

Application for a Residents Parking Permit

A resident who is the owner of a passenger vehicle, motorcycle or disabled person's vehicle, may apply to the Council for the issue of a permit. **Residents Permits will be issued on the basis of no more than two per household. Please ensure that you sign the declaration on the reverse of this form. Failure to provide the completed, signed application form and necessary evidence will delay the processing of your application and the issue of permits.**

Full Name: Dr/Mr/Mrs/Miss/Ms/Other	
Full Postal Address:	Telephone:
	Mobile:
	E-Mail:
Postcode:	
Registration of vehicle required on permit:	
Visitor Permit:	YES [] NO []
If you are a Disabled Blue Badge holder, please state the serial number and date of expiry: Please attach a copy of Blue Badge (both sides)	Serial number:
	Expiry date:
Do you require a new protective wallet(s)? (Please state Yes or No - otherwise none will be sent)	YES [] NO []

The following evidence must be provided (please do not send original documents)

- **ALL** evidence must show the applicants name and address
- Evidence must include one from list A for all applications
- Only include one from list B if applying for a permit registered to a vehicle

<u>List A</u>	Please tick	<u>List B</u>	Please tick
Evidence for residency		Evidence for vehicle ownership	
V5C - Vehicle Registration document (registered to the address on the application)		V5C - Vehicle Registration document (can also be accepted as proof of residency)	
Driving Licence		Lease/hire agreement	
Current Rent book		Insurance certificate	
Current Council tax bill		Company car letter	
Current Tenancy agreement			
Recent Utility bill			

Residents' Parking Permit Payment

There is an annual charge of £15.00 for each resident permit and £15.00 for each visitor permit regardless of when the application is made.

Accepted methods of payment: cash, cheque, credit/debit card or postal order. Cheques and postal orders should be made payable to 'Northumberland County Council.'

You can make payment in person at any of our Northumberland Information Centres or by post to: Parking Services, Northumberland County Council, Morpeth, Northumberland, NE61 2EF.

Please note that permits will not be issued until Parking Services receive all the required documentation.

This Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. More details are available under the data matching section of the Council's website, which can be found at <http://www.northumberland.gov.uk/nfi>

DECLARATION

- (a) I confirm that I have read and accept the resident parking scheme terms and conditions.
- (b) I hereby certify that I am the resident or owner of the above property and the owner of the vehicle (the registration number of which is shown above)
- (c) It is an offence for a person to knowingly make a false statement for the purpose of obtaining a parking permit.

Signed: _____

Dated: _____

For official use only	Face to face payments – CAN No & Mach Code:	Kiosk/Handitill pay ref & location:
Amount Paid	Date Paid	Permit No
CSA Signature		Print name
Previous permits checked: Issued: cancelled:		Officer