**Ouseburn Valley Business Permit**

**Application form (January 2022)**

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

**Please note that the Ouseburn Valley Permit is only valid to be used in the Pay and Display bays within the Spillers car park.**

1. **Business Location and number of permits required**

Cycle Hub OWSA Boat Club

Toffee Factory

No. of permits required (maximum of 10)

**(please note businesses in the Cycle Hub are eligible for 1 permit issued free of charge per business with any additional permits currently costing £92.00 per permit)**

1. **Application details**

Title \_\_\_\_\_\_\_\_\_\_\_\_\_ Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Business Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Postcode\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone Number \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. **How do you wish to pay?**

Debit/credit card Cheque

1. **Permit start date**

Please indicate your preferred start date for the permit(s):

1. **Terms and conditions**
2. Permits may only be used within Spillers carpark and are valid to be used only in the pay and display bays.
3. The permits do not provide an exemption to park in any parking spaces which may have been temporarily suspended from use.
4. A permit showing a registration number may only be used on the vehicle with that number.
5. If a permit is being used by a disabled badge holder, the permit holder may park in a disabled parking bay provided that the permit and disabled badge are clearly displayed.
6. 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.
7. Permits can only be used during visits to the relevant business property.
8. Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service.
9. Physical permits will only be issued through the post to the address submitted on the application.
10. All vehicles using permits must be parked in accordance with the “City of Newcastle-upon-Tyne (Off- Street Parking Places) Order 2021” as from time may be amended, extended re-enacted or replaced.
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. 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.
13. An administration charge of £10.00 will be applied in relation to the cancellation of a parking permit and refunds will be processed on a pro rata basis, this will be calculated based on the number of full weeks remaining unused.
14. Physical permits shall be returned to the Council when the holder ceases to be associated with a business within the property or ceases to be the owner of the relevant vehicle.
15. Virtual parking permits shall be cancelled from use when the holder ceases to be a business associated with a business within the property or ceases to be the owner of the relevant vehicle.
16. **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](http://www.ICO.org.uk).

**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 administrating 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, 10am-noon and 1pm-3pm 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.