

Landlord Parking Permit application form (June 2020)

(Please refer to attached Notes of Guidance for help in completing this form)

1. Landlord Annual Permit

Please refer to note 1 in the guidance notes

Number required

Annual permit(s) valid for all permit zones (maximum 2)

2. Supplementary One Day Permits (scratchcards)

Please refer to note 2 in the guidance notes

Number required

Full Day Permit for one permit zone available in multiples of 10. Maximum of 30 permits in a 12 month rolling period.

3. Full address of the property you own/ or are a landlord of (including post code)

Address: _____

_____ Postcode _____

4. Preferred permit start date

_____/_____/_____

5. Applicants Details

Name: _____

Business Name: _____

Address: _____

_____ PostCode _____

Tel No (daytime) _____

Email: _____

6. Supporting Documents

Proof of property ownership / landlord status– please provide a photocopy of **one** of the following documents which shows that you own the property or are a landlord of the property. If you are applying for discounted permits as a Newcastle City Council accredited landlord you must also provide documentation to show your accreditation.

Permit Type	✓	Documents you will be supplying
One Day Permits £20.00 for the first book of 10. £40.00 for the second book of 10. £80.00 for the third book of 10.	<input type="checkbox"/>	A current tenancy agreement for the property.
	<input type="checkbox"/>	A copy of Land Registry title deeds for the property showing that you are the property owner.
	<input type="checkbox"/>	A mortgage statement dated within the last 12 months.
Annual Permit (£300.00)	<input type="checkbox"/>	A current tenancy agreement for the property
	<input type="checkbox"/>	A copy of Land Registry title deeds for the property showing that you are the property owner.
One Day Permits (Accredited Landlord) £00.00 for the first book of 10. £40.00 for the second book of 10. £80.00 for the third book of 10.	<input type="checkbox"/>	A current tenancy agreement for the property.
	<input type="checkbox"/>	A copy of Land Registry title deeds for the property showing that you are the property owner.
	<input type="checkbox"/>	A mortgage statement dated within the last 12 months.
	<input type="checkbox"/>	Additional documentation to show that you are a Newcastle City Council accredited landlord.
One Day Permits (Accredited Landlord) £200.00	<input type="checkbox"/>	A current tenancy agreement for the property.
	<input type="checkbox"/>	A copy of Land Registry title deeds for the property showing that you are the property owner.
	<input type="checkbox"/>	A mortgage statement dated within the last 12 months.
	<input type="checkbox"/>	Additional documentation to show that you are a Newcastle City Council accredited landlord.

7. Terms and conditions

- 1.** Permits may only be used to visit a property owned; managed or maintained by the landlord/letting agent that is within a permit parking zone. The permit is only valid for the duration of the visit to the property and cannot be used for any other purpose.
- 2.** Permits may not be used in car parks except those as included within a permit scheme during consultation with stakeholders.
- 3.** A permit showing a registration number may only be used on the vehicle with that number.
- 4.** If a physical permit has been issued, the permit must be displayed prominently on the dashboard/front windscreen of the vehicle so that all of the particulars on it are visible from the outside of the vehicle.
- 5.** Where road markings are present, vehicles must be parked entirely within the limits of the marked out bay.
- 6.** Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service.
- 7.** Physical permits will only be issued through the post to the address submitted on the application.
- 8.** All vehicles using permits must be parked in accordance with the "City of Newcastle upon Tyne (On Street Parking Places) Order 2009" as from time to time may be amended, extended, re-enacted or replaced.
- 9.** Physical permits shall be returned to the Council if the holder ceases to be a landlord or letting agent for a property within a permit parking zone.
- 10.** Virtual parking permits shall be cancelled from use if the holder ceases to be a landlord or letting agent for a property within a permit parking zone.
- 11.** Misuse of a permit, forging or possessing a forged permit or making a false statement for the issue of a permit are all offences which may carry a substantial fine.
- 12.** This permit does not guarantee the holder a space or an exclusive right to a space, nor does it render the Council subject to any liability in respect of theft of, or damage to any vehicle in a parking place, or the contents or fittings of any such vehicle.
- 13.** A charge of £10.00 may be applied to replace lost or stolen annual physical permit and a Lost Permit Application form is required to be submitted to the Council.
- 14.** Unused annual permits returned/cancelled within 14 days will be entitled to a full refund.
- 15.** Annual permits returned/cancelled after 14 days will be entitled to a refund based on the number of full weeks left of the permit from the date it is returned to the Council minus a £10.00 administration charge.
- 16.** Unused full books of scratchcards returned/cancelled within 14 days will be entitled to a full refund.
- 17.** Scratchcards returned/cancelled after 14 days are not eligible for a refund.

