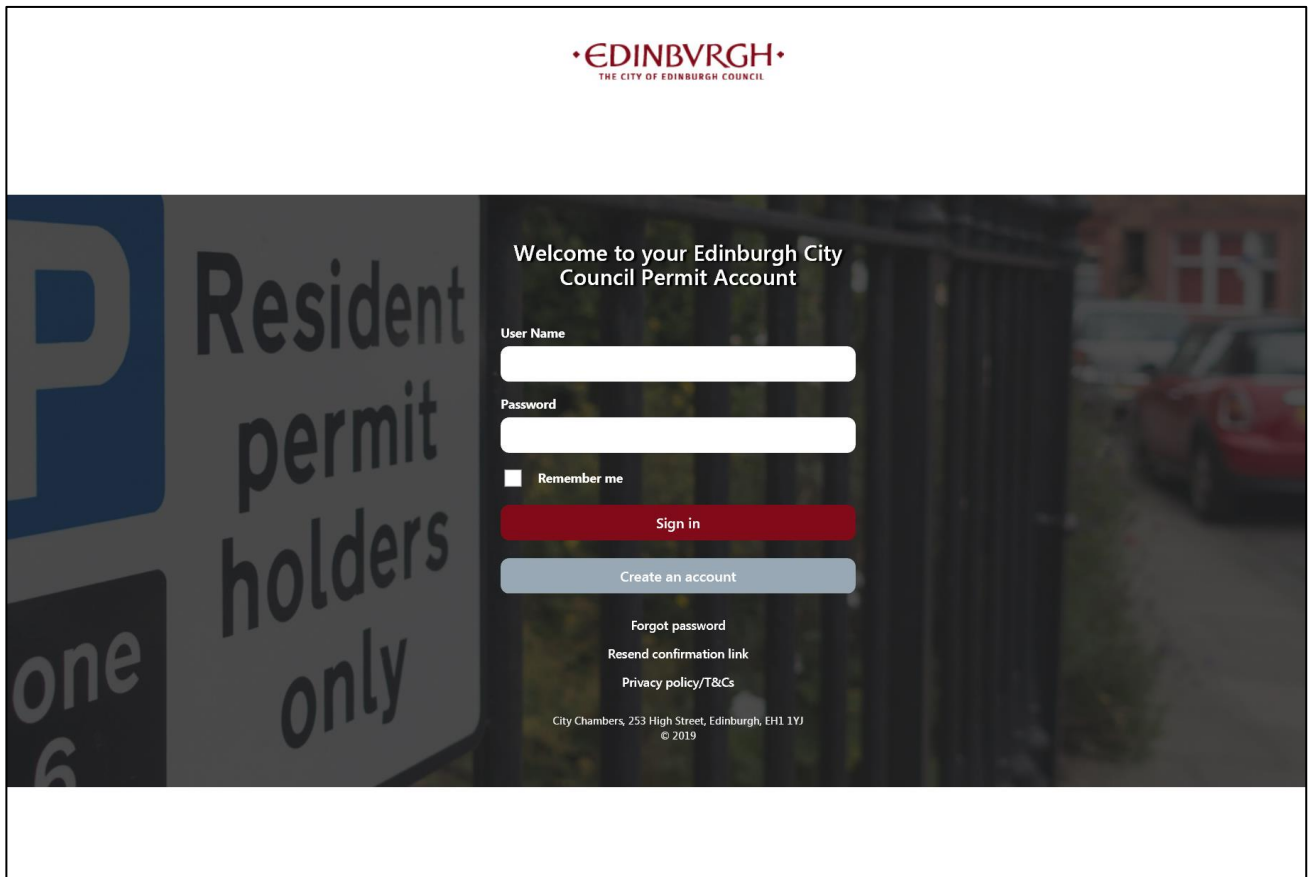


Applying for a School Streets Permit

This guide will help you to apply for your new school streets parking permit using the Council's online application service – NSL Apply.

