

North Tyneside Council - Resident's Visitor Permit

Notes of Guidance

When would I need a visitor permit?

If you live in a property that is within a parking permit area and have visitors to your property who will park on the road during the hours of parking restrictions you should apply for a visitor permit. Please note you can apply for a visitor permit at the same time as a resident permit(s) or for a visitor permit only if you do not wish to apply for a resident permit.

The permit does not have a vehicle registration number printed on it as any bona fide visitor can use it.

The visitor permit should be kept by the resident and handed out to any visitors, as and when needed.

How long do permits run for?

The permit runs for 2 years and has the expiry date printed on it.

Tennants - For all Tenancy agreements of 6 months only, all permits must be returned at the end of tenancy.

Who can apply for a visitor permit?

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

- The applicant resides at a dwelling eligible for a parking permit

Apply for your permit by downloading the Resident's Visitor 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 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
Benefit or pension book

How many permits can I apply for?

You can only have **one** Visitor Permit per household. The permit does not have a vehicle registration number printed on it as any bona fide visitor can use it.

There may be times when you have more than one visitor who needs to park during the controlled hours. Special vouchers are available for you to buy for your visitor to display at this time within the bays. Please visit the Council website and view the section titled '**Supplementary Vouchers – Resident**' for more information on how to apply for these.

How much do permits cost?

There is currently no cost to the resident for this type of permit.

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.

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 or on the dashboard so it can be readily seen from the 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 by drivers legitimately visiting your residence. It will not be used for friends or family to park whilst shopping or working in the area. 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.