

MUSSELBURGH WEST PHASE 1 RESIDENTS PARKING SCHEME

Versions of this leaflet
are available on
request on audiotape,
in Braille or in your
own language.
☎ 01620 827199

**APPLICATION FOR VISITORS'S PARKING PERMIT OR
FOR RENEWAL OF VISITOR'S PERMIT**

MP.2

IMPORTANT

Application should be made at least 7 working days in advance of the date for which the permit is required.

APPLICATION AND ENCLOSURES TO:

By Post to Send or take the application and enclosures to:

parking@eastlothian.gov.uk or East Lothian Council, Road Services, Penston House, Macmerry, EH33 1EX

Or take to the Customer Services Desk Brunton Hall, Ladywell Way, Musselburgh EH21 6AA

The offices are open from 9.00am to 5.00pm Monday to Thursday and 9.00 to 4.00pm Friday

FOR OFFICIAL USE ONLY

Permit No:	
Date of Issue:	
Date of Expiry:	
Date Renewed	

PRIOR TO COMPLETING THIS APPLICATION FORM PLEASE REFER TO THE ENCLOSED MEMORANDUM ON RESIDENTS PARKING SCHEME FOR MUSSELBURGH WEST PHASE 1 AND THE APPLICANT GUIDANCE NOTES.

IT IS A CRIMINAL OFFENCE TO MAKE A FALSE STATEMENT IN ORDER TO PROCURE THE ISSUE OF A PERMIT TO YOURSELF FOR ANY OTHER PERSON. ANY APPLICANT SUSPECTED OF DOING SO WILL BE REPORTED TO THE POLICE WHO IN TURN WILL, AS MAY BE APPROPRIATE, REPORT THE CIRCUMSTANCES TO THE PROCURATOR FISCAL FOR EAST LOTHIAN FOR A CRIMINAL PROSECUTION.

PART I – PARTICULARS TO BE COMPLETED BY APPLICANT (*in block letters*)

1. (a) Surname:

(b) Forenames: (*in full*)

(c) Address:

Postcode:

(d) Flat or Room No: (*if any*)

(e) Contact Telephone Number (s):

(f) I have resided at the above premises since:

(g) State how long you intend to stay at the above address:

(Please give date of departure or state permanent)

(h) Do you have any other residential address? YES/NO (If YES, enter your address below)

PART III – ENCLOSURES

State Date from which Permit is required

I enclose as requested:

*Tick box
Where applicable*

FOR OFFICE USE ONLY

Proof of Residence (Note 1)

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PART IV – PLEASE SIGN THE DECLARATION

NOTE - A FALSE STATEMENT COULD LEAD TO A CRIMINAL PROSECUTION

I declare that (i) I am solely or mainly resident at the address shown at Part I and that (ii) that the information given in this application is correct and that I do not already hold a valid visitors parking permit issued by East Lothian Council or any other Authority. I further declare. I have read the notes and understand that making a false statement to procure a permit is a serious criminal offence. I understand that if, during the currency of any permit, I cease to be solely or mainly resident at the address declared above I am required to return the permit and that it will be a criminal offence for me to fail to do so.

The information regarding your application is now held on computer and the Council is registered to do this as required by the Data Protection Act. Any changes in circumstances relevant to your application must be notified to this office in order that the data is accurate and kept up to date.

East Lothian is required by law to protect the public funds it administers and participates in exercises to promote the proper spending of public money. It will share information you provide to us with other bodies responsible for auditing or administering public funds in order to prevent and detect fraud.

For further information, see www.eastlothian.gov.uk/datasharing

Signed:

(Applicant only)

Date:

APPLICANT GUIDANCE NOTES VISITORS PERMIT.

GENERAL INFORMATION

ONLY ONE VISITORS PERMIT WILL BE ISSUED TO ANY ADDRESS.

1. DEFINITION OF “RESIDENT” AND PROOF OF RESIDENCE TO BE SUPPLIED

To qualify for a residents’ visitors parking permit you must be solely or mainly resident at the above address shown on Part I being premises located in roads specified in the Order. **YOU MUST PRODUCE** proof of your residence, ie community charge reference number, council or housing rent card, medical card, mortgage agreement (dated within the last three months and **NOT** A mortgage offer), child benefit or pension book, alien registration card or firearms certificate. The Council **does NOT** accept credit card statements, handwritten tenancy agreements, household bills, general correspondence, rail cards, library cards, envelopes, credit cards or bank statements. IN ADDITION, THE COUNCIL WILL EXPECT YOUR NAME AND ADDRESS, AS SHOWN IN PART I TO APPEAR IN THE CURRENT COMMUNITY CHARGE PUBLIC REGISTER.

THE COUNCIL WILL NOT ISSUE A PERMIT UNTIL THEY ARE FULLY SATISFIED THAT YOU ARE A “RESIDENT” IN TERMS OF THE ORDER. THE COUNCIL MAY REQUIRE YOU TO PRODUCE ADDITIONAL EVIDENCE THAT YOU ARE A RESIDENT BEFORE YOUR APPLICATION IS PROCESSED.

Under the terms of the Order, the Council must be satisfied that an applicant is a GENUINE resident. If you do not have any of the above-mentioned documents you should contact the Head of Transportation BEFORE submitting this form.

2. OFFENCES AND PENALTIES

THESE DETAILS MAY BE CHECKED. ANYONE WHO KNOWINGLY MAKES A FALSE STATEMENT TO OBTAIN A PERMIT, OR WHO MISUSES A PERMIT IN ANY WAY, MAY BE FINED OR IMPRISONED UNDER SECTION 115 OF THE ROAD TRAFFIC REGULATION ACT 1984. MAXIMUM FINE FOR SUCH AN OFFENCE IS CURRENTLY £2,500.

Send the application and enclosures to:

**East Lothian Council
Road Services
Penston House
MACMERRY
East Lothian
EH33 1EX
Telephone No: 01875 824305
Email: parking@eastlothian.gov.uk**

Or take to:

**Customer Services Desk
Brunton Hall
Ladywell Way
Musselburgh
East Lothian
EH21 6AA
Telephone No: 01620 827 827**

Offices are open from 9.00am to 5.00pm Monday to Thursday and 9.00am to 4.00pm on Friday

TRANSPORTATION STAFF AND THE STAFF AT THE CUSTOMER SERVICES DESK WILL BE PLEASE TO ASSIST WITH ANY FURTHER ENQUIRIES.

DO NOT HESITATE TO TELEPHONE *BEFORE* BRINGING OR SENDING THIS FORM.

Services for Communities