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

1. The below screen should appear



The screenshot shows the login page for the Edinburgh City Council Permit Account. At the top, the Edinburgh City Council logo is displayed. Below the logo, the text "Welcome to your Edinburgh City Council Permit Account" is centered. The page features a login form with the following elements:

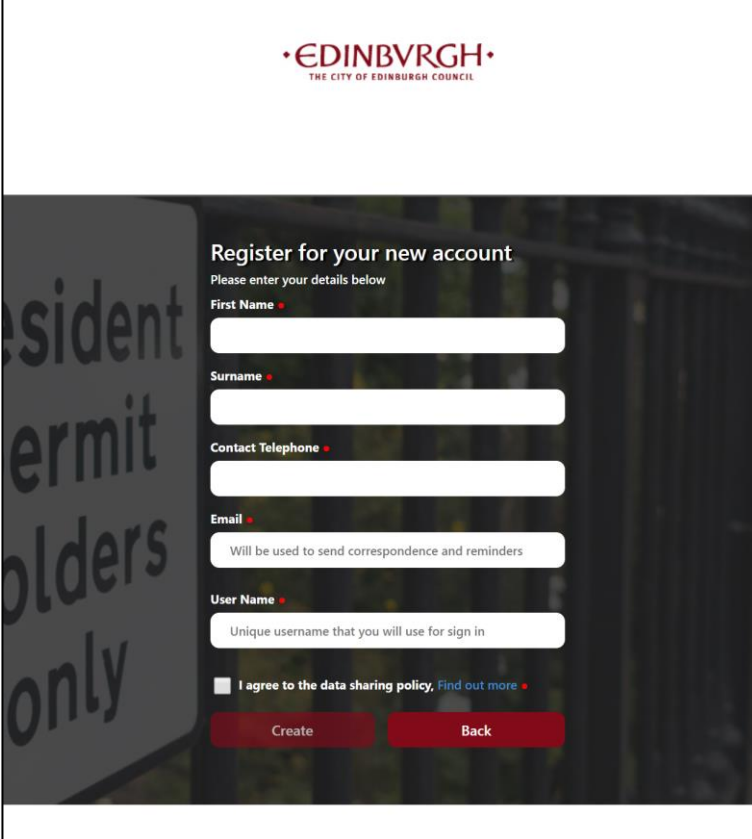
- User Name:** A white input field.
- Password:** A white input field.
- Remember me:** A checkbox with the label "Remember me".
- Sign in:** A red button.
- Create an account:** A grey button.

Below the login form, there are three links: "Forgot password", "Resend confirmation link", and "Privacy policy/T&Cs". At the bottom of the page, the address "City Chambers, 253 High Street, Edinburgh, EH1 1YJ" and the copyright notice "© 2019" are displayed. The background of the page is a blurred image of a street scene with a "Resident permit holders only" sign.

2. You can read about the website cookie policy. To close the box, click cancel.

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 User Name as this will be required to login with. If you agree to the data sharing policy, please tick the box and then click **Create**.



