

# Visitors' Parking Permits – Terms and Conditions of Use

By applying for visitors' parking permits, the applicant agrees to be bound by the following terms and conditions:

## 1 Visitors' parking permit details

Visitors' parking permits may only be issued to qualifying residents residing in the Central (1 to 4), Peripheral (5 to 8) and Extended Parking Zones (Zones prefixed by the letter N or S) and Priority Parking Areas (B1 to B10). 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) 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.

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).

We will post visitor permits to the address applied for. Therefore, please ensure you have chosen the correct address on your application. If you have any queries about the format of your address on our system then please contact us at [residentsparking@edinburgh.gov.uk](mailto:residentsparking@edinburgh.gov.uk) before submitting your application. We will not be able to replace or reimburse you for visitor permits sent to an incorrectly registered address.

The number of permits each household is entitled to apply for each year is outlined in the table below.

Permit Type	Central Zones	Peripheral Zones	Extended Zones	Priority Parking Areas
Standard Eligibility	200	150	150	30
Enhanced Eligibility (For Disabled Persons' Blue Badge holders)	400	300	300	60

## 2 Permitted parking areas

Visitors' parking permits are available in books of 10 and current prices are available on the Council's website at <https://www.edinburgh.gov.uk/parking-permits/visitors-parking-permits/1> or upon request. Each permit lasts for 90 minutes parking time and are valid for use in permit holders' or shared use parking places within the zone or sub-zone, or for the full controlled period in the 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. Visitors' parking permits cannot be used in mews areas.

Vehicles drawing a trailer cannot use a visitors' parking permit within permit holders or shared use parking places. Visitors' parking 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 visitors' parking permit does not guarantee the holder a parking space.



### 3 Display of permit

The visitors' parking permit(s) should be clearly displayed on the front windscreen of the qualifying vehicle to which it has been assigned whenever they are in use. The user must scratch out the hours and minutes to the next nearest five minutes, the day, date, month and year. If the user wishes to stay longer than 90 minutes, the same six boxes must be scratched out on any extra permits used. Only one permit per day is needed in the Priority Parking Area as the controls are only in place for 90 minutes each day.

The details on each permit must be clearly visible from outside the vehicle or a parking ticket may be issued.

### 4 Voluntary surrender of permit

We can only exchange full books of unused out of date permits. We are unable to exchange single permits.

Refunds can only be issued if you move out of the zones which are eligible for visitors permits. In order to be eligible for a refund, the books must be valid for at least 6 months of the current year or still be valid for future years.

### 5 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.

### 6 Contact details

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

E-mail: [residentsparking@edinburgh.gov.uk](mailto:residentsparking@edinburgh.gov.uk)

Post: 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 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 **21-7115**. ITS can also give information on community language translations. You can get more copies of this document by calling 0131 469 3291.