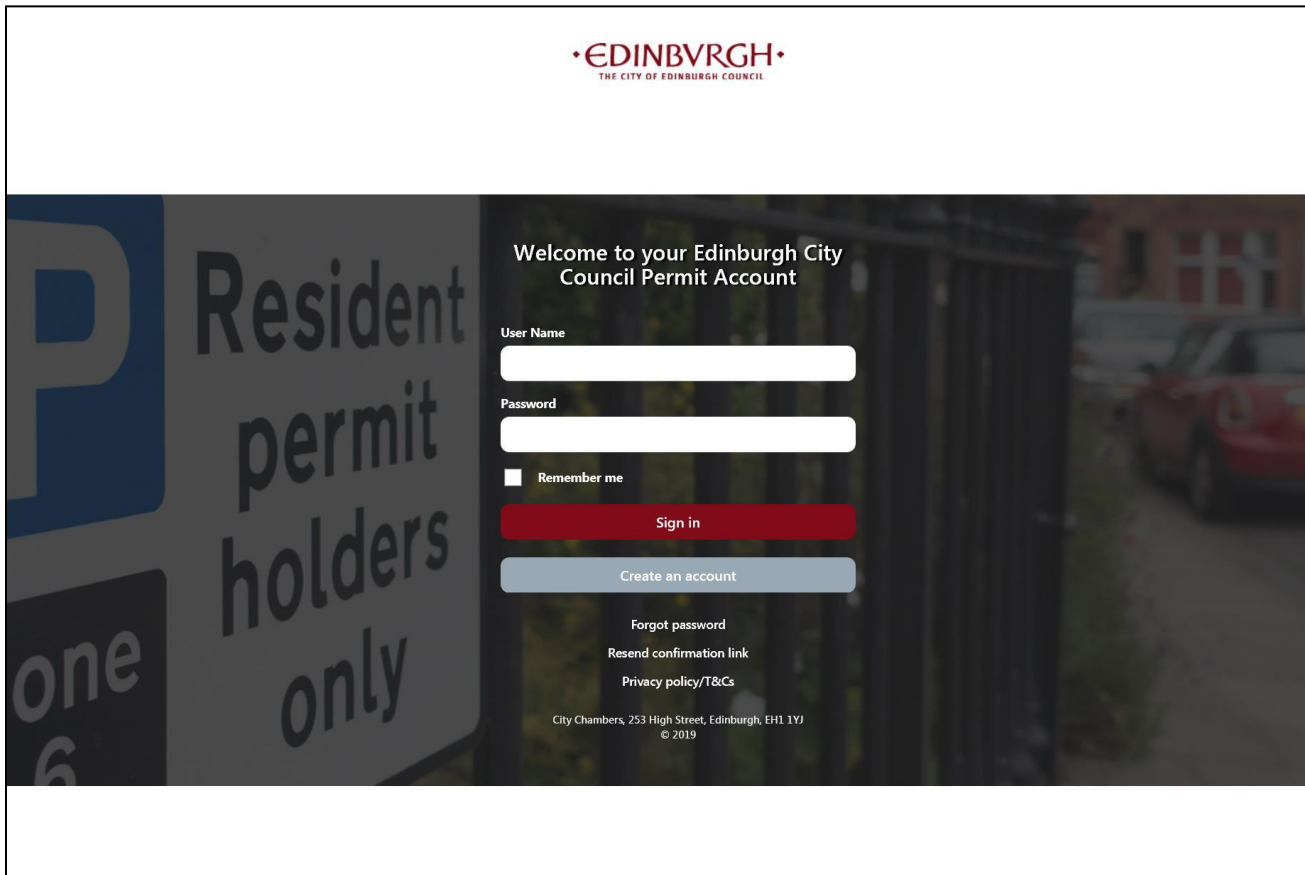


Applying for a Residents Parking Permit for the First Time

This guide will help you to apply for a new residents' parking permit on the Council's new online application service: NSL Apply.

