

North Tyneside Council - Resident Permit (Company Car)

Notes of Guidance

When should I need a resident company permit?

If you live in a property that is within a parking permit area and park your vehicle(s) on the road during the hours of parking restrictions but you are employed in a role that means that you will regularly use a different vehicle. For example, if you work in a garage or a car salesroom.

The permit will not have a vehicle registration number printed on it so will be transferable to other vehicles.

The permit applies to any parking space with the controlled parking zone on the permit but does not guarantee you a space outside your property.

The permit does not cover you to park in any other residential permit schemes throughout North Tyneside or in off-street car parks.

How long do permits run for?

Any 'free' Resident Permit or Resident Permit (Company Car) is valid for 2 years.

Any 'charged' Resident Permit or Resident Permit (Company Car) is valid for 1 year.

All the permits have the expiry date printed on it.

Who can apply for a resident permit?

A resident may apply to the Council for a Company Car permit on condition that:

- The applicant resides at a dwelling eligible for a parking permit (If you do not regularly live at such premises in the zone you do not qualify for a permit irrespective of your interest in the property)
- The applicant can provide written confirmation from their employer that they regularly use vehicles belonging to the company.

Apply for your permit by downloading the Resident Permit Application Form from the Council website or by contacting Parking Control on (0191) 643 2121 and requesting an application form.

The application form should be returned to:

Parking Control
North Tyneside Council
Quadrant East
The Silverlink North
Cobalt Business Park
NE27 0BY

Alternatively, you can fax the completed form and supporting documentation to 0191 643 2426.

Please note that failure to provide the necessary documentation or signing the application form to confirm your acceptance of the Terms and Conditions will delay the processing of your application and the issue of permits.

What do I need to send with the application?

You must provide proof that you are a resident at the property and provide a typed letter on official company notepaper signed by the company secretary or similar officer confirming that you are able to drive and take home various vehicles belonging to the company with your application form.

The documents must show your name and the address at which you are applying for a permit.

Your application form will not be processed if it is not fully or correctly completed or if the relevant documents are not enclosed.

Proof of residence (one of the following documents will be acceptable)

Driving Licence
Current Council Tax demand
A property purchase or lease agreement document
A formal tenancy agreement or a housing association rent document
A recent utility bill (electricity, gas, water bill)
A landline telephone bill or contract mobile phone bills.
A recent personal bank or building society or credit card statement. Company account statements will not be accepted
Certificate and schedule of insurance (privately owned vehicles only)
V5C Vehicle registration document (privately own vehicles only)
Benefit or pension book

Payment - If you already have an existing 'Resident Permit' or are applying for the first time and require more than one type of 'Resident Permit', then you will have to submit a cheque or postal order made payable to 'North Tyneside Council' for the charged permits. This cheque will be returned if your application is unsuccessful.

How many permits can I apply for?

You are only allowed **one** Company Car Permit per household.

How much do permits cost?

The first 'Resident Permit' or 'Resident Permit –Company Car' is free of charge.

A second or more Resident Permit(s) is charged at £20.00 per permit per annum.

There will however be a cost of £20.00 for providing a replacement if the permit is lost or damaged. This charge is to cover the administration and material cost of cancelling the previous permit and the production of the replacement.

If your permit is stolen then you need to report the theft of your permit to the police and obtain a crime reference number before we can issue a replacement. As a goodwill gesture, there is no charge for a replacement permit if you provide a crime reference number. Please note that we will confirm this information with the police prior to issuing a replacement.

If you are unable to provide a police crime reference number as proof that your permit was stolen then a £20.00 charge will apply to re-issue your permit.

Suspended bays

You may not park in resident parking bays which are suspended, even if you have a permit that is valid for that zone, otherwise you may receive a Penalty Charge Notice (PCN) and your vehicle may be removed to the car pound..

Please check carefully for the times when a suspension is in force. Where possible, street signs will give several days' advanced warning, but in emergencies, this may not be possible. Therefore, please ensure that you check the space where your vehicle is parked each morning before 08.30am or arrange for this to be done.

Parking Terms and Conditions

- The Council cannot guarantee a parking space will always be available to you.
- It is your responsibility to ensure your vehicle is legally parked at all times.
- You must ensure your permit is valid at all times and clearly displayed on the windscreen, next to your tax disc.
- You may not park in suspended parking bays. This will result in a parking ticket being issued and your vehicle may be removed to the car pound. Please check times carefully when a suspension is in force. Where possible, street signs will give several days advance warning, but in emergencies this may not be possible. You must therefore always ensure that your vehicle and the location are checked each morning before 08.30am or arrange for this to be done.

Vehicle terms and conditions

1. Your vehicle must be able to fit within the markings of the parking place AND be:
 - a passenger vehicle that can carry no more than 13 people including the driver
 - a vehicle that does not exceed six metres in length
 - has an unladen weight not exceeding 3.5 tonnes.
2. You cannot park trailers or caravans, whether they are linked up to a vehicle displaying a permit, or standing alone.
3. Your vehicle must be roadworthy and display valid road tax licence at all times.
4. Where a vehicle is considered unroadworthy by the Council (e.g. following a road accident or after the licence has expired) the permit may be withdrawn and the vehicle removed to the car pound. The Council or its agents will aim to write to you before a permit is withdrawn to allow you time to move the vehicle. Any costs incurred by the Council will be passed on to the keeper of the vehicle.