8. Data Protection Information

Personal data will be collected in order to process your application for a permit and enforce the parking terms and conditions of use of the permit. Your personal data may be collected, processed, shared and retained in order to carry out the performance of a public task and fulfil our legal obligations in the following ways:

- To establish eligibility for a permit.
- Shared with third parties for appeals and enforcement.
- Shared with the police or security organisations to prevent or detect crime.

Your Data Rights

In relation to the personal data which we may hold about you, you have the right to request to: Be **informed**, have **access** or **rectify** incorrect information. You also have the right to **object** to or **restrict** our processing of your data. Under Data Protection law we must verify your identity and explain to you our reasons if we do not agree to carry out your request.

Contact and Further Information for data protection queries

If you would like more information about how we use your data, please read our Privacy Policy: <https://www.newcastle.gov.uk/dataprotection>. Data protection questions can be made via telephone on 0191 211 6500, by email to dataprotection@newcastle.gov.uk or in writing to Data Protection, Newcastle City Council, 6th Floor, Civic Centre, Barras Bridge, Newcastle upon Tyne NE1 8QH

You have the right to complain to the Information Commissioner's Office at www.ICO.org.uk.

8. Signature

Please note it is an offence to supply false or misleading information for the supply of a permit. This authority is required by law to protect the public funds it administers. It may share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

I certify that the above details are correct and I accept the terms and conditions as set out above.

Signed: _____

Date: _____

**Return to – Newcastle Parking Services
Parking Permit Unit
Po Box 2BL
Newcastle upon Tyne NE99 2BL**

If you have a query please give us a call on telephone (0191) 277 2728, 8.30am-4.30pm Monday to Friday parkingpermits@newcastle.gov.uk

How do I apply for a permit-

Notes of guidance

The following notes provide guidance relating to relevant sections of the application form and on what supporting documentation you need to submit with your application.

Please also note that applicants should give a minimum of 14 days notice in making applications for permits. Completed application forms should be returned by post to, Newcastle Parking Services, Parking Permit Unit, Po Box 2BL, NE99 2BL.

Failure to provide the necessary documentation or signing the application form will delay the processing of your application and the issue of permits.

Any documents submitted to support the application should be photocopies rather than originals. Newcastle Parking Services will not accept responsibility for original documents that have been submitted and been subsequently lost or damaged in the post.

1 –Annual permits

Annual Permit - this permit entitles a landlord/letting agent to park with exemption in any permit zone during the times of permit scheme restriction whilst visiting one of their owned/managed properties. The permit is only valid for the duration of the visit to this property and cannot be used to gain parking exemptions whilst the permit holder is visiting a property that is not owned or managed by the permit holder.

The application must be accompanied by proof of ownership of at least 1 property within a permit parking scheme. This can include a signed tenancy agreement to confirm you are the landlord of the property; a mortgage statement; deeds or a land registry document. Letting agents managing properties on behalf of a landlord can provide proof in the form of a signed contract for property management or a tenancy agreement.

If you are applying for discounted landlord permits as a Newcastle City Council accredited landlord you must supply documentation to show your accreditation.

Note that the permits do not provide exemption for the following types of bay: pay and display, electric vehicle charging bays; loading bays; disabled bays; taxi bays; motorcycle bays; pedal cycle bays; or car club bays.

2 - Supplementary Scratch cards

Single Day Permit - Landlords – the application must be supported by proof of the ownership of a dwelling (for example mortgage statement) or legal documentation (for example contract) proving a Management Agency is legally responsible for the property.

If you are applying for discounted landlord permits as a Newcastle City Council accredited landlord you must supply documentation to show your accreditation.

Note that the permits do not provide exemption for the following types of bay: pay and display, electric vehicle charging bays; loading bays; disabled bays; taxi bays; motorcycle bays; pedal cycle bays; or car club bays.