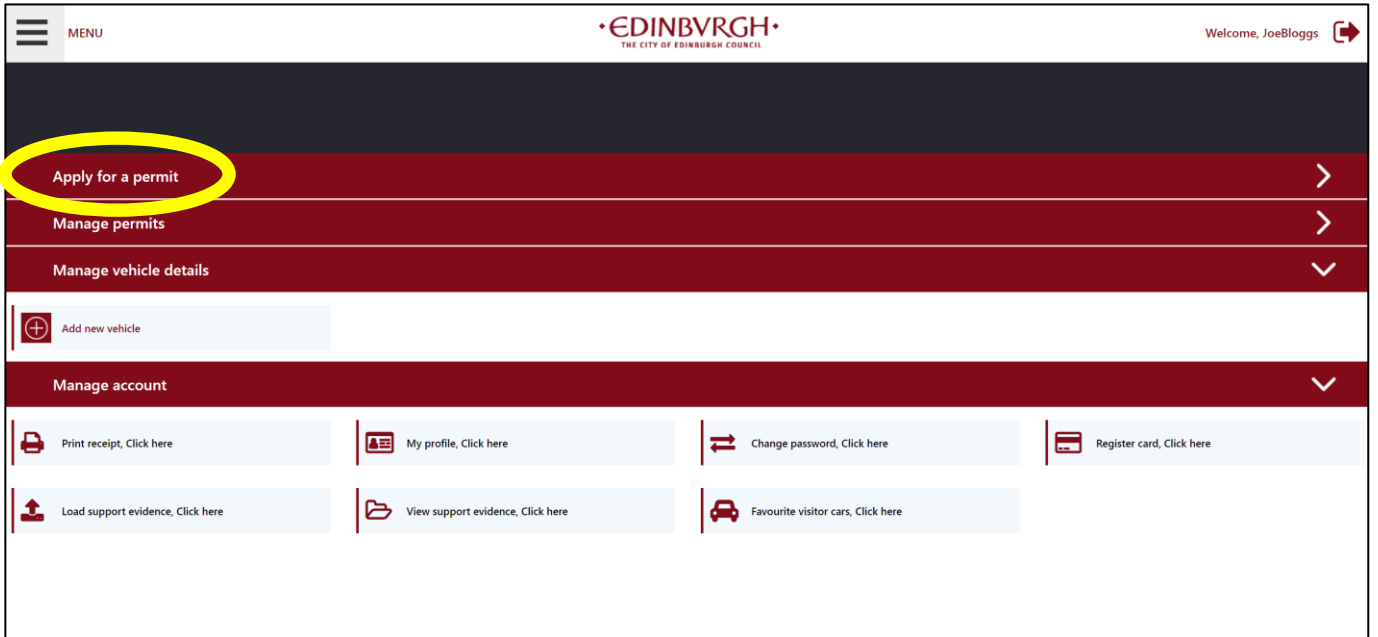
The screenshot shows the registration page for the City of Edinburgh Council. At the top, the council's logo is displayed. The main heading is "Register for your new account", followed by the instruction "Please enter your details below". The form includes five input fields: "First Name", "Surname", "Contact Telephone", "Email" (with a subtext "Will be used to send correspondence and reminders"), and "User Name" (with a subtext "Unique username that you will use for sign in"). Below these fields is a checkbox for "I agree to the data sharing policy" with a link to "Find out more". At the bottom of the form are two buttons: "Create" and "Back".

5. 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.



