

The application must be accompanied by proof of residency linking your name with the address quoted in section 3 and proof of vehicle ownership or insured driver status (as per resident permit).

Business permit – the application must be submitted in the business name and be accompanied by proof of business address (that is, utility bill or Council Tax statement or letterhead).

If the business is applying for permit(s) for named vehicles (that is company vehicles or those owned by employees rather than for visitors) the vehicle registration number(s) would need to be quoted in Section 4. Please submit the V5C document for the relevant vehicle(s).

Payment will only be accepted by company cheque or company credit card. Please see information on the Newcastle Parking Services website – www.newcastle.gov.uk/parking for the sliding scale of charges.

Charity permit – the application must be accompanied by proof of business address (that is, utility bill or Council Tax statement or letterhead).

The documentation supplied should include reference to the registered charity number or a number provided by Her Majesty's Revenue and Customs (HMRC) in connection with Gift Aid recoveries.

If the charity is applying for permit(s) for named vehicles (that is, company vehicles or those owned by employees rather than for visitors) the vehicle registration number(s) would need to be quoted in Section 4. Please submit the V5C document for the relevant vehicle.

Charities are eligible for 2 free permits with any subsequent permits charged at the appropriate sliding scale for that zone.

Public Sector permits – please refer to information on the Newcastle Parking Services website – www.newcastle.gov.uk/parking

2. Supplementary day permits (Scratchcards)

Residents – no additional proof is required if the request for scratchcards is made by an existing permit holder.

If the application is made from a resident who is not a current permit holder it must be accompanied by proof of residency (for example, signed tenancy agreement, utility bill, council tax statement or bank statement) linking your name with the address quoted in section 3.

Business – no additional proof is required if the request for scratchcards is made by an existing permit holder.

If the application is made from a business that is not a current permit holder it must be accompanied by proof of business address (utility bill or Council Tax statement or letterhead) linking the business with the address quoted in section 3.

Payment will only be accepted from a business account.

4. Vehicle registration details

Please add details of the vehicle registration number(s) to be added to the permit(s). This only applies to resident permits (but not visitors) and can also include details of named vehicles for businesses and charities (that is where the permit will be used by an employee rather than a visitor).

The end box should be ticked if the applicant is applying for the discount for low emission vehicles. Please also add the make of vehicle. The discount on the price of a permit will apply if the vehicle has a low CO2 emission figure (that is up to 120 g/km). A copy of page 2 of the V5C Vehicle Registration Document can be provided to check if the discount can be applied to the price of the permit.

If you are entitled to a discount you should visit the website at www.newcastle.gov.uk/parking-roads-and-transport/parking/resident-permit-holders or ring Newcastle Parking Services on 0191 2787878 quoting "Resident Parking Permits Discounts" to confirm the discount to be applied and the prices of permits.

7. Signature

Please ensure that you have read the Terms and Conditions (Section 6) and signed and dated the form to confirm your acceptance. Please note the form will be returned to you if Section 7 is not completed.

Permit application form Newcastle City Council Parking Services

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

1. Annual permits Type of permit applied for with the number required

Resident Permit(s) (maximum 2) <input type="text"/>	Business Permit (maximum 10) <input type="text"/>
Visitor Permit (maximum 1) <input type="text"/>	Charity Permit (maximum 10, 2 free) <input type="text"/>
Season Ticket (maximum 2) <input type="text"/>	Public Sector Permit <input type="text"/>

2. Supplementary day permits (scratchcards)

Number required ▼

Residents (proof not required for current permit holders) - Maximum of 60 per year

Full day permits, available in multiples of 5

Half day permits, available in multiples of 5

Business (proof not required for current permit holders) - Maximum of 30 per year

Full day permits, available in multiples of 10

3. Application details

(Note: Application for resident permit must be made in the name of the registered vehicle keeper as per V5 document or driver noted on insurance documents - please refer to note 1 on guidance notes).

