

**APPLICATION FOR RESIDENT'S PARKING PERMIT OR
FOR RENEWAL
OF PERMIT ON 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:

parking@eastlothian.gov.uk or

East Lothian Council, Road Services, Penston House, Macmerry, EH33 1EX

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:	
Prepared By:	
Date Renewed:	
Verified:	
File No:	

**FIRST READ THE MEMORANDUM ON THE RESIDENTS' PARKING SCHEME FOR
NORTH BERWICK AND BEFORE COMPLETING THIS FORM READ NOTES FOR GUIDANCE.**

**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 1(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*

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Proof of Residence (Note 1)

Driving Licence (Note 1)

Vehicle Registration Document (Note 3)

Letter from the Company (Note 3)

Other (*Please specify*)

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 the 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.

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:

NOTES FOR THE GUIDANCE OF APPLICANTS

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 on the northern side of Forth Street only, without being subject to the displayed time limit. It is an offence to park in Forth Street for longer than 90 minutes at any one time during the controlled hours without displaying a valid permit. The controlled hours are 08:30 hrs – 17:30 hrs daily.**

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 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 of 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” INTERMS 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 (VRD) 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 VRD 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 VRD cannot be produced at the time of the application, a TEMPORARY permit may be granted. Until the VRD can be produced the Council will not process any further application.

4. DIFFICULTIES WITH VEHICLE REGISTRATION DOCUMENT

In the case of a **LOST/DEFACED VRD**, 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 PRODUCE THE ISSUE 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 FOR A **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 WHO 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 TRIABLE ON INDICTMENT THE **MAXIMUM PENALTY IS 2 YEARS' IMPRISONMENT**. IF SUCH AN OFFENCE IS TRIABLE SUMMARILY THE **MAXIMUM FINE IS CURRENTLY £2,000**. 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 £1,000**.

It is an offence to park in a parking place or limited waiting area for longer than 90 minutes at any time during the controlled hours without displaying a valid permit even if an application has been posted and/or deposited at the Head of Transportation by hand.

Send or take the application and enclosures to:

East Lothian Council
Road Services
Penston House
MACMERRY
EH33 1EX

Telephone No: 01875 824305
Email: parking@eastlothian.gov.uk

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 WILL BE PLEASED TO ASSIST WITH ANY FURTHER ENQUIRIES.
DO NOT HESITATE TO TELEPHONE *BEFORE* BRINGING OR SENDING THIS FORM.

SERVICES FOR COMMUNITIES