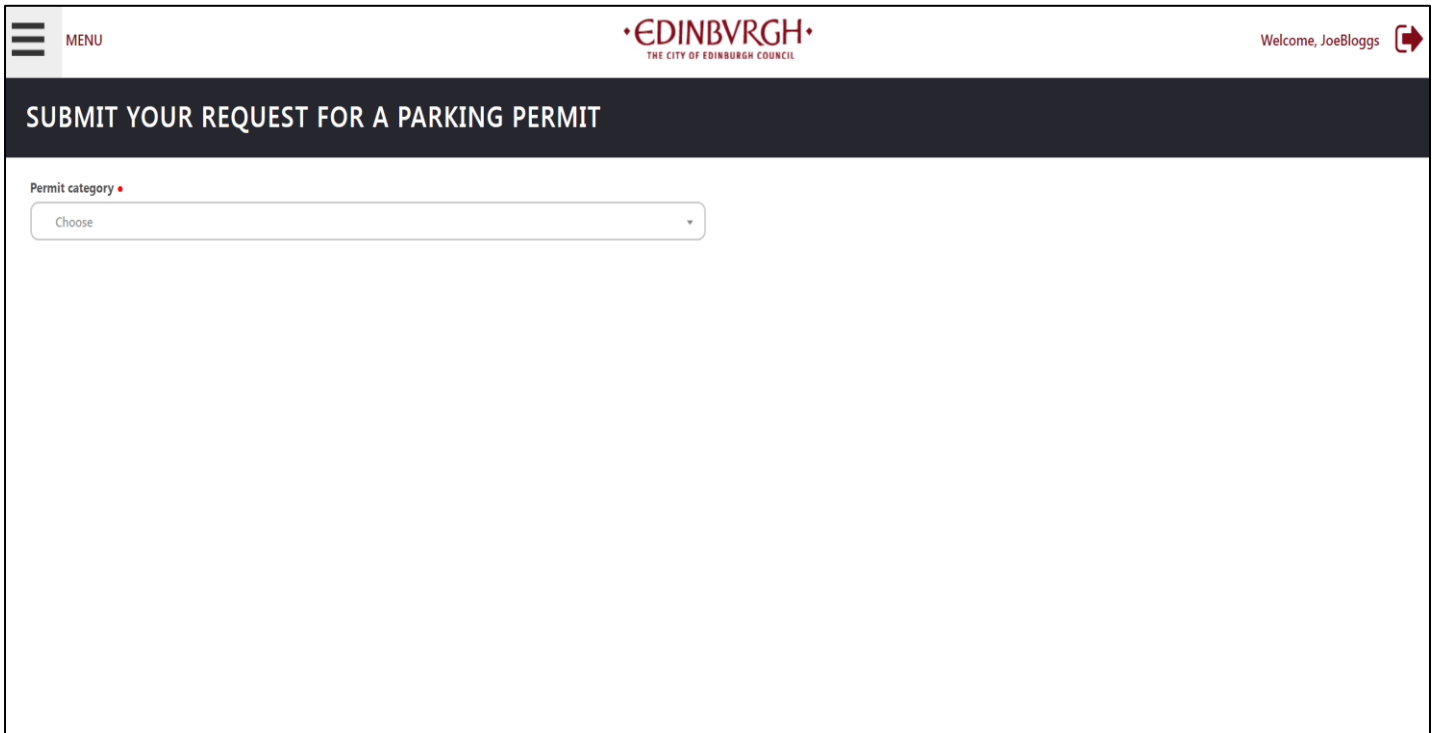
The screenshot shows the password creation page. At the top, the council's logo is displayed. The main heading is "Create password", followed by the instruction "Passwords must contain at least 8 characters including one lowercase, one uppercase and one numeric ('0'-'9')". The form includes two input fields: "Password" and "Confirm password". At the bottom of the form are two buttons: "Cancel" and "Create".

