



North Tyneside Council

North Tyneside Council - Parking Control

Resident's (Company Car) Parking Permit – Application Form

This type of permit is only for residents that live in a property that is within a parking permit area and are employed in a role that means that they will regularly park a different vehicle outside their residence e.g. you work in a garage or a car salesroom and bring the vehicles home at weekends or during the evening.

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

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.

Part 1 – Your Particulars

Address

Surname _____

Mr/Mrs/Miss or other title _____

Forenames in full _____

Postal Code _____

Telephone No. (Home) _____

Telephone No. (Business) _____
(we may need to contact you at short notice)

Part 2 – Enclosures

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.

For details of the information that would be acceptable to demonstrate proof of residency, please refer to the Notes for Guidance associated with this permit. All documents must show your name and the address for which you are applying for a permit.

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

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.

- 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.

Part 3 - 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 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 relocated or 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.

Part 4 - 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 5 – 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 will be valid for use only in the zone in which you are a resident.

Please send the completed application form and enclosures to:

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