

# NORTHUMBERLAND

Northumberland County Council

«PP\_Holder\_Title» PP Holder First  
Names «PP\_Holder\_Surname»  
«PP\_Property\_Property\_Name»  
«PP\_Property\_Property\_Number»«PP\_Pr  
operty\_Sub\_Address»  
«PP\_Street\_Without\_Bracket»  
«PP\_Property\_Address\_Line»  
«PP\_Property\_Town»  
«PP\_Property\_Post\_Code»

Your Ref:  
Our Ref: REMR.doc «PP\_Permit\_Number»  
Enquiries to: Parking Services  
Direct Line: 01670 620220  
E-mail: [parkingservices@northumberland.gov.uk](mailto:parkingservices@northumberland.gov.uk)

Date: «Date\_Letter\_Created»

Dear PP Holder Title PP Holder Surname

## «PP\_Prm\_Zone\_Description» - Residents' Parking Permit

Resident only parking permits for «PP\_Prm\_Zone\_Description» will expire on «PP\_Expiry\_Date». We are therefore making arrangements to issue new permits for the forthcoming year.

Please find enclosed the following documents:

- an application form
- a copy of the terms and conditions

As a resident you will be entitled to a maximum of one resident permit and one visitor permit. Please note that the charge for both residents and visitor permits are £15.00 each.

Please complete the application form and return it with the fee and the required evidence at your earliest convenience, to ensure you have a valid permit. After «PP\_Expiry\_Date», anyone parking in a residents parking bay without a valid permit will be doing so illegally, and therefore may be issued with a penalty charge notice.

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  
Encs.