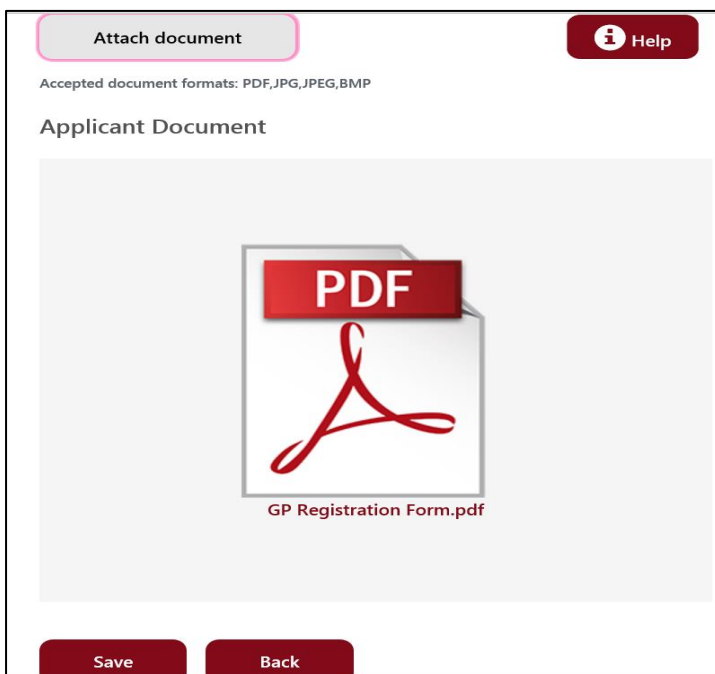
Business Name

17. Click into the Payment method and click online after approval. Your application will progress to our back office for processing and once this has been approved, we will email you to advise. You will then need to log back into your account and make payment with a debit/credit card.

Business Name

Payment method •

Choose ▾

18. To progress with the application, you are required to choose a start date. The start date must be 1 January 2021, regardless of any dispensation that has been offered. Permits are pre-printed, we will not be able to accommodate any other start date.

Payment method •

Choose ▾

When would you like the permit to start?

01/01/2021 📅

19. Select the duration of your permit. Read the Terms and Conditions and if you agree check the box and click Apply.

20. After clicking Apply, you will see an on-screen message showing your application has been submitted. You will have the opportunity to apply for another permit. Please note that this process will order 1 permit, you will need to complete an application for each permit you require. You will not need to upload the GP registration document again, once you have uploaded this during the first application, it will be on your account and used in the next application.

If you return to the home page, you will see that the permit application is within the Manage Permits section of your account and the status is **pending approval**.

21. You will receive an email confirming receipt of your application a few minutes after.

22. The application must now be approved by our back-office team. After the application is approved, if successful, the permit will be processed, and you will receive an e-mail asking you to log back into your account to make payment.

23. Once you have logged in, under your Manage Permits section you will see all the permits you have applied for. You can add all the permits to your basket and make one payment. Click on the red pay button.

24. The below screen will open. Add all the permits you want to pay for by clicking Add. Once you have added all the permits click Continue.

25. The below screen will open. This shows the total amount to pay. In the example below this is 2 permits at £10.00 each.

Pay ✕

Amount to Pay: £ 20.00
Card Number •

| XXXX | XXXX | XXXX | XXXX |

Expiry Date (MM/YY) •

| MM | / | YY |

Issue Number

Valid From (MM/YY)

| MM | / | YY |

CVV2/CVC2 •

| XXX |

By clicking this Pay button, you are authorising us to debit your card.

Pay

26. Enter your card details in the relevant fields and click Pay.

27. If your payment is successful the below window should pop up, click ok

Notification ✕

Your transaction has been processed successfully.

Ok

28. You will now be returned to the home screen and under Manage Permits section you will see that your permit status has changed to Print as shown below. This means you permit is now with the back-office team for printing and posting.

Apply for a permit

Manage permits

RP-M7718267

Zone name	test
Permit type	Resident Parking Permit
Address	Test Street, Flat 4
Number Plate	T1EST
Permit Status	Print

Manage

Manage vehicle details

Add new vehicle

T1EST

Make	LAND ROVER
Model	RANGE ROVER EVOQUE H

Manage account

Print receipt, Click here

My profile, Click here

Load support evidence, Click here

View support evidence, Click here

29. Once the team have printed your permit the status should change to active as shown below and you should receive your permit in the post shortly.

MENU

Apply for a permit

Manage permits

RP-M7718267

Zone name	test
Permit type	Resident Parking Permit
Address	Test Street, Flat 4
Number Plate	T1EST
Permit Status	Active

Manage

Manage vehicle details

⊕ Add new vehicle

T1EST
Make
Model

Manage account

🖨 Print receipt, Click here

📇 My profile, Click F

⬆ Load support evidence, Click here

📂 View support evic