

Residents/Visitors 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
Resident Permit(s) (maximum 2)	<input type="text"/>
Visitor Permit (maximum 1)	<input type="text"/>

2. Supplementary Day Permits (scratchcards)

Maximum of 60 permits in a 12 month rolling period.

	Number required
Full day permits, available in multiples of 5	<input type="text"/>
Half day permits, available in multiples of 5	<input type="text"/>

Full day permits are valid for use from the day of activation until 10am the following day.
Half day permits are valid AM until noon, PM from noon until 10am the following day.

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

3. Preferred permit start date

_____/_____/_____

4. Application details

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

Title _____ Full Name _____
 Address _____

 Postcode _____
 Telephone Number _____
 Email Address _____

5. Vehicle registration details (if applicable)

Please refer to note 1 in the guidance notes for further information.

								Low Emission Discount ✓	Fully Electric Vehicle ✓
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Supporting Documents

Proof of Residency – please provide a photocopy of **one** of the following documents which shows that you currently reside or will be residing at the permit application address.

- A council tax statement for the current financial year.
- A valid tenancy agreement.
- 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 property dated within the last 3 months.

Proof of vehicle ownership and/or use - please provide a photocopy of **one** of the following documents. Please tick the relevant boxes for the vehicle documents you are supplying with your application.

The vehicle is	Vehicle 1	Vehicle 2	Documents you will be supplying
Privately owned	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle registration document (V5C) in your name.
	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of insurance showing that you are a named driver on the insurance policy for the vehicle.
Company owned	<input type="checkbox"/>	<input type="checkbox"/>	Vehicle registration document (V5C) in the company name. Along with either a redacted pay slip or a letter on company letterhead confirming you are an employee.
	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of insurance showing that you are a named driver on the insurance policy or that the vehicle is covered by fleet insurance. Along with either a redacted pay slip or a letter on company letterhead confirