



North Tyneside Council

## North Tyneside Council - Parking Control

### Resident's Parking Permit – Application Form

Please complete all sections of this form in BLOCK CAPITALS, in black ink and ensure that all the correct documentation is enclosed before the application is submitted.

**YOUR APPLICATION WILL BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT MAY BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE DOCUMENTATION IS NOT ATTACHED.**

<p><b>Part 1 – Your Particulars</b></p> <p>Surname _____</p> <p>Mr/Mrs/Miss or other title _____</p> <p>Forenames in full _____</p>	<p>Address _____</p> <p>_____</p> <p>_____</p> <p>Postal Code _____</p> <p>Telephone No. (Home) _____</p> <p>Telephone No. (Business) _____ (we may need to contact you at short notice)</p>
<p><b>Part 2 – Particulars of your vehicle (First vehicle)</b></p> <p>Registration No _____</p> <p>Make and Type _____</p> <p>_____</p> <p>Colour _____</p> <p>If the vehicle is a goods vehicle, does the overall height Exceed 3.2 metres (10ft 6ins), length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceeds 3.5 tonnes?</p> <p><b>YES                      NO</b></p>	<p>Are you the registered keeper?</p> <p><b>YES                      NO</b></p> <p>If no, who is the registered keeper? (Name and address)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postal Code _____</p> <p>Is the vehicle kept and used by you?</p> <p><b>YES                      NO</b></p>
<p><b>Part 3 – Particulars of your vehicle (Second vehicle) (If Appropriate) Please note that there is a £20.00 Charge per permit for second or additional permits</b></p> <p>Registration No _____</p> <p>Make and Type _____</p> <p>_____</p> <p>Colour _____</p> <p>If the vehicle is a goods vehicle, does the overall height Exceed 3.2 metres (10ft 6ins), length exceed 6.5 metres (21ft 4ins) or has an unladen weight not exceeding 3.5 tonnes?</p> <p><b>YES                      NO</b></p>	<p>Are you the registered keeper?</p> <p><b>YES                      NO</b></p> <p>If no, who is the registered keeper? (Name and address)</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>Postal Code _____</p> <p>Is the vehicle kept and used by you?</p> <p><b>YES                      NO</b></p>

**(For additional vehicles please complete separate application form and attach)**

#### Part 4 – Enclosures

You must provide proof that you are a resident at the property and are the registered keeper of the vehicle. For details of the information that would be acceptable, please refer to the Notes for Guidance associated with this permit

Please send photocopies of documents, wherever possible, as the Council is unable to accept responsibility for any documents sent through the post.

**Please note that both proof of residence and vehicle ownership are required. All documents must show your name and the address for which you are applying for a permit.**

#### Payment

First Resident Permit is free of charge

Second or more Resident Permits are charged at £20.00 per permit per annum.

Enclose your cheque or postal order made payable to 'North Tyneside Council' with your application form.

#### Part 5 - 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.

#### Part 6 - Vehicle Terms and Conditions

- Your vehicle must be able to fit within the markings of the parking place AND be:
  - i. a passenger vehicle that can carry no more than 13 people including the driver
  - ii. a vehicle that does not exceed six metres in length
  - iii. has an unladen weight not exceeding 3.5 tonnes.
- You cannot park trailers or caravans, whether they are linked up to a vehicle displaying a permit, or standing alone.
- Your vehicle must be roadworthy and display valid road tax licence at all times.
- 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.

#### Part 7 – Declaration

I hereby certify that

- The address shown in Part 1 is my usual place of residence
- I will only use the permit in accordance with the Terms and Conditions outlined.
- All the information I have given on this application is correct

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- I cease to reside in the controlled zone for which the permit has been issued
- I sell or dispose of the vehicle shown on the permit
- The Council withdraws the permit or it ceases to be valid for any reason

Signature\*

Date

**(This declaration may only be signed by the person named in Part 1 – if you fail to sign this declaration, your application will be returned)**

\*It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The Council will not hesitate to prosecute and conviction will result in substantial penalties.

PLEASE NOTE:

Your permit(s) will be valid for use only in the zone in which you are a resident.