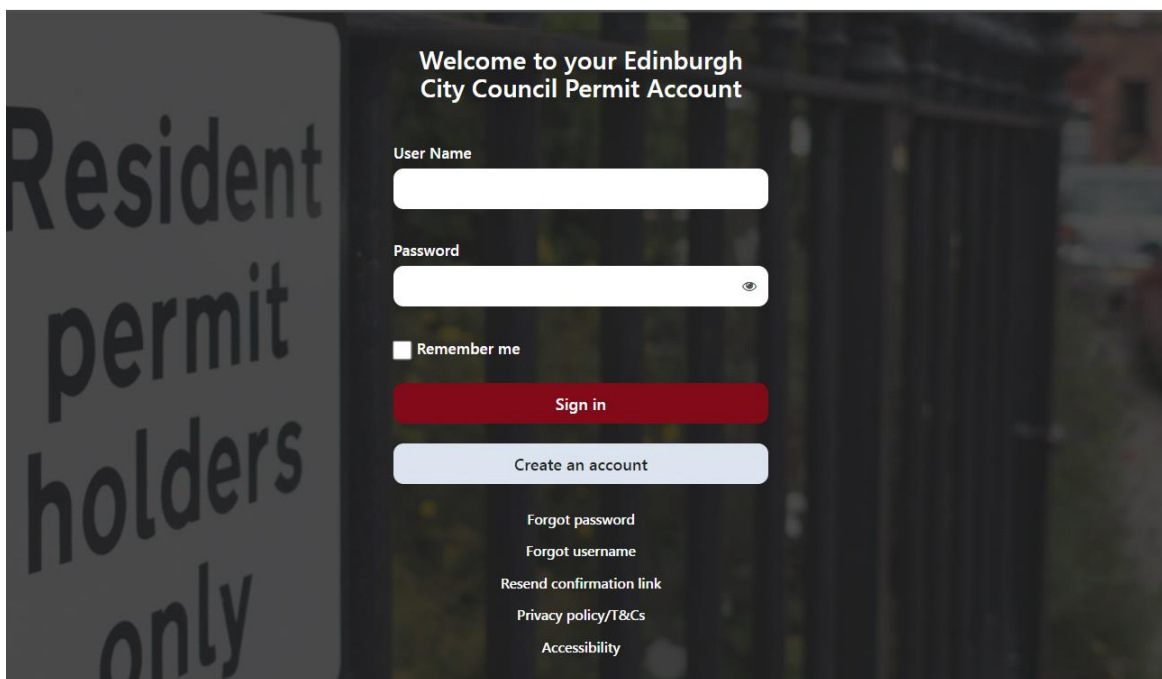# How to Apply for a New Access Protection Marking or Refresh an Existing Marking

This guide will help you apply for a new Access Protection Marking (APM) or make a request for an existing marking to be refreshed on our website.
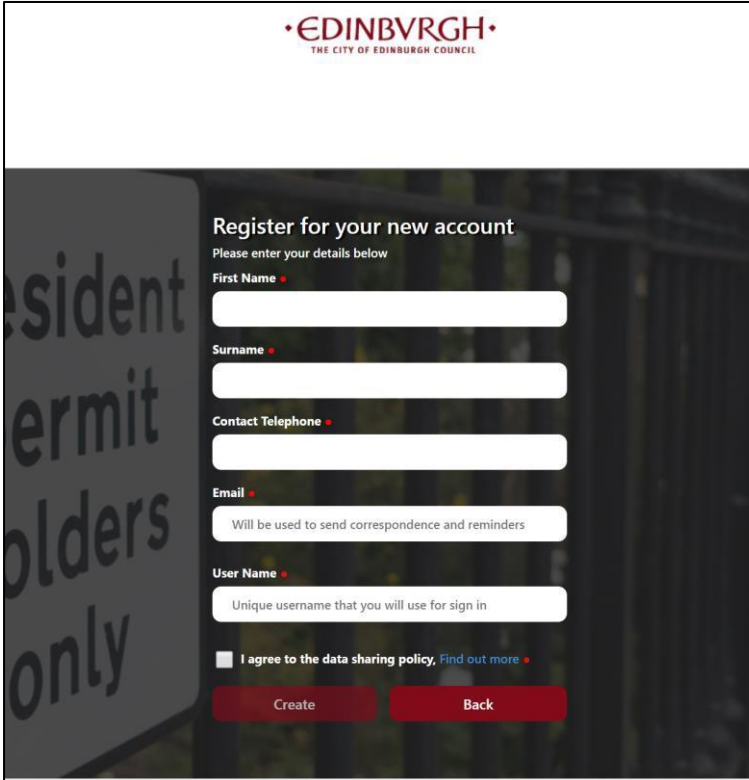
Please visit our website at: https://edinburgh.nsl-apply.co.uk

