

# North Tyneside Council - Resident Permits

## Notes of Guidance

### **When should I need a resident 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 you should apply for a permit for your vehicle(s).

The permit will have the relevant vehicle registration number printed on it and is not 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?**

The free Resident Permit runs for 2 years. Charged Resident Permits are valid for 1 year. All the permits have the expiry date printed on it.

**Tennants - For all Tennancy agreements of 6 months only, all permits must be returned at the end of tennancy.**

### **Who can apply for a resident permit?**

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

- The applicant is the registered keeper of the vehicle
- The vehicle is registered at the address named on the application form
- 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)

Permits are not required for motorcycles

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 2420.

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.

Please allow five working days for an application to be processed.

## What do I need to send with the application?

You must provide proof that you are a resident at the property and are the registered keeper of the vehicle with your application form.

If you are applying for a second or more Resident Permits, you will have to send a cheque or postal order to cover the cost of the permit(s) e.g. £20.00 per permit per annum.

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

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|--|
| 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  |

#### Proof Two - Proof of Vehicle

You must be able to provide proof that your vehicle is kept in North Tyneside and is driven by you. Please ensure you refer to the section that is relevant to you in the table below. Documents issued in joint names are acceptable.

| Type of ownership       | Documents to be provided as proof  |
|-------------------------|--|
| Privately owned vehicle | <p>Vehicle registration document (V5C) in your name and showing your North Tyneside address. (can also be accepted as proof of residency)</p> <p>A valid motor insurance schedule showing the registration number, North Tyneside address and you as the main or named driver. (can also be accept as a proof of residency)</p> <p>Group policy certificate showing all vehicles</p> |

|                                   |  |
|-----------------------------------|--|
| Privately hired or leased vehicle | Hire/lease agreement containing a statement of insurance or a private certificate showing name and North Tyneside address of applicant as driver.  |
| Company vehicle - limited company | Company letter (public or limited company)<br>A Statutory Declaration (sole trader or non limited company) confirming that applicant is the sole driver and insured to drive.  |
| Vehicle on lease to your employer | You will require the appropriate company letter or Statutory Declaration, as well as a letter from the lease company addressed to your company confirming that the vehicle is on lease to your employer and insurance is included in the terms of lease. You do not need the vehicle registration document in this case.   |
| Chauffeur                         | If you are a resident, own a vehicle and employ a chauffeur on a professional basis, you will need to submit:<br><br>The vehicle registration document (V5C) showing your name with your North Tyneside address.<br><br>A contract of employment or two recent pay slips. In addition, the chauffeur's driving license and certificate of insurance showing the chauffeur as the main driver, and your North Tyneside address. |

### Unable to provide all proof documents?

If you are a new applicant and are unable to provide all of the original proof documents straight away, you may be eligible for temporary cover for one month.

Check out the Council website relating to **Interim cover** for more information on this option

### How many permits can I apply for?

There is no restriction on the number of permits that are available per household, however you will have to provide proof that each vehicle is registered to the property within the controlled parking zone.

### How much do permits cost?

The first Resident Permit is free of charge.

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

There is a cost of £20.00 for providing a replacement if any of the permits are 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 relocated or 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 8.30am 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 license at all times.
4. Where a vehicle is considered unroadworthy by the Council (e.g. following a road accident or after the license 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.