

**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 RESIDENT'S PARKING PERMIT OR FOR RENEWAL OF PERMIT ON PERMANENT CHANGE OF ADDRESS**

MP.1

**IMPORTANT**

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

Application forms should be returned to: [parking@eastlothian.gov.uk](mailto:parking@eastlothian.gov.uk) or East Lothian Council, Road Services, Penston House, Macmerry, EH33 1EX

FOR OFFICIAL USE ONLY	
Permit No:	
Date of Issue:	

Or take to Customer Services Desk, Brunton Hall, Musselburgh

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

**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) Tel. No: *(during day time)*  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)

(i) Driving Licence No:

(j) Address on Driving Licence *(If not as in I(c) above)*

**PART II – PARTICULARS OF VEHICLE KEPT AND USED BY APPLICANT**

**(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).**

2. (a) Vehicle Registration Mark:

(b) Make, Model, Colour:

(c) Name and Address of Registered Keeper:

(Copy from Vehicle Reg Document):

(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*

**FOR OFFICE USE ONLY**

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

**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 the motor vehicle described in Part II is kept and used by me (ii) that the information given in this application is correct and that neither I nor the vehicle described above already hold a valid 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 or that I cease to be the keeper and user of the vehicle specified 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](http://www.eastlothian.gov.uk/datasharing)

Signed:  (Applicant only)  Date:

## APPLICANT GUIDANCE NOTES RESIDENTS PARKING PERMIT.

### GENERAL INFORMATION

Residents who own passenger vehicles, motor cycles or invalid carriages are eligible for a permit. A “vehicle” owned by a resident for this purpose is (a) a passenger vehicle constructed or adapted solely for the carriage of not more than twelve passengers (exclusive of the driver), and their effects and not drawing a trailer, (b) a goods vehicle neither exceeding 2.3 metres (7’6”) in height, nor drawing a trailer, (c) a motor cycle, or (d) a mechanically propelled invalid carriage. Individual allocation of specific parking places is not permitted by the Order. **Residents displaying valid permits are able to park within the controlled Residents Parking part of Musselburgh West Phase 1 during the controlled hours of 08:30 hrs – 18:30 hrs Monday to Friday inclusive.**

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

To qualify for residents’ parking facilities 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 A CURRENT DRIVING LICENCE** or Photocopy thereof AND some further proof of your residence, ie. current lease, a copy of a current council tax bill (in your name for an address within the controlled zone), 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, TO APPEAR IN THE CURRENT ELECTORAL ROLE.**

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. 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’ parking 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 park 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 MP.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 MP.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

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 Industrial Estate  
MACMERRY  
EH33 1EX  
Telephone No: 01875 824305  
Email: [parking@eastlothian.gov.uk](mailto:parking@eastlothian.gov.uk)**

Or take to:

**Customer Services Desk  
Brunton Hall  
Ladywell Way  
Musselburgh  
East Lothian  
EH21 6AA**

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

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

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