6. After clicking **Create**, you will then be logged into your account and you will see the below screen.

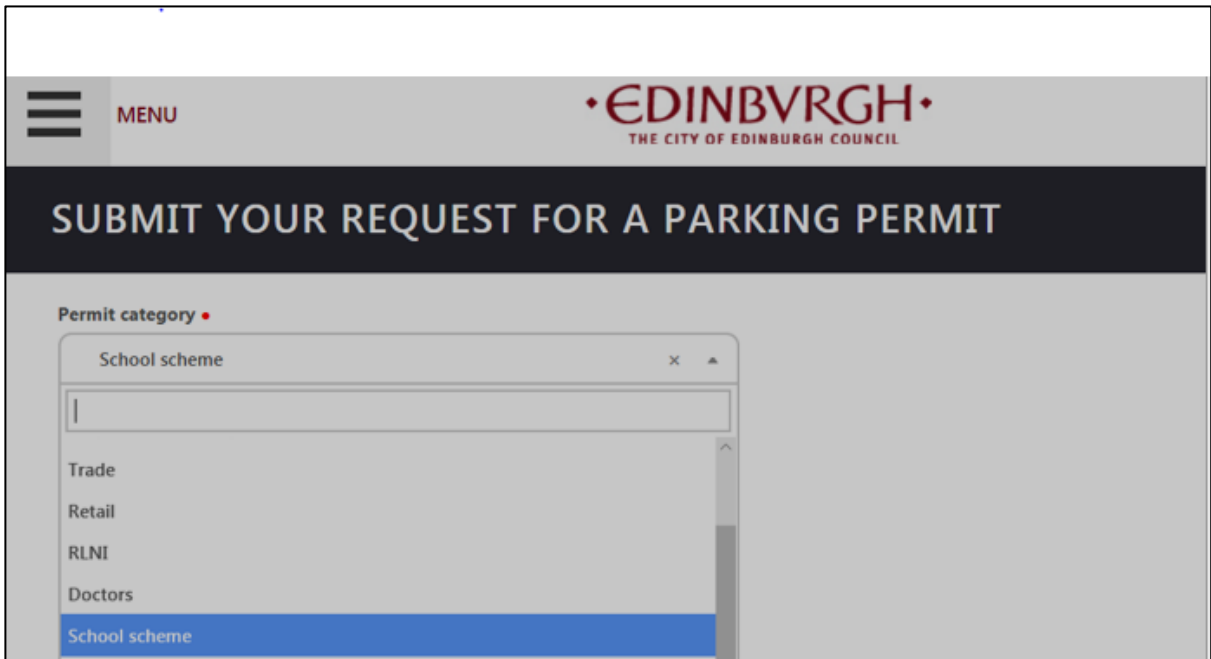


7. To apply for a permit click anywhere on the red **Apply for a permit** bar

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

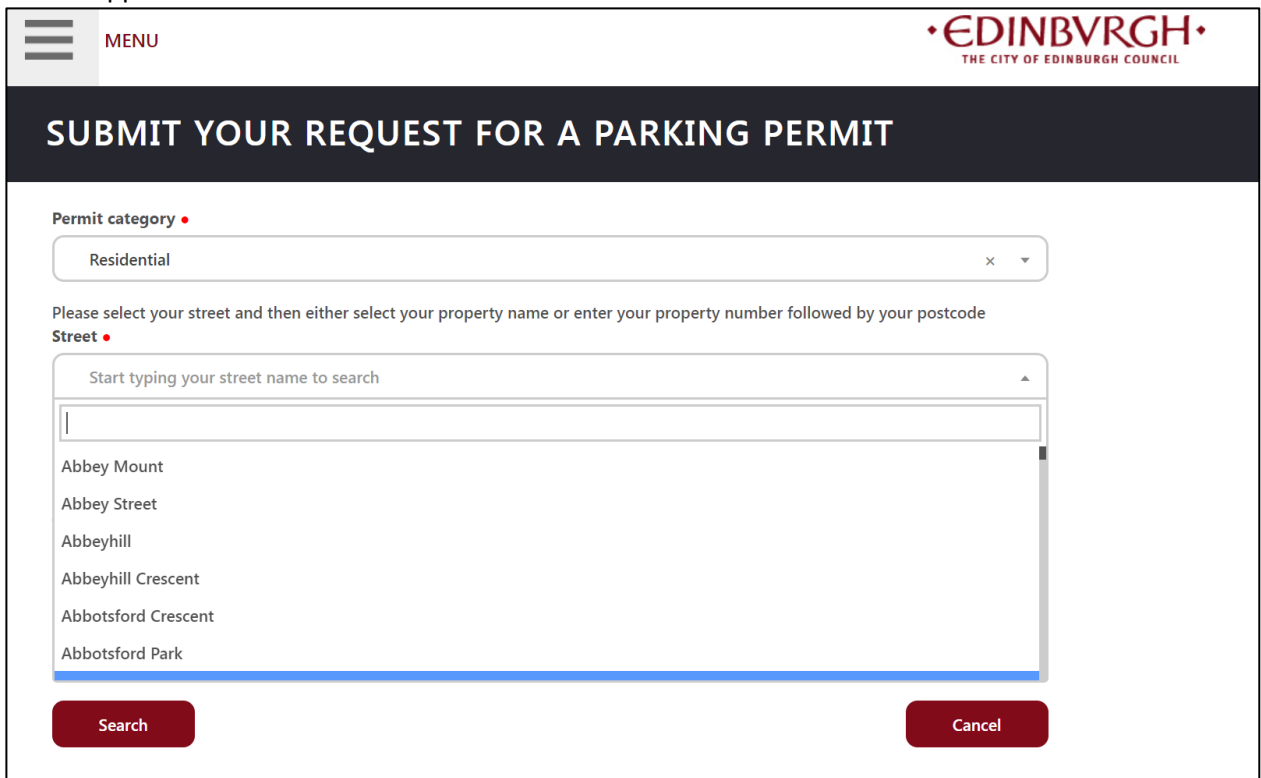


9. Click on the Permit category dropdown box and select the **School scheme** category.



The screenshot shows the Edinburgh Council website header with the logo and 'THE CITY OF EDINBURGH COUNCIL'. Below the header is a dark banner 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 search bar and a list of categories: Trade, Retail, RLNI, Doctors, and School scheme. The 'School scheme' category is highlighted in blue.

10. Click in the **Street** box and a drop-down menu will appear, start typing your street name and click on your street name when it appears in the list.



The screenshot shows the Edinburgh Council website header with the logo and 'THE CITY OF EDINBURGH COUNCIL'. Below the header is a dark banner with the text 'SUBMIT YOUR REQUEST FOR A PARKING PERMIT'. The main content area features a 'Permit category' dropdown menu set to 'Residential'. Below this is a text box with the instruction '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 and a list of street names: Abbey Mount, Abbey Street, Abbeyhill, Abbeyhill Crescent, Abbotsford Crescent, and Abbotsford Park. The 'Search' button is highlighted in red.

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

MENU EDINBURGH THE CITY OF EDINBURGH COUNCIL Welcome, JoeBloggs

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •

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

Street •

Property name

