

NORTHUMBERLAND

Northumberland County Council

«PP_Holder_Title» PP Holder First
Names «PP_Holder_Surname»
«PP_Property_Property_Name»
«PP_Property_Property_Number» «PP_
Property_Sub_Address»
«PP_Street_Without_Bracket»
«PP_Property_Address_Line»
«PP_Property_Town»
«PP_Property_Post_Code»

Your Ref:
Our Ref: REMCW.doc «PP_Permit_Number»
Enquiries to: Parking Services
Direct Line: 0345 600 6400
E-mail: parkingservices@northumberland.gov.uk
Date: «Date_Letter_Created»

Dear PP Holder Title PP Holder Surname

Northumberland Countywide HGV Parking Permit

Your Northumberland Countywide HGV Parking Permit(s) are due to expire on «PP_Expiry_Date».

To renew your permit you will need to complete a permit application form (available to download from our website or from Information Centres) and either:-

- take it to one of our Information Centres where you can make payment by debit/credit card, cash or cheque or
- post your completed form and cheque (made payable to 'Northumberland County Council') to Parking Services, County Hall, Morpeth, Northumberland, NE61 2EF.

Please Note: permits are sent by post – we are unable to issue permits direct to personal callers.

The Northumberland Countywide HGV Parking Permit is valid in off-street car parks, only where there is a provision for HGV parking operated by Northumberland County Council in an appropriately marked bay. Where there are time restrictions you must display a timer disc with your permit on the inside of your windscreen. You must not stay longer than the maximum stay permitted.

In the meantime, if you have any queries relating to your application, please contact us by telephone or email using the contact details above.

Yours sincerely

Parking Services

Parking Services