

North Tyneside Council - Business Permits

Notes of Guidance

If your business is based at premises within a permit parking zone in North Tyneside, you can apply for a business-parking permit for that zone. You must be occupying the premises for non-residential purposes and applications must be supported by a letter on company headed stationery confirming that the vehicle is essential for the operational need of the business

The vehicle(s) must be either:

- A passenger vehicle, constructed or adapted for the carriage of not more than twelve passengers (excluding the driver), **or**
- A goods carrying vehicle, the overall height of which does not exceed 3.2 metres (10ft ins), the overall length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceed 5 tonnes.

Permits are transferable between essential operational vehicles

The permit is for operational vehicles **only** and is not for use as a standard parking permit for use by staff working at the business. Businesses should always encourage staff to park away from the main shopping areas to ensure a maximum of kerb space is available for potential shoppers and local residents.

Permit Choices

There are two different permits available for essential operational vehicles for businesses:

Annual Permit

This permit allows the driver to park all day in any available Permit Only space or shared use (metered parking space) bay within your Controlled Parking Zone (Permit Zone).

Supplementary Vouchers – Businesses

This permit allows limited stay parking in Permit Holders Only space within your Controlled Parking Zone (Permit Zone). You can purchase an unlimited number of vouchers but vouchers can only be displayed for up to a maximum of three hours.

Scratchcard vouchers are not valid in a metered parking space, even if it includes an exemption for permit holders.

Scratchcards are available in books of 10 x 3 hour vouchers costing £5 per book. Please visit the Council website and view the section titled **Supplementary Vouchers – Businesses** for further guidance on this provision.

The Business Permit/Supplementary Vouchers should be kept by the business and displayed on operational vehicles whilst parked within the permit parking zone that they are applicable for.

Who can apply for an Annual Business Permit?

To qualify for an Annual Business Permit business, businesses must:

- have an operating address within the Controlled Parking Zone
- demonstrate a genuine operational need for each permit

Apply for your permit by downloading the Business Permit Application Form on 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

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?

Please provide proof of your business address and an official letter from the owner of the business describing the essential function that the vehicle is required for. The letter should also give assurance that the permit will only be used on vehicles that are carrying out this function.

If subsequent complaints are received that the permits is being used for general staff parking, then the permit will be revoked and no refund will be given.

How many permits can I apply for?

The number of Annual Business Permits issued is restricted to a maximum of **five** permits per business.

The maximum number of permits may be varied at the discretion of the Council having considered the level of permit parking available in the immediate area and the likely impact on resident permit holders.

How much do the permits cost?

£50.00 each for first and second permit

£250.00 each for third, fourth and fifth permit

There will 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.

How do I pay for the permit?

You will need to enclose your payment with your completed application form.

At present, you can only pay for a permit by cheque or postal order – made payable to 'North Tyneside Council'.

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

Suspended bays

You may not park in resident parking bays which are suspended, even if you have a permit, otherwise you may receive a Penalty Charge Notice (PCN) and your vehicle may be relocated.

Please check carefully for the times when a suspension is in force.

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 that your permit is clearly displayed on the dashboard so it can be readily seen from outside of the vehicle.
- 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.
- The permit will only be used for essential operational vehicles. It will not be used for general staff parking. Abuse of this privilege will result in the permit being revoked and future applications will be refused.

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. Any costs incurred by the Council will be passed on to the keeper of the vehicle.