Name: _____ Name: _____

Address: _____ Address: _____

Postcode: _____ Postcode: _____

Tel. No. (daytime): _____ Tel. No. (daytime): _____

Email: _____ Email: _____

4. Vehicle registration details (if applicable)

	Vehicle registration number (please see note 4)	Low emission discount <input checked="" type="checkbox"/>	Make of vehicle
Please refer to the attached Notes of Guidance	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>
	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="checkbox"/>	<input type="text"/>

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5. Supporting documents (please send in photo-copies rather than original documents)

Proof of Residency

Proof linking applicant to vehicle (such as log book (V5C document) or insurance document)

*** Please note that payment should not be made at this stage for postal applications.**

6. Terms and conditions

- Permits may only be used at the parking places named or within specified parking zones.
- Permits may not be used in car parks unless the car park is included and signed as being part of a permit parking scheme.
- Permit showing a registration number may only be used on the vehicle with that number.
- The permit, contained within the plastic wallet supplied, must be displayed prominently on the dashboard of the vehicle so that all of the particulars on it are visible from the outside of the vehicle.
- Where road markings are present, vehicles must be parked entirely within the limits of the marked out bay.
- Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service.
- Permits will only be issued through the post.
- All vehicles using permits must be parked in accordance with the City of Newcastle upon Tyne On Street (Parking Places) Order 2009, as amended.
- Permits shall be returned to the Council when the holder ceases to be a resident within the property or ceases to be the owner of the relevant vehicle.
- Misuse of a permit, forging or possessing a forged permit or making a false statement for the issue of a permit are all offences carrying a substantial fine.
- Visitor permits can only be used during visits to your property of a social or domestic nature and for the duration of the visit to the property only.
- Business permits can only be used during visits to the relevant business and for the duration of the visit to the business premises only.
- For relevant permit schemes a charge of £10 for a replacement permit due to a change in vehicle registration will be applied.
- A charge will be applied for lost or stolen permits and a Lost Property Number from the Police is required.

7. 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: _____
Signed: _____ Date: _____

**Return to:- Newcastle Parking Services
Parking Permit Unit
P.O. Box 2BL
Newcastle upon Tyne NE99 2BL**

**If you have a query please give us a call on Telephone (0191) 277 2728
Fax (0191) 277 2723**

The scale of charges can be obtained from the Newcastle Parking Services website - www.newcastle.gov.uk/parking or by contacting Parking Services on the above number. Formal offers can be sent upon receipt and processing of a completed application form and the appropriate documentation.

How do I apply for a permit

**Newcastle City Council
Parking Services**

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 note that 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 photo-copies rather than originals and documents as proof of residency must be dated within the last 3 months. Newcastle Parking Services will not accept responsibility for original documents that have been submitted and been subsequently lost or damaged in the post.**

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. Please do not return your application form to one of the Customer Service Centres, as they will be unable to process your application.

1. Annual permits –

Residents permits – the application must be accompanied by proof of residency (for example, signed tenancy agreement, utility bill, council tax statement or bank statement) linking your name with the address quoted in section 3. We also need to establish an audit trail linking your name with the address quoted in section 3. We also need to establish an audit trail linking the vehicle to be named on the permit with the applicant. This can be either by the vehicle registration document (V5C) if the applicant is the named keeper of the vehicle (at the Newcastle address or a different address) or a vehicle insurance schedule confirming that the resident is insured to drive the vehicle.

If the vehicle is a company vehicle used by the applicant we need to have supporting evidence linking the vehicle to the company and then an audit trail proving the link between the applicant and the company. A Vehicle Registration Document (V5C) or lease/hire agreement can be accepted to provide the link between the company and the vehicle and a P60 End of Year Tax Certificate or payslip (with financial details deleted, as appropriate) is acceptable to provide the link between the resident and the company for the vehicle being used for work purposes; or

If you use a lease vehicle a copy of the lease agreement must be provided linking the applicant with the vehicle.

If you are unable to provide the required proof for the vehicle at the initial point of application, but can prove residency at the address, we can issue a temporary resident permit upon payment of the relevant fee. This provides 56 days coverage, in which time you can submit the required proof for the vehicle for the full permit to be issued.

Visitors permits only – the application must be accompanied by proof of residency (for example, signed tenancy agreement, utility bill, council tax statement or bank statement) linking your name with the address quoted in section 3.

Season ticket – this permit entitles a resident who lives within the city centre meter zone to park in their street or an adjoining street during the hours of 4.30pm-9.30am Monday to Friday and all day on Saturday, Sundays and Bank Holidays.

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