

# Public Sector Parking Permit application form (October 2020)

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

**Please note that a Public Sector Parking Permit costs £82 per annum and are valid for all permit areas.**

## 1. Application details

(Note: the application for a Public Sector Parking Permit should be made in the business address and from a single authorised member of staff).

How many parking permits are required

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

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

Address \_\_\_\_\_

Postcode \_\_\_\_\_

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

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

## 2. How do you wish to pay?

(Note: all payments must be received direct from the business operation and not from individual employees).

Debit/credit card

Cheque

Invoice

Inter Department Transfer (Newcastle Council Departments only)

## 3. Supporting Documents

**Proof of Business Address** – please provide a photocopy of **one** of the following documents which shows that the business is currently or will be located at the permit application address. **If the application is from a Newcastle City Council department, proof of address will not be required.**

A utility bill dated within the last three months.

A valid tenancy agreement for the business at the application address.

Please also provide an **accompanying letter** explaining why you require the use of a Public Sector Parking Permit.

#### 4. Permit start date

Please indicate your preferred start date for the permit:

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#### 5. Terms and conditions

1. Permits may only be used within the specified permit parking zones by staff of the organisation and whilst the motorist is on operational duty visiting a customer/client in an eligible property within a permit parking zone.
2. The permits may not be used to park on waiting restrictions (yellow lines); bays reserved for certain groups of motorists such as disabled blue badge holders; bays for loading/unloading; taxi bays; electric vehicle charging bays or any other parking place reserved for specific uses other than residents parking permit bays/zones.
3. Permits may not be used in car parks except those as included within a permit scheme during consultation with stakeholders.
4. Permits showing a registration number may only be used on the vehicle with that number.
5. 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.
6. Where road markings are present, vehicles must be parked entirely within the limits of the marked out bay.
7. Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service.
8. Physical permits will only be issued through the post to the address submitted on the application.
9. 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.
10. Permits shall be returned to Newcastle Parking Services if the organisation holding the permits ceases to provide a service to customers residing within permit parking zones.
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.
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, or damage to any vehicle in a parking place, or the contents or fittings of any such vehicle.
13. A charge of £10.00 will be applied to replace lost or stolen physical permits and a Lost Permit Application form is required to be submitted to the Council.
14. Unused permits returned within 14 days will be entitled to a full refund.
15. 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 charge.
16. Permits returned with less than 6 months' time remaining on the permit are not eligible for a refund.

17. Permits paid via invoice; if payment is not made by the invoice due date, the Council reserve the right to revoke the permit and request its immediate return. The Council may take action to recover any outstanding payment.
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## 6. 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](mailto:dataprotection@newcastle.gov.uk) or in writing to Data Protection, Newcastle City Council, 6<sup>th</sup> 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).

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## 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: \_\_\_\_\_

**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](mailto: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.

**Public Sector Parking Permits** - these permits are issued to allow public sector staff on operational duties to visit customer houses that lie within permit zones to carry out important work to support the community. The permit provides exemption from restrictions when visiting properties within permit parking schemes only. The permit is not valid for use in off-street car parks or on-street pay-and-display bays, nor do they provide exemption on yellow line restrictions or in other bays restricted from general use, such as disabled bays, taxis bays, loading bays. If the organization has offices within a permit scheme, Business permits must be used for parking to attend work premises, as the Public Authority Permit gives exemption across all permit schemes and should only be used when visiting customers/clients in their home, to provide care and support.

The permit(s) must be kept by the business and handed out to any employees as and when needed.

There is no capped limit on how many permits of this type can be issued to an organization, but each application will be assessed to ensure that it meets the eligibility criteria.

Eligible organisations include:

- Primary Care Trust
- Certain Local Authority Vehicles
- City Council Agents (e.g. YHN)
- Care related organisations visiting customers in their homes (within permit schemes).

The application must be accompanied by proof of residency for the business together with an accompanying letter explaining why you require the use of a Public Authority Permit. Please see section 3 of the application form which details the documents which can be supplied to establish residency.