1. You will be directed to the website homepage.

2. If you are a new user, you will need to create a new account by clicking on the grey Create an account button.
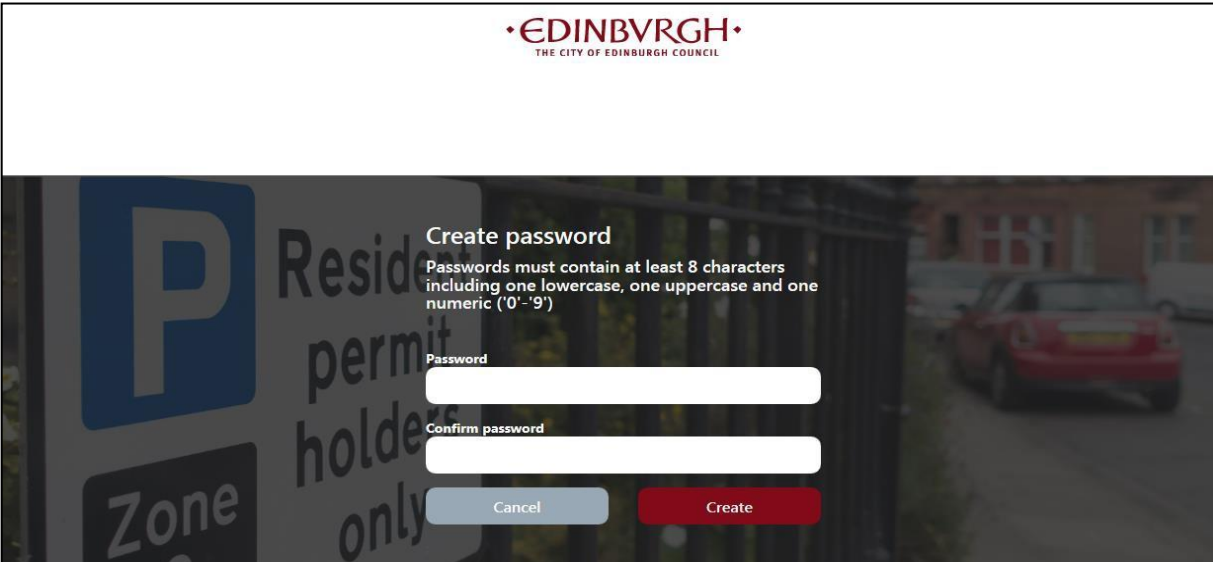
3. On the next screen, you will need to enter your details in the relevant fields. Please remember the User Name you have created as this will be required to sign in. Please read the data sharing policy and if you agree with it, please tick the box and then click the Create button to register your account.

4. 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, this will take you to a page where you can set up your password.

5. You need to type in your chosen password and then confirm it again. If they match you will be able to click Create to register your account. You will then be logged into your account, and you will come to the homepage. You now need to apply for a permit for your Access Protection Marking. Click anywhere in the red Apply for a permit bar

6. Once you have clicked this, you will be taken to another screen.

SUBMIT YOUR REQUEST FOR A PARKING PERMIT

Permit category •

| Choose ▾ |

7. Click in the Permit Category dropdown box and select Access Protection Marking from the list.

8. A Permit Type dropdown box will then appear, you should select whether you are applying for a new marking (where no marking currently exists) or for a refresh of an existing marking.

Submit your request for a parking permit

Permit category •

Access Protection Marking   ✕ ▾

Permit type •

Choose   ▲

| |

Access Protection Marking - New Request

Access Protection Markings - Refresh Markings

Street •

9. Once you have selected an option, you should complete your address information in the other fields which will become available:

10. You should now choose a payment method from the drop-down box, please choose online after approval. You will receive an email from us when your application is approved. This could take a number of weeks. At that point you can log back into your account and make the payment.

11. If you are a Blue Badge holder, you should select Yes in the Discounts box. If you're not, then select "No". Blue Badge holders are entitled to an Access Protection Marking or the refresh of an existing marking free of charge.

12. If you are a Blue Badge holder and select Yes, a new Blue Badge Discount box will appear.

13. Please enter your Blue Badge number in the box and upload a copy of the front and back of your Blue Badge by clicking "Upload Support Evidence".

14. Select the Blue Badge front side from the drop down menu and click Attach document. When this has appeared in the image window, click Save.

15. Follow the same steps above to add a copy of the rear side of the badge.

16. In order to qualify for an Access Protection Marking, you must have a driveway and an official lowered kerb. You will need to answer two questions to confirm that you have a driveway and a lowered kerb.

    Please note that an inspector will visit your address to verify that you have a driveway and a lowered kerb. If you do not have both, your application will be rejected.

17. You must now check the duration box, to progress your application. Blue Badge holders must also check the duration box, the Blue Badge discount will be applied in the final price box. The duration is automatically selected as four weeks, but completion of the work may take longer.

18. Please now read the Terms and Conditions and if you agree, click the box to confirm this and click Apply.

19. After clicking 'Apply', you will return to the home page. You will note that the permit application is within the Manage Permits section of your account and the status will change to pending approval.

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

21. Your application will now be reviewed by us. If your application is successful, the permit will be processed and you will receive another e-mail asking you to log back into your account to make payment.

22. At this time, once you have logged back in, under your Manage Permits section your permit will now have a red Pay button next to it.

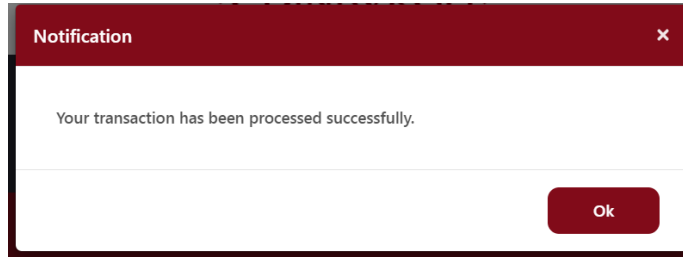23. Click the red Pay button and this will take you into the payment screen

24. Enter your card details in the relevant fields and click Pay.

25. If your payment is successful, a notification box will appear confirming the transaction has been processed successfully. Click Ok to close the pop-up box.

Notification ✕

Your transaction has been processed successfully.

[Ok]

26. Your application is now complete and will be sent to our Lines and Signs team to introduce the markings on the road.