Please visit the website at: <https://edinburgh.nsl-apply.co.uk>

1. The below screen will appear

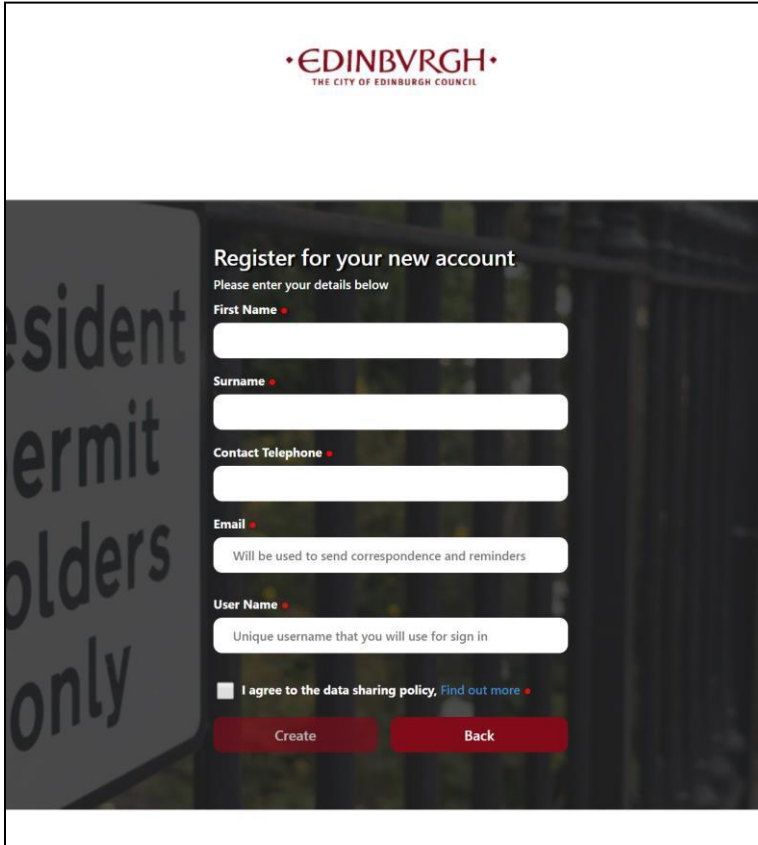


The screenshot shows the login page for the Edinburgh City Council Permit Account. At the top center is the Edinburgh City Council logo, which consists of the word 'EDINBURGH' in a serif font with a diamond on either side, and 'THE CITY OF EDINBURGH COUNCIL' in a smaller sans-serif font below it. The main content area has a dark background with a blurred image of a parking sign that says 'Resident permit holders only' and a red car. The text 'Welcome to your Edinburgh City Council Permit Account' is centered. Below this are two white input fields for 'User Name' and 'Password'. There is a 'Remember me' checkbox with the text 'Remember me' to its right. Below the input fields are two buttons: a red 'Sign in' button and a grey 'Create an account' button. At the bottom of the form area are three links: 'Forgot password', 'Resend confirmation link', and 'Privacy policy/T&Cs'. At the very bottom of the page, in small text, is 'City Chambers, 253 High Street, Edinburgh, EH1 1YJ © 2019'.

2. You can read about the website cookies policy, click 'cancel' in the yellow pop-up box in the bottom left hand corner of your screen to close the box.

3. Create a new account by clicking on the grey 'Create an account' button.

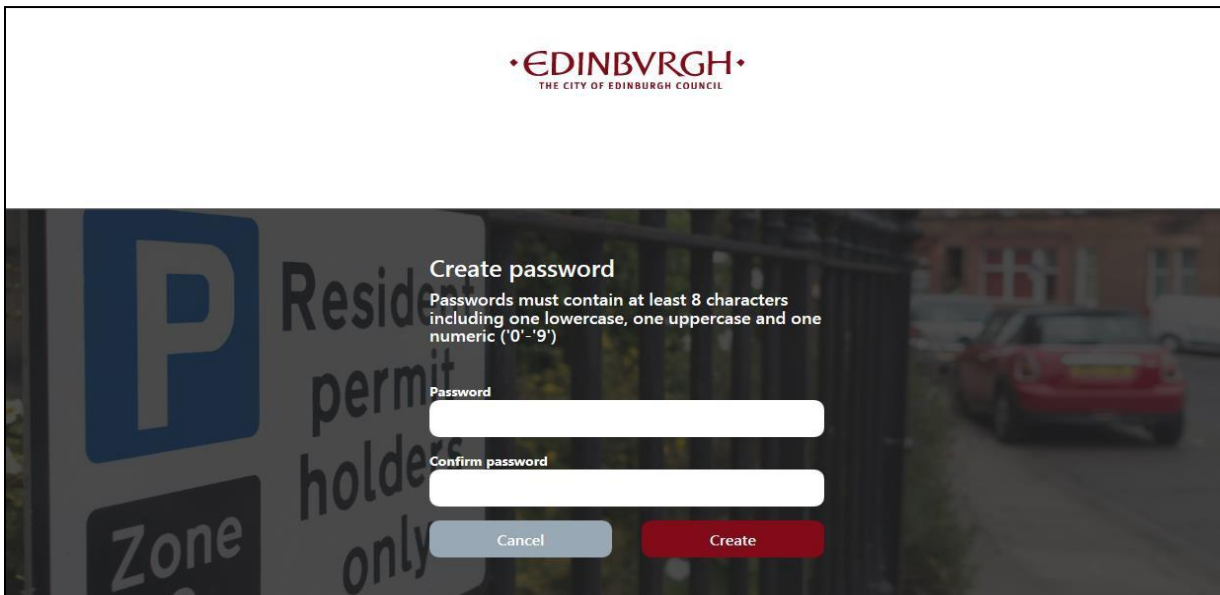
4. The following screen will appear. Enter your details in the relevant fields. Please remember your Username this will be required to login with. If you agree to the data sharing policy tick the box and then click 'Create'.



