

Retailers' Permit for Extended Controlled Parking Zones – Terms and Conditions of Use (Zones N1 to N8 & S1 to S4)

Please note that all retailers' permit holders are legally bound by the following terms and conditions:

1 Retailers parking permit details

For the purposes of the following terms and conditions, a 'retailer' is defined as having a retail premise which undertakes a Class 1 retail activity as specified in the Town and Country Planning (Use Classes)(Scotland) Order 1997.

Businesses' located within an Extended Parking Zone (Zones N1 to N8 & S1 to S4) are entitled to a retailers' parking permit. There are no retailers permits available for the Central Zones (1 to 4). There is a limit of two permits per business premise. A maximum of two vehicles can be registered to any permit, however, only one vehicle may use the permit at any given time. The vehicle registration numbers will be printed on the permit.

In an effort to tackle climate change and reduce vehicle emissions, a surcharge is applied to the second permit within the same business.

In addition, from 2 May 2023, a surcharge will apply on all new applications and renewals for diesel-fuelled vehicles.

You can find [retailers permit prices](#) and information about the [diesel surcharge](#) on our website.

2 Business, Vehicle & Documentation requirements

Business Requirements:

The applicant must pay non-domestic rates for the business premises. Any business claiming small business relief should indicate this on the application form in the space provided.

The business must undertake a Class 1 retail activity as specified in the Town and Country Planning (Use Classes) (Scotland) Order 1997 i.e. undertakes the retail sale of goods or provides a service to visiting members of the public e.g. post offices, travel agents, launderette, dry cleaners etc.

An illustrative list of permitted retailers can be found at www.edinburgh.gov.uk/parking

Applicants must also provide a brief explanation justifying why the vehicle is essential to the daily operation of the business.

Vehicle requirements:

The vehicle must:

- Be less than 3.2m high, less than 6.5m long and less than 5 tonnes in weight.
- Not be built to carry 12 or more passengers and cannot be drawing a trailer when using a retailers' permit.
- Be owned or hired/leased to the business or applicant.
- Be insured for business use.
- Be essential to the daily operation of the business throughout the working day.

Documentation

In support of your application, you must supply evidence as follows:

- non-domestic rates bill – applicants should provide the most recent non-domestic rates bill for their business premises. Businesses that qualify for small business relief should indicate this on the application form.

- registration document (also known as the V5C logbook) – applicants must provide the registration document/V5C logbook for every vehicle which is registered to a parking permit to verify the vehicle details and ownership.
- hire/lease agreement – where applicable, applicants should provide the hire/lease agreement for each hired vehicle they register to a permit.
- motor insurance certificate – applicants should provide the Motor Insurance Certificate for every vehicle they register to a parking permit to confirm that the vehicles are insured for business use.

3 Permitted parking areas

The retailers' permit is only valid for parking in Residents' or Shared Use parking bays within the numbered parking zone marked on the permit (i.e., the zone in which the business is located), provided there are no further parking restrictions in force. Retailers' permits do not allow parking in any other designated parking bays including in residential mews or restricted areas and vehicles must obey the relevant parking restrictions at all times. A retailers' permit does not guarantee the holder a parking space.

4 Assigning a retailers permit to a vehicle

The retailers' permit can only be used by one registered vehicle at any given time. The permit can be assigned to the other registered vehicle by simply swapping the permit between vehicles. The responsibility lies with the permit holder to ensure that the permit is clearly displayed on the vehicle to which it has been assigned at all times.

A retailer opting for two permits should decide which vehicles to register to which permit to ensure they get the most optimum use of their permit. The registration numbers of the registered vehicles will appear on the permit.

Any registered vehicles which are not clearly displaying the retailers' permit must park in accordance with the parking regulations and will not be afforded any additional parking concessions.

5 Display of permit

The retailers' permit should be clearly displayed on the front windscreen or nearside window of the registered vehicle to which it has been assigned whenever it is in use.

6 Conditions of use

Retailers' permits can only be used for registered vehicles which must meet the application requirements at all times when using the permit. If, for any reason, the business or vehicle no longer meets the permit application requirements then the permit can no longer be used for that business or vehicle. The Council reserves the right to request an inspection of any registered vehicle at any time.

A retailers' permit is only considered to be valid when displayed on a pre-registered vehicle. Any registered vehicles not displaying the retailers' permit must park in accordance with the parking regulations. Retailers' permits will not be recognised if displayed on unregistered vehicles.

Retailers' permits must be clearly displayed on the front windscreen of the registered vehicle for which it is being used. Any vehicles displaying an obscured or illegible permit may be issued with a parking ticket.

The retailers' permit cannot be used outwith the permitted parking areas as outlined in point 3 above. A retailers' permit does not provide any concessions with any other Council parking or access scheme, for example the School Streets zones or similar.

Retailers' permit holders must obey the relevant traffic laws and parking restrictions at all times and must move or relocate their vehicle if requested to do so by a Police Officer or Parking Attendant.

Retailers' permits are not available for staff commuting.

7 Payment

A cheque for the full amount can be sent with postal applications, please make cheques payable to The City of Edinburgh Council. If you wish to pay by credit or debit card, please indicate this on the application form and a member of the permit team will contact you for payment details once the permit has been processed. From 2 May 2023, a surcharge will apply for all diesel-fuelled vehicles. Cash payments can be made at the public counter which is located at The City of Edinburgh Council Car Pound, Unit 57, Tower Street, Edinburgh, EH6 7BN.

8 Change of vehicle

Permit holders can change their registered vehicles free of charge as often as they want, however each new vehicle must meet the application requirements before it can be registered to a permit. A maximum of 2 vehicles can be registered to any one permit. The registration numbers of the vehicles will appear on the permit. Applicants wishing to add or remove vehicles should contact the Permit Team using the contact details at the foot of this document.

9 Change of address

In the event that a business changes address, the permit holder must contact the Permit Team at their earliest opportunity to arrange for the cancellation of their permit or amendment of their permit details.

10 Lost/stolen permits

If a retailers' permit is lost or stolen then the permit holder must contact the Permit Team at their earliest opportunity. The cost for a replacement permit is 10% of the original charge.

11 Permit renewals

It is the responsibility of the permit holder to ensure that their parking permit is renewed on time. Permit holders can renew their retailers' parking permit by emailing edinburghpermits@nslservices.co.uk

12 Voluntary surrender of permit

A permit holder may relinquish their permit at any time. Refunds are only available for each complete month which remains unexpired. You can find more information on [retailer permit refunds](#) on our website.

13 Misuse of permits

The Council reserves the right to revoke retailers' permits without refund if they have reason to believe that the permit is being misused (i.e. is being primarily used for staff commuting or is not being regularly used by the business throughout the working day)

Permit holders are also required to relinquish their permits if their business or vehicle no longer meets the permit application requirements, if a new/replacement permit is issued by the Permit Team or if they are requested to do so in writing by the Council.

14 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.

By signing the declaration on the application form, you are confirming that you fully understand and accept the terms and conditions are outlined above.

15 Contact details

We will be pleased to answer any questions you may have. Our contact details are:

Address:

Retailers' Parking Permits
Old Dalkeith Road
Edinburgh
EH16 4TD

E-mail: edinburghpermits@nslservices.co.uk

Website: www.edinburgh.gov.uk/parkingpermits

Please note that the information provided in your application may be reviewed and processed by an agent working on behalf of The City of Edinburgh Council.



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