Property number

Town

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

12. Complete the details in the **Town** and **Postcode** fields and click **Search**.

13. Next, click in the **Permit type** box on the right-hand side of the screen and select the **School Parking Permit**.

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •

Allocated zone
 Your property is allocated to zone 'Zone PS1'. 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 •

Permit type •

Property name

14. You must now upload documentation to prove you live at a qualifying address.

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •

Allocated zone
 Your property is allocated to zone 'Zone PS1'. 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 •

Permit type •

Please upload a recent copy of the following:

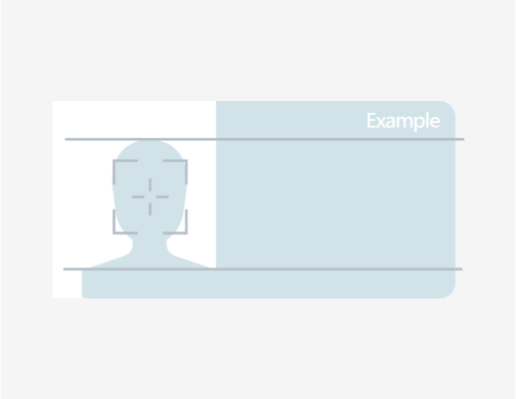
Property name

15. To add your supporting documentation click on the **Upload Support Evidence** button, the below window should open.

PROOF OF IDENTIFICATION ×

Document Type •
Select... ▼

Sample




Applicant Document

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

Accepted document formats: PDF,JPG,JPEG,BMP

Applicant Document



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

16. Select the document type you want to add by clicking the **Document Type** drop down box. Select **Proof of Residency** from the 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

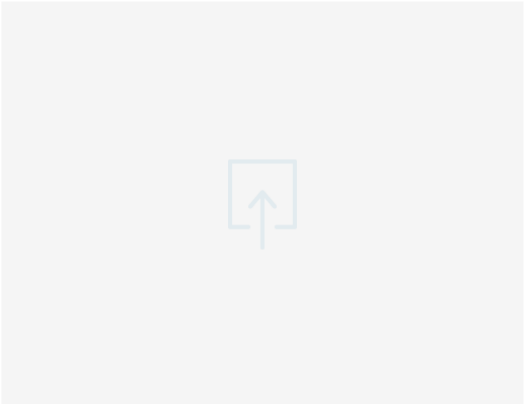
Applicant Document

Attach image

Help

Accepted document formats: PDF,JPG,JPEG,BMP

Applicant Document



Save Back

17. Now click **Attach image** to upload your document which should 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](#)

