

Business/Charity Parking Permit application form

(June 2020)

(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.

	Number required
Business Permit(s) (maximum 10)	<input type="text"/>
Charity Permit(s) (maximum 10)	<input type="text"/>

Please provide your registered charity number if applying for charity permits

2. Supplementary Day Permits (scratchcards)

Maximum of 30 permits in a 12 month rolling period.

	Number required
Full day permits, available in multiples of 10	<input type="text"/>

Proof of residency is not required for Supplementary Day Permits if you already hold a current/valid annual business or charity parking permit.

3. Preferred permit start date

____/____/____

4. Application details

Title _____ Full Name _____

Business/Charity Name _____

Business / Charity Address

Postcode _____

Telephone Number _____

Email Address _____

5. Vehicle registration details (if applicable)

Business/Charity permit can be issued valid for use within any vehicle. However, if you have vehicles which are classed as low emission or fully electric vehicles which you are claiming a discount for, you will need to provide the vehicle registrations below which will then be printed on any permits which are issued. Please refer to note 1 in the guidance notes for further information.

	Low Emission Discount ✓	Fully Electric Vehicle ✓
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6. Supporting Documents

Proof of Business/Charity address – please provide a photocopy of **one** of the following documents which shows that the business/charity is currently or will be located at the permit application address.

- A business rates statement for the current financial year.
- A valid tenancy agreement for the business at the application address.
- A bank statement, building society statement, or credit card statement dated within the last 3 months.
- A utility bill dated within the last 3 months.
- A letter or email from a solicitor or conveyancer confirming the purchase of the business property dated within the last 3 months.

7. Terms and conditions

- 1 Permits may only be used at the parking places named or within specified parking zones.
- 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 may be amended, extended, re-enacted or replaced.
- 9 Physical permits shall be returned to the Council when the holder ceases to be a resident/business within the property or ceases to be the owner of the relevant vehicle.
- 10 Virtual parking permits shall be cancelled from use when the holder ceases to be a resident/business within the property or ceases to be the owner of the relevant vehicle.
- 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 Business/charity permits can only be used during visits to the relevant business/charity property.
- 13 The 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 vehicle.
- 14 For relevant permit schemes, a charge of £10.00 may be applied for amending an annual parking permit due to a change in vehicle registration.
- 15 A charge of £10.00 may be applied to replace lost or stolen annual physical permits and a Lost Permit Application form is required to be submitted to the Council.
- 16 Unused annual visitor, residents, business and charity permits returned/cancelled within 14 days will be entitled to a full refund.
- 17 Annual visitor, residents, business and charity permits returned after 14 days but with more than 6 months' time remaining on the permit will be eligible for a 50% refund of the cost of the permit minus a £10.00 administration fee.
- 18 Annual visitor, residents, business and charity permits returned after 14 days with less than 6 months' time remaining on the permit are not eligible for a refund.
- 19 Unused full books of scratchcards returned/cancelled within 14 days will be entitled to a full refund.
- 20 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 or email 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 – submitted in the business name

Business Permits – the application must be submitted in the business name and accompanied by proof of business address. Please see section 5 of the application form which details the documents which can be supplied to establish proof of the business address.

The low emission discount box in section 4 should be ticked if the applicant is applying for a discount for an ultra low emission vehicle. The discount on the price of a permit may apply if the vehicle has a low CO2 emission figure (that is up to 120 g/km). The CO2 emission figure can be found on page 2 of the vehicle V5C document or by checking on the DVLA website <https://vehicleenquiry.service.gov.uk/>

The fully electric vehicle discount box in section 4 should be ticked if the applicant is applying for a discount for a fully electric vehicle. The discount on the price of a permit may apply if the vehicle is fully electric and therefore has a zero CO2 emission figure. The CO2 emission figure and fuel the can be found on page 2 of the vehicle V5C document or by checking on the DVLA website <https://vehicleenquiry.service.gov.uk/>

Charity Permits – the application must be submitted in the charity name and accompanied by proof of residency. Please see section 5 of the application form which details the documents which can be supplied to establish proof of charity address.

The registered charity number should be included within section 1 of the application form, alternatively documentation can be supplied by Her Majesty's Revenue and Customs (HMRC) in connection with Gift Aid recoveries.

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

The low emission discount box in section 4 should be ticked if the applicant is applying for a

discount for an ultra low emission vehicle. The discount on the price of a permit may apply if the vehicle has a low CO2 emission figure (that is up to 120 g/km). The CO2 emission figure can be found on page 2 of the vehicle V5C document or by checking on the DVLA website <https://vehicleenquiry.service.gov.uk/>

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2- Supplementary day permits (Scratchcards)

The application must be accompanied by proof of residency. Please see section 5 of the application form which details the documents which can be supplied to establish residency. However, if the business/charity currently holds a valid annual parking permit, there is no requirement to supply proof of residency for applications for supplementary day permits (scratchcards)