The screenshot shows the Edinburgh Council website header with the logo "EDINBURGH THE CITY OF EDINBURGH COUNCIL". Below the header is a registration form titled "Register for your new account". The form includes the following fields and elements:

- First Name**: A text input field.
- Surname**: A text input field.
- Contact Telephone**: A text input field.
- Email**: A text input field with a subtext "Will be used to send correspondence and reminders".
- User Name**: A text input field with a subtext "Unique username that you will use for sign in".
- Agreement**: A checkbox labeled "I agree to the data sharing policy, [Find out more](#)".
- Buttons**: Two buttons at the bottom, "Create" and "Back".

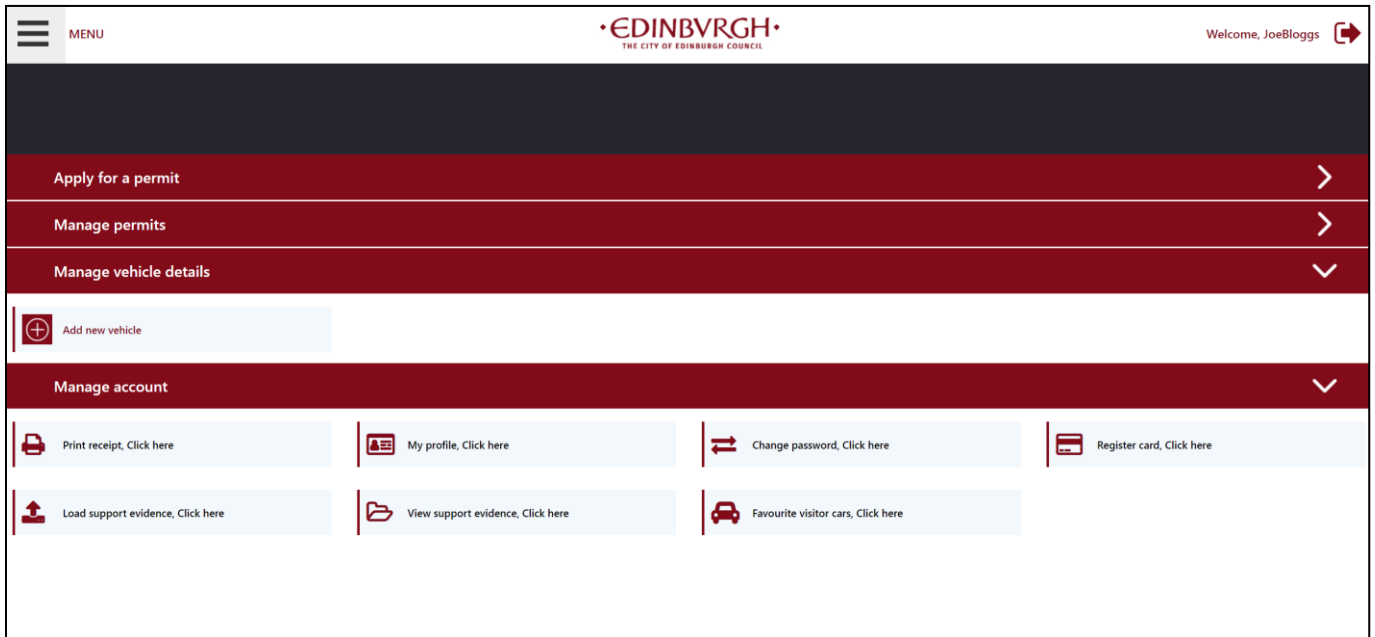
6. You will then be sent an email to confirm your account. In the email, there will be a link to click. By clicking the link, it will take you to the page below to set up your password.