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

Upload proofs ✕

The upload was successful

[Ok](#)

19. Click the **OK** button to continue

20. A school streets permit is issued free of charge but in order to progress with your application you must choose a payment method. In this case, please choose online after approval. **You will not be charged.**

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

Permit type •
Resident Parking Permit

Current uploaded support evidence

i Payment method
Online after approval

Online after approval

21. You must now register a vehicle that you want your permit to cover, click on the **Register a New Vehicle** button on the right-hand side.

Current uploaded support evidence

i Payment method
Online after approval

Discounts
Are you a blue badge holder?

Register a New Vehicle

22. The below window will pop up.

REGISTER NEW VEHICLE ×

Number Plate • **Retrieve Vehicle Details**

Fuel Type • **Make**

Emission Level • **Model** •

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**

23. Enter your vehicle registration into the **Number Plate** box and click the **Retrieve Vehicle Details** button.

24. Select whether you are the registered keeper and click the **Upload Support Evidence** button to upload your vehicle documentation.

REGISTER NEW VEHICLE ×

Number Plate ●

T1EST Retrieve Vehicle Details

Please, check vehicle details to make sure they match.

Fuel Type ●

Petrol × ▾

Emission Level ● i

I (176 - 185) ▾

Are you the registered keeper of the vehicle?

Yes

No

Ownership support evidence

×

× Vehicle Proof Verified by advisor_1

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

25. Once you have uploaded your evidence select the file in the **Ownership support evidence** box and then click **Save**.

26. Once added select your vehicle by clicking in the **Vehicle** box and selecting it from the drop-down menu

The screenshot shows a form with the following elements:

- Current uploaded support evidence: [Empty box]
- Payment method: Online after approval [x] [v]
- Discounts: Are you a blue badge holder?
- Register a New Vehicle [Red button]
- Vehicle 1: T1EST [x] [v] (dropdown menu open showing T1EST selected) [Is this your primary vehicle:
- Vehicle 2: Choose [v] [Is this your primary vehicle:

27. Click the slider to show 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.

28. 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. Please note you cannot start the permit on the same day as you are applying.

The screenshot shows the same form as above, but with a calendar open for selecting the start date and time. The calendar is for May 2019, and the date 08/05/2019 is selected. The price is £ 2.00. The form also includes a checkbox for "I agree to the terms and conditions" and buttons for "Apply", "Terms and Conditions", and "Cancel".

29. You now need to choose the permit duration (18 months) by clicking on the circle button. There will be no charge.

The screenshot shows a form with a dark header containing the text "Duration", "Price", and "Select duration below". Below the header, there is a row with "12 Month" and "£ 2.00", and a blue circle button. Underneath, it says "0% VAT." and "Price" with a dropdown arrow. A price input field shows "£ 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".

30. Click on the 'Terms and Conditions' box to read them and if you agree click the square agree box and then click **Apply**.

31. You will receive an email confirming receipt of your application a few minutes later.

32. After the permit is approved, if successful, the permit will be activated and printed. You will receive an e-mail confirming this. Once you receive your paper permit in the post, please display this in your vehicle immediately.

33. If you log into your account, the "Manage Permits" section will show the permit status as "Active".

The screenshot shows a user account interface. At the top left is a hamburger menu icon and the word "MENU". Below this are two red buttons: "Apply for a permit" and "Manage permits". Under "Manage permits", there is a list of details for permit "RP-M7718267":
Zone name: test
Permit type: Resident Parking Permit
Address: Test Street, Flat 4
Number Plate: T1EST
Permit Status: Active (highlighted with a red box)
At the bottom of the details is a red "Manage" button.