

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: «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 Pay and Display Parking Permit

Your Northumberland Pay and Display Parking Permit is due to expire on «PP_Expiry_Date».

The following permits are available;-

Permit Valid For	Amount (Please Tick)	When would you like your permit to start?
3 Month	£48 <input type="checkbox"/>	Your new permit will be valid from the date of issue unless you state otherwise below: START DATE: _____
6 Month	£70 <input type="checkbox"/>	
12 Month	£130 <input type="checkbox"/>	

You can apply for your permit on-line at parking.northumberland.gov.uk. On-line is the quickest and easiest method and your permit will normally be processed and sent to you within 2 working days. However if you renew your permit more than a week in advance, your permit will not be sent out to you until one week prior to the start date.

Alternatively you can and either;-

- Telephone 0345 600 6400 and a customer service advisor will process your application and take your payment or
- 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.

Parking Services, County Hall, Morpeth, Northumberland, NE61 2EF

(T) 0345 600 6400 (W) www.northumberland.gov.uk



All permits are sent by post – we are unable to issue permits direct to personal callers.

Please Note: The Northumberland Pay and Display Parking Permit is valid in the following Pay and Display off-street car parks operated by Northumberland County Council: **Berwick Railway Station, Corbridge, Craster, Holy Island, Newton by the Sea and Seahouses**. 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. **Failure to display a valid permit will result in a Penalty Charge Notice of up to £70 being issued – expired permits will not be accepted.**

In the meantime, if you have a query regarding your application, please contact us by telephone or email using the contact details above.

Yours sincerely

Parking Services

Parking Services