The screenshot shows the Edinburgh Council website header with the logo "EDINBURGH THE CITY OF EDINBURGH COUNCIL". Below the header is a password creation form titled "Create password". The form includes the following elements:

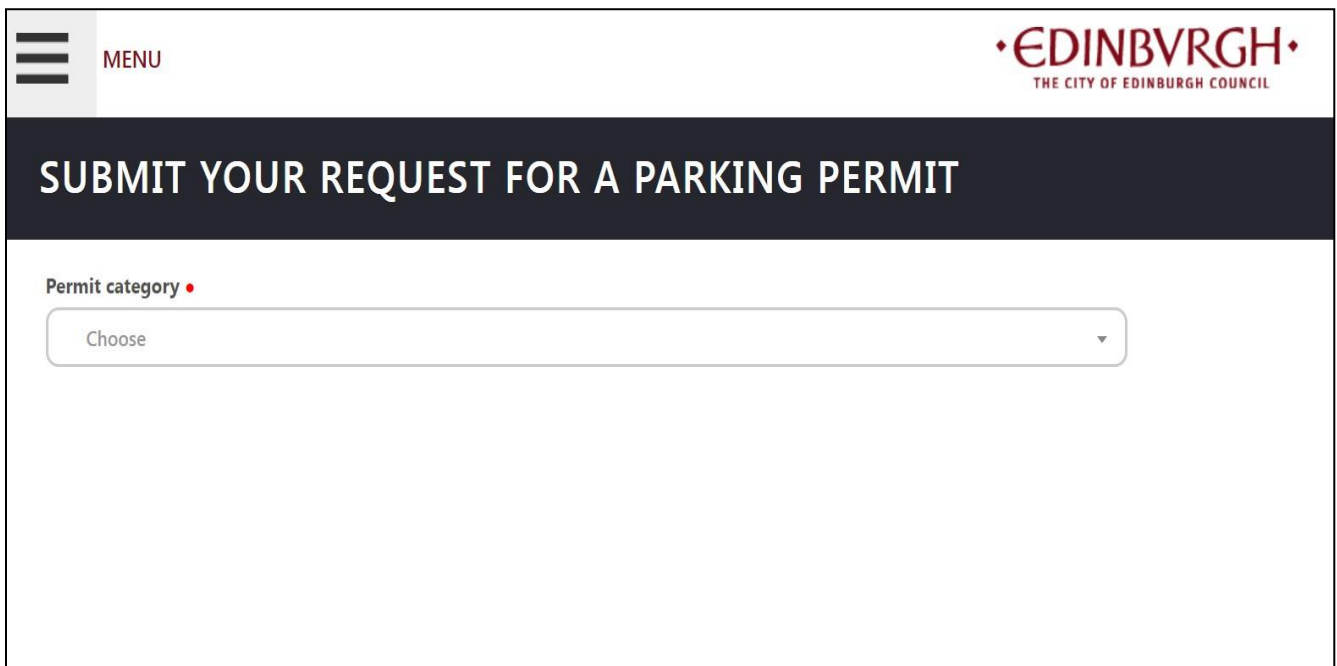
- Instructions**: "Passwords must contain at least 8 characters including one lowercase, one uppercase and one numeric ('0'-'9')".
- Password**: A text input field.
- Confirm password**: A text input field.
- Buttons**: Two buttons at the bottom, "Cancel" and "Create".

7. After clicking create, you will then be logged into your account and you will see the below screen.

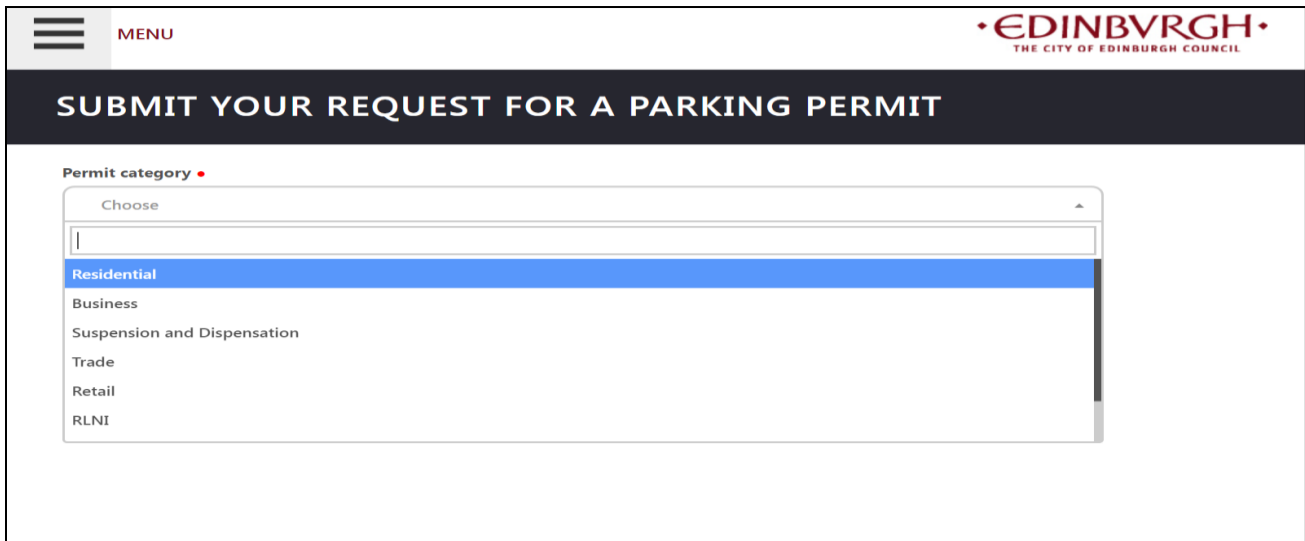


8. To apply for a permit click anywhere on the red 'Apply for a permit' bar

9. Once you have clicked this, you will see the following screen.

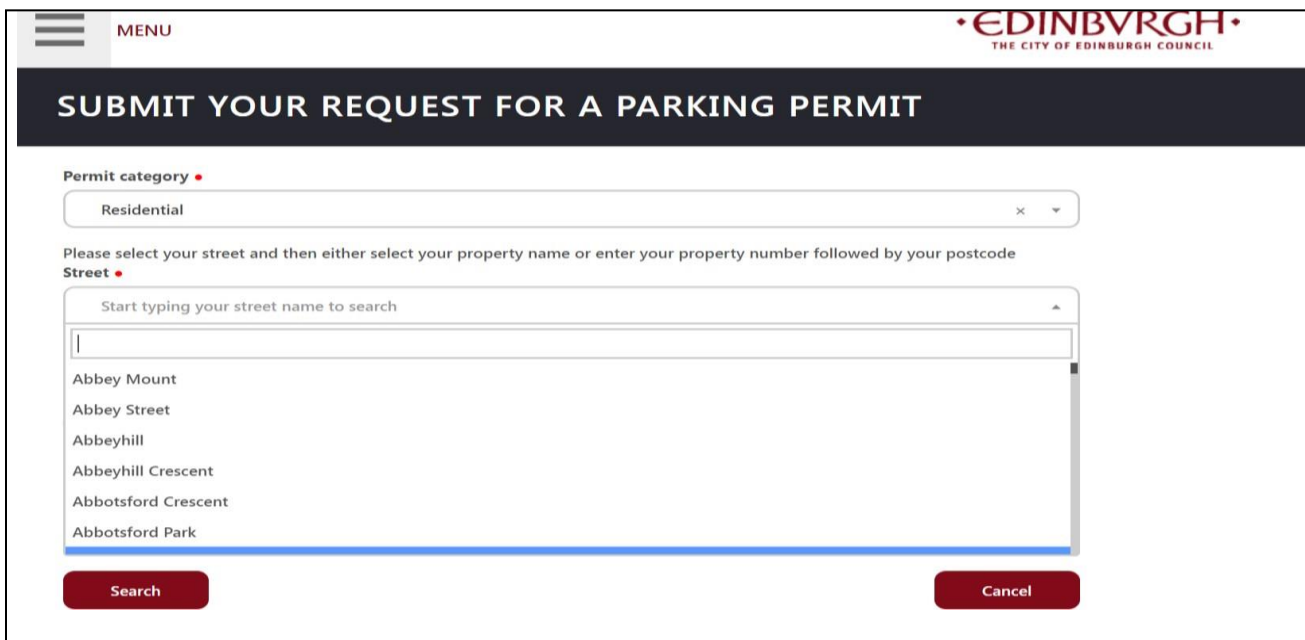


10. Click on the 'Permit category' dropdown box and select a category from the list. Please select 'Residential' for a new residents' permit.



The screenshot shows the top navigation bar with a 'MENU' icon and the Edinburgh Council logo. Below this is a dark header with the text 'SUBMIT YOUR REQUEST FOR A PARKING PERMIT'. The main content area features a 'Permit category' dropdown menu. The dropdown is open, showing a list of categories: Residential (highlighted in blue), Business, Suspension and Dispensation, Trade, Retail, and RLNI.

11. Click in the street box and a drop-down menu will appear, start typing your street name to find your street and click on it to select.



The screenshot shows the same website interface as above. The 'Permit category' dropdown is now closed and displays 'Residential'. Below it is a text input field with the placeholder text 'Please select your street and then either select your property name or enter your property number followed by your postcode'. The 'Street' dropdown menu is open, showing a search bar with the text 'Start typing your street name to search' and a list of street names: Abbey Mount, Abbey Street, Abbeyhill, Abbeyhill Crescent, Abbotsford Crescent, and Abbotsford Park. At the bottom of the form are two buttons: 'Search' and 'Cancel'.

12. If you live in a flat, start typing your flat number in the 'Property name' box and choose your flat from a drop-down list.

If you live in a house with a main door number type this in the 'Property number' box. The property number box will only allow numbers to be entered.

If your property has a name or contains more than just a number i.e. 12A then select your property from the drop-down list in the 'Property name' box.

MENU

EDINBURGH
THE CITY OF EDINBURGH COUNCIL

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •
Residential

Please select your street and then either select your property name or enter your property number followed by your postcode

Street •
Test Street

Property name
Choose

Property number

Town

Postcode (Case Sensitive, i.e. AB1 2CD) •

Search Cancel

13. Complete the details in the Town and Postcode fields (Remembering to leave a space in your postcode) and click 'Search'.

14. Now click in the 'Permit type' box on the right hand side and select the permit you wish to apply for. This will be 'Resident Parking Permit'.

MENU

EDINBURGH
THE CITY OF EDINBURGH COUNCIL

Welcome, JoeBloggs

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •
Residential

Allocated zone
Your property is allocated to zone 'test'. If this is incorrect please contact us on 01314693203

Please select your street and then either select your property name or enter your property number followed by your postcode

Street •
Test Street

Property name
Flat 4

Property number

Town
Edinburgh

Postcode (Case Sensitive, i.e. AB1 2CD) •
EH78YR

Permit type •
Choose
Resident Parking Permit

Search Cancel

15. You should now choose whether you wish to complete your application by carrying out an address validation check which will be undertaken by Experian. (This check will be visible on your credit file and will show as being searched for by NSL Ltd, however it will not affect your credit score).

Alternatively, you can select the option to upload supporting documentation. (If the system is unable to verify your address through the validation check you will need to upload documentation).

BVRGH
EDINBURGH COUNCIL

Welcome, JoeBloggs

Allocated zone
Your property is allocated to zone 'test'. If this is incorrect please contact us on 01314693203

Permit type
Resident Parking Permit

To assist with your application, we can carry out an address validation check using Experian. This check will be visible on your credit file and will be shown as being searched by NSL Ltd , however it will not affect your credit score, [click here for more information](#)

I agree to the address validation check
 I do not agree to the address validation, I would prefer to upload supporting documentation

16. If you choose to carry out an address validation check, enter your date of birth in the 'Date of Birth' box (formatted as DD/MM/YYYY) either by typing it or by clicking in the box and selecting it from the calendar as shown below. If you selected to upload supporting documentation skip to point 18.

https://edinburgh.nsl-apply.co.uk/Permit/ApplyPermits?selectedGroupId=xe050d1bbfe20c7ef

EDINBURGH
THE CITY OF EDINBURGH COUNCIL

Welcome, JoeBloggs

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category
Residential

Please select your street and then either select your property name or enter your property number followed by your postcode

Street
Test Street

Property name
Flat 4

Property number

Town
Edinburgh

Postcode (Case Sensitive. i.e. AB1 2CD)
EH78YR

Search **Cancel**

Allocated zone
Your property is allocated to zone 'test'. If this is incorrect please contact us on 01314693203

Permit type
Resident Parking Permit

To assist with your application, we can carry out an address validation check using Experian. This check will be visible on your credit file and will be shown as being searched by NSL Ltd , however it will not affect your credit score, [click here for more information](#)

I agree to the address validation check
 I do not agree to the address validation, I would prefer to upload supporting documentation

Date of birth
07/05/2019

May 2019

Su	Mo	Tu	We	Th	Fr	Sa
28	29	30	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

17. If your validation check is successful you will see an on-screen message confirming this, if not you will be asked to upload documents.

18. If you choose to upload supporting documentation, you will need to upload a document which confirms proof of residency.

BVRGH+
DUNBURGH COUNCIL

Welcome, JoeBloggs

Allocated zone
Your property is allocated to zone 'test'. If this is incorrect please contact us on 01314693203

Permit type •
Resident Parking Permit

To assist with your application, we can carry out an address validation check using Experian. This check will be visible on your credit file and will be shown as being searched by NSL Ltd , however it will not affect your credit score, [click here for more information](#)

I agree to the address validation check
 I do not agree to the address validation, I would prefer to upload supporting documentation

Please upload a recent copy of the following:

- Proof of Residency

Current uploaded support evidence

Upload Support Evidence

19. To add your supporting documentation click on the 'Upload Support Evidence' button, the below window will open.

PROOF OF IDENTIFICATION

Document Type •
Select...

Sample

Example

Applicant Document
Attach image **Help**

Accepted document formats: PDF,JPG,JPEG,BMP

Applicant Document

Save Back

20. Select 'Proof of Residency' from the document type drop-down list.

PROOF OF IDENTIFICATION ×

Document Type •

Proof of Residency ▼

Select...

Proof of Residency

Proof of Residency

- Council Tax Bill (Dated current year)
- Mortgage Agreement
- Tenancy Agreement
- Utility Bill

Applicant Document

Attach image Help

Accepted document formats: PDF,JPG,JPEG,BMP

Applicant Document

Save Back

21. Now click 'Attach image' to upload your document which will appear in the second half of the window, then click 'Save'.

PROOF OF IDENTIFICATION ✕

Document Type •
Proof of Residency ▼

Proof of Residency
Sample

Proof of Residency


- Council Tax Bill (Dated current year)
- Mortgage Agreement
- Tenancy Agreement
- Utility Bill

Applicant Document

[Attach image](#) [Help](#)

Accepted document formats: PDF,JPG,JPEG,BMP

Applicant Document



Residency Proof Verified by advisor.pdf

[Save](#) [Back](#)

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

Upload proofs ✕

The upload was successful

[Ok](#)

23. Click the 'Ok' button to continue.

24. Now click on the 'Payment method' drop down box and choose the appropriate option.

The screenshot shows the BVRGH Edinburgh Council website. At the top left is the logo 'BVRGH EDINBURGH COUNCIL'. At the top right is the text 'Welcome, JoeBloggs' with a user profile icon. The main content area is titled 'Allocated zone' and contains a message: 'Your property is allocated to zone 'test'. If this is incorrect please contact us on 01314693203'. Below this is a 'Permit type' dropdown menu set to 'Resident Parking Permit'. A note states: 'To assist with your application, we can carry out an address validation check using Experian. This check will be visible on your credit file and will be shown as being searched by NSL Ltd, however it will not affect your credit score, click here for more information'. There are two radio buttons: 'I agree to the address validation check' (unchecked) and 'I do not agree to the address validation, I would prefer to upload supporting documentation' (checked). Below is a 'Current uploaded support evidence' field. The 'Payment method' dropdown menu is open, showing 'Online after approval' as the selected option.

25. If you have a blue badge tick the 'badge holder box' in the discounts section. You will be prompted to enter your blue badge number. You must upload a copy of both sides of your badge using the 'Upload Support Evidence' button, by following the same procedure as shown in points 18 to 22.

The screenshot shows the 'SUBMIT YOUR REQUEST FOR A PARKING PERMIT' form on the BVRGH Edinburgh Council website. The form is divided into several sections. On the left, there is a 'Permit category' dropdown set to 'Residential'. Below it, a note says 'Please select your street and then either select your property name or enter your property number followed by your postcode'. There are fields for 'Street' (Test Street), 'Property name' (Flat 4), 'Property number', and 'Town' (Edinburgh). A 'Postcode (Case Sensitive. I.e. AB1 2CD)' field contains 'EH7BYR'. On the right, there is an 'Allocated zone' message, a 'Permit type' dropdown set to 'Resident Parking Permit', and the same address validation note and radio buttons as in the previous screenshot. Below these is a 'Current uploaded support evidence' field. At the bottom right, there is a 'Discounts' section with a checkbox 'Are you a blue badge holder?' which is currently unchecked.

26. To register your vehicle that you want your permit to cover, click on the 'Register a New Vehicle' button on the right-hand side.

This screenshot is identical to the previous one, showing the 'SUBMIT YOUR REQUEST FOR A PARKING PERMIT' form. The only difference is that a red button labeled 'Register a New Vehicle' is now visible at the bottom right of the form, next to a 'Search' button.

27. The below window will pop up.

REGISTER NEW VEHICLE [X]

Number Plate •

Fuel Type •

Emission Level •
 ⓘ

Make

Model •

Retrieve Vehicle Details

Are you the registered keeper of the vehicle?
 Yes
 No

Ownership support evidence

If you haven't uploaded Ownership Support Evidence, please, press the button "Upload Support Evidence". After that you will be able to select them

Upload Support Evidence

Save **Cancel**

28. Enter your vehicle registration into the 'Number Plate' box and click the 'Retrieve Vehicle Details' button. This will populate the Fuel Type, Make, Model and Emission Level of the vehicle.

29. Select whether you are the registered keeper of the vehicle. You must now upload proof of vehicle ownership by clicking the 'Upload Support Evidence' button and follow the same procedure as in points 19 to 22.

REGISTER NEW VEHICLE ×

Number Plate •

Retrieve Vehicle Details

Please, check vehicle details to make sure they match.

Fuel Type •

Emission Level • i

Are you the registered keeper of the vehicle?

Yes
 No

Ownership support evidence

If you haven't uploaded Ownership Support Evidence, please, press the button "Upload Support Evidence". After that you will be able to select them

Upload Support Evidence

Save **Cancel**

30. Once you have uploaded the file select the file in the 'Ownership support evidence' box and then click 'Save'.

31. Once added select your vehicle by clicking in the 'Vehicle' box and selecting from the drop-down menu.

The screenshot shows a dark red button labeled "Register a New Vehicle" at the top. Below it are two identical light blue form boxes. Each box contains a "Vehicle" label, a dropdown menu with "Choose" selected, and a checkbox labeled "Is this your primary vehicle".

32. If this is the only vehicle you wish to have registered on your permit, please check the box to indicate this is your primary vehicle. If you wish to add another registration number to the same permit (a merged permit) you should register another vehicle as per above and add this in the second vehicle box.

33. In the case of a merged permit only one vehicle can park at any one time and only the primary vehicle will show on the Parking Attendant's handheld device as having a valid permit. The primary vehicle must be changed to accommodate the vehicle parking on-street. You can do this simply by logging into your account and toggling between vehicles to ensure the vehicle parking on-street is recorded as the primary vehicle.

34. You now need to select the date you would like your permit to start from, click on the 'Start Date and Time' and select a date from the calendar.

The screenshot shows the registration form with the first vehicle dropdown set to "T1EST" and its "Is this your primary vehicle" toggle checked. The second vehicle dropdown is set to "Choose" and its toggle is unchecked. A "Start Date and Time" section shows a date picker for "08/05/2019" with a calendar for May 2019 open, highlighting the 8th. Below the calendar, there is a "Price" section with a slider set to "£ 2.00" and a "Select duration below" label. At the bottom, there is a checkbox for "I agree to the terms and conditions" and three buttons: "Apply", "Terms and Conditions", and "Cancel".

35. You now need to choose your permit duration by clicking on the button next to the length you require. This will also display the price of your permit.

The screenshot shows a form for selecting a permit duration. At the top, there is a dark header with the text "Duration", "Price", and "Select duration below". Below this, a light grey bar contains the selected option "12 Month" with a price of "£ 2.00" and a blue radio button. Underneath, it states "0% VAT." and "Price •" followed by a price input field showing "£ 2.00". There is a checkbox for "I agree to the terms and conditions •" which is currently unchecked. At the bottom, there are three buttons: "Apply", "Terms and Conditions", and "Cancel".

36. Click on the 'Terms and Conditions' box to read them and if you agree select the agree box and then click 'Apply'.

37. After clicking 'Apply', a box will appear confirming your receipt of your application.

38. When you return to the home page, you will see the status of your application. If you chose "Online after Approval" you will need to make payment for your permit, there will be red "Pay" button against your permit. If you chose "Pay Now" or "Pay with Registered Card" your payment will be taken automatically.

39. Payment will activate your permit. When your permit status shows as "Active" this means your permit is now valid and you can park on-street immediately. Please do not park unless your permit is showing as active.

40. We no longer issue paper copies of your parking permit. Your active parking permit will be available for the Parking Attendant to view on their handheld device.

