

# Retailers Parking Permit Application (Zones N1 - N5 & S1 - S4)

You should apply at least ten working days in advance of the date for which you require the permit. Please complete this form and scan and email it along with the appropriate documents to:

[edinburghpermits@nslservices.co.uk](mailto:edinburghpermits@nslservices.co.uk)

Alternatively, you can post your application to:

Retailers' Parking Permits, The City of Edinburgh Council Car Pound, Old Dalkeith Road, Edinburgh, EH16 4TD. Please note that the information provided in this application may be reviewed and processed by an agent working on behalf of the City of Edinburgh Council.

For Office Use Only	
Permit No	
Date of Issue	
Date of Expiry	
Prepared By	
Date Renewed	
Issued By	

## Part 1 - Your Details

Title (Mr, Mrs, Miss, Ms, Other)			
Surname		First Name	
Address			
City		Postcode	
Position held within the business			

## Part 2 - Your Business Details

Business Name			
Business Address			
City		Postcode	
Parking Zone in which business is located			
Telephone		Mobile Number	
E-mail address			
Preferred method of contact			

## Part 3 - Confirmation that the business meets the necessary criteria

Do you pay non-domestic or business rates for your business premises? You will be required to provide evidence - please see part 5 of the application form.	Yes		No	
Does your business premises undertake a Class 1 retail activity as specified in the Town & Country Planning (Use Classes)(Scotland) Order 1997? (Please see the document entitled Qualifying Class 1 businesses for further information).	Yes		No	

### Part 4 - Your Vehicle(s)

Please complete the details of the vehicle(s) you wish to have listed on your retailers parking permit. Maximum of two permits per business and two vehicles per permit. Please include copies of vehicle registration documents for all vehicles you wish to register you wish to register.

Permit 1	Vehicle 1	Vehicle 2
Registration		
Make		
Model		
Colour		

Permit 2	Vehicle 1	Vehicle 2
Registration		
Make		
Model		
Colour		

Are all the vehicles less than 3.2m high, less than 6.5m long and less than five tonnes in weight and not built to carry 12 or more passengers	Yes		No	
Are all the vehicles registered or hired/leased to the business applicant? Evidence will be required please see part 5.	Yes		No	
Are all the vehicles insured for business use? Evidence will be required, please see part 5.	Yes		No	
Are all the vehicles essential to the daily operation of the business?	Yes		No	
Please provide a brief explanation of the reason for this:				

### Part 5 - Enclosed Documents

I have enclosed the following documents with my application - please tick as appropriate:

Vehicle Registration Document(s)	
Motor Insurance Certificate(s)	
Non-Domestic Rates Bill	
Other (please specify)	

## Part 6 – Payment

Required start date of permit	
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Please allow ten working days prior to start date

### Preferred Payment Method

I have enclosed a cheque - please make cheques payable to “The City of Edinburgh Council”	
I wish to pay by credit/debit card – The permit team will inform you when your permit(s) is ready for payment.	
Collect and pay – At the public counter: Old Dalkeith Road, Edinburgh, EH16 4TD	

## Part 7 - Declaration

To be completed by the applicant

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.

I declare that:

1. The information given is correct to the best of my knowledge and is in accordance with the Guidance Notes which I have read.
2. I understand that it is a criminal offence under section 115 of the Road Traffic Act to make a false statement to obtain a permit for myself or any other person or to knowingly allow my permit to be used by anyone else. If I no longer require the permit, I must return it to The City of Edinburgh Council.

Signed	
Date	



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 number 11-1618. ITS can also give information on community language translations.