

Residents Parking Scheme Terms and Conditions

ELIGIBILITY

1. Any person who is **resident or owner** of a residential property (businesses or business premises are not eligible to apply for permits) within a resident parking scheme may be eligible for a resident and/or visitor parking permit. The table below shows the current resident parking schemes in operation:

Scheme	Zone code	Scheme start/end
Alnwick	A	May - April
Alnwick	A1	May - April
Alnwick	A2	March - February
Alnwick	A3	December - November
Alnwick	A4	April - March
Ashington	F1	July – June
Ashington	F2	July – June
Ashington	F3	August – July
Ashington	F4	July – June
Ashington	F5	November-October
Ashington	F7	May - April
Berwick	B	April - March
Berwick	B1	March - February
Berwick	B2	September - August
Blyth	BY	July - June
Corbridge	C	October - September
Cramlington	CM	September – August
Cramlington	CM2	July-June
Cramlington	CM3	November-October
Cramlington	CM4	December-November
Guidepost	G1	May - April
Haltwhistle	HW	January - December
Hexham	H	February - January
Hexham	H1	October - September
Hexham	H2	July – June
Hexham	H3	February - January
Hexham	H4	October - September
Morpeth	M1 - M5	November - October
Morpeth	M6	December – November
Morpeth	M8	October - September
Newbiggin by the Sea	N1	November - October
Newton-by-the-Sea	NT1	October-September
Prudhoe	PE	June – May
Prudhoe	PT	February- January
Tweedmouth	T	April - March
Wylam	T1	March - February
The Peth, West Thirston	WT	August - July

2. A permit may be issued to a resident following the satisfactory completion of the attached application form and payment of the appropriate fee. **Applicants will be required to produce proof of residency (one from list A) and proof of vehicle registered at the property (one from list B). Evidence from list B is not required for visitor permits.**

A) Resident evidence must be current and show both the applicants name and address

Acceptable copies of documents are: council tax bill, driving licence, rent book, vehicle registration document, tenancy agreement or utility bill.

B) Vehicle evidence must be current and show the applicants name, address and vehicle registration

Acceptable copies of documents are: vehicle registration document, lease/hire agreement, insurance certificate or company car letter.

3. The County Council, upon being satisfied that an applicant is a resident of the scheme area and has provided the necessary evidence required in part (2) above, will be issued with resident/visitor parking permit(s) for parking in a resident parking place.
4. A permit does not guarantee that a parking space will be available. The residents bays are not allocated to individual properties.
5. Northumberland County Council reserve the right to alter the terms and conditions of residents parking schemes giving reasonable notice of any changes.

APPLYING FOR THE PERMIT

6. Permits will be issued on the basis of no more than two per household.
7. There is an annual charge of £15.00 for each resident permit and £15.00 for each visitor permit, regardless of the time of year when an application is made. A Disabled Blue Badge Holder who is a resident within the scheme is entitled to one free permit (which must be allocated to a vehicle (this can be your own vehicle, a family member or a carer). **A copy of both sides of the blue badge should be enclosed with the application form.**
8. 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.
9. Failure to provide the completed, signed application form and necessary evidence will delay the processing of your application and the issue of permits.

DISPLAYING THE PERMIT

10. At all times during which a vehicle is left in a resident parking bay within the operational hours of the resident parking scheme it must display a valid permit. The permit must be clearly visible from outside the vehicle. Failure to display a valid permit whilst parked in one of the resident parking bays may result in a Penalty Charge Notice being issued. Amendments and photocopies invalidate the permit. NCC reserves the right to revoke your permit and prohibit you from applying for future permits.

SURRENDERING THE PERMIT

11. A permit holder must surrender permit(s) to the County Council on the occurrence of any of the events below:
 - (a) the permit holder ceases to be a resident
 - (b) the permit holder ceases to be the owner of the vehicle in respect of which the permit was issued
 - (c) the issue of a duplicate/replacement permit by the County Council
12. The County Council may, by notice in writing to the permit holder, withdraw a permit if it appears that any of the events set out in (11) has occurred. The permit holder will be required to surrender the permit(s) to Parking Services at the address detailed in (15) within 48 hours of the receipt of the said notice.

REPLACEMENT PERMITS

13. If a permit holder replaces the vehicle to which a permit was issued one free replacement will be issued per permit per year, any additional replacements will incur a £15.00 administration fee. A new application form will need to be completed including proof of ownership as detailed in (2) list B. Any replacement permits will be issued to the same expiry date as the original (if your permit has less than one month to expire the permit will be issued to include the remaining days and the following full year).
14. If a permit is lost, stolen or destroyed, you should notify us immediately so that we can cancel the permit. There is a £15.00 administration charge to re-issue the permit, which will run to the same expiry date as your original permit (if your permit has less than one month to expire then the permit will be issued to include the remaining days and the following full year).
15. Application forms should be returned to Parking Services, Northumberland County Council, County Hall, Morpeth, Northumberland. NE61 2EF.
16. If you have any technical queries about the order or questions relating to highways issues can you please contact Highways Programs, Sustainable Transport, County Hall, Morpeth, Northumberland. NE61 2EF. Tel: 0345 600 6400. Email: HighwaysProgramme@northumberland.gov.uk