

HADDINGTON PROHIBITION OF MOTOR VEHICLES SCHEME

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☎ 01620 827199

APPLICATION FOR RESIDENT'S VEHICLE PERMIT OR FOR RENEWAL OF PERMIT OR PERMANENT CHANGE OF ADDRESS

HP.1

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 **Head of Infrastructure,
Partnerships and Community Services,
East Lothian Council,
John Muir House,
Haddington,
EH41 3HA**

FOR OFFICIAL USE ONLY	
Permit No:	
Date of Issue:	
Date of Expiry:	
Prepared By:	
Date Renewed:	
Verified:	
File No:	

PRIOR TO COMPLETING THIS APPLICATION FORM PLEASE REFER TO THE ENCLOSED MEMORANDUM ON THE PROHIBITION OF MOTOR VEHICLES SCHEME FOR HADDINGTON 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*)

(a) Surname:	
(b) Forenames: (<i>in full</i>)	
(c) Address:	
	Postcode:
(d) Flat or Room No: (<i>if any</i>)	
(e) Tel. No: (<i>during day time</i>)	Private Tel. No:
(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)	
Address:	
	Postcode:
i) Driving Licence No:	
(j) Address on Driving Licence (<i>If not as in 1(c) above</i>)	

PART II – PARTICULARS OF VEHICLE KEPT AND USED BY APPLICANT

HP.1

(NB- please show one vehicle only on this form. The Order empowers the Council to grant a permit to a resident in respect of a specified vehicle or vehicles, the registration mark (s) of which must be shown on the permit).

(a) Vehicle Registration Mark:	
(b) Make, Model, Colour:	
(c) Name and Address of Registered Keeper:	
	Postcode:
(d) Is the vehicle kept and used by you? YES/NO	
(e) If a goods vehicle, is it more than 2.3 metres (7'6") in height? YES/NO	
(f) Will the vehicle be in your Possession for a limited period only? YES/NO	
If YES, state period:	
(g) Does the vehicle display a Valid Excise Licence? YES/NO	
If NO, state reason	

PART III – ENCLOSURES

State Date from which Permit is required

I enclose as requested:

*Tick box
Where applicable*

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Proof of Residence	(Note 1)	<input type="checkbox"/>	
Driving Licence	(Note 1)	<input type="checkbox"/>	
Vehicle Registration Document	(Note 3)	<input type="checkbox"/>	
Letter from the Company	(Note 3)	<input type="checkbox"/>	
Other <i>(Please specify)</i>		<input type="checkbox"/>	

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 vehicle 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.

Signed: (Applicant only)	Date:
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GENERAL INFORMATION

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

To qualify for a resident 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 Infrastructure BEFORE submitting this form.

2. DEFINITION OF “OWNER”

In relation to a vehicle, this means the person by whom such a vehicle is kept and used. The vehicle need not necessarily be registered in the applicant’s name but it should be understood that the residents’ permit scheme is designed to assist residents who live in the controlled area and who keep and use vehicle(s) habitually under their charge and control and who require to drive in the area because they are resident there.

3. ENCLOSURES REQUIRED FOR YOUR VEHICLE

YOU MUST PRODUCE THE ORIGINAL VEHICLE REGISTRATION DOCUMENT (V5C) OR A PHOTOCOPY THEREOF, HOWEVER:

a) If the vehicle is **not registered** in your name the **declaration on form HP.4** must be completed by the registered keeper. **In addition the Vehicle Registration Document or a photocopy thereof must be produced with this completed form.**

OR

b) If your vehicle is “**owned**” by a **leasing or hire company**, the **lease/hire agreement** is required. If the vehicle is **not** leased or hired to you personally, the **lessee or hirer** must complete **Form HP.4**.

N.B – If the V5C is not available (eg in case of a recent change of vehicle ownership), a garage bill of sale/invoice, or an insurance cover note, specifying the vehicle registration mark and your name or that of your company, will be acceptable. Where the V5C cannot be produced at the time of the application, a TEMPORARY permit may be granted. Until the V5C can be produced the Council will not process any further application.

4. DIFFICULTIES WITH VEHICLE REGISTRATION DOCUMENT

In the case of a **LOST/DEFACED V5C**, a V62 form may be obtained from any **Post Office**, completed and forwarded to **DVLC**, Swansea by you. In this case a temporary permit may be obtained.

5. OFFENCES AND PENALTIES

IT IS A **CRIMINAL OFFENCE** TO MAKE A FALSE STATEMENT IN ORDER TO ASSIST WITH THE ISSUING OF A PERMIT TO YOURSELF OR 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 WITH A VIEW TO A POSSIBLE **CRIMINAL PROSECUTION**.

SPECIFICALLY UNDER SECTION 115 OF THE ROAD TRAFFIC REGULATION ACT 1984, IT IS A CRIMINAL OFFENCE WHERE ANY PERSON WITH INTENT TO DECEIVE USES OR LENDS TO, OR ALLOWS TO BE USED BY, ANY OTHER PERSON, ANY PERMIT, OR MAKES OR HAS IN HIS POSSESSION ANY DOCUMENT SO CLOSELY RESEMBLING ANY PERMIT AS TO BE CALCULATED TO DECEIVE OR WHO FORGES OR ALTERS ANY PERMIT, IF SUCH AN OFFENCE IS PROSECUTED ON INDICTMENT THE MAXIMUM PENALTY IS TWO YEARS IMPRISONMENT. IF SUCH AN OFFENCE IS PROSECUTED SUMMARILY YOU MAY RECEIVE A SUBSTANTIAL FINE. IT IS ALSO A CRIMINAL OFFENCE UNDER SECTION 115 OF THE 1984 ACT FOR A PERSON TO KNOWINGLY MAKE A FALSE STATEMENT IN ORDER TO OBTAIN A PERMIT FOR HIMSELF OR ANY OTHER PERSON. THE MAXIMUM FINE FOR SUCH AN OFFENCE IS CURRENTLY £2,500.

Send the application and enclosures to:

**The Head of Infrastructure
Partnerships and Community Services
East Lothian Council
John Muir House
HADDINGTON
EH41 3HA
Telephone No: 01620 827827**

ROADS DIVISION STAFF WILL BE PLEASED TO ASSIST WITH ANY FURTHER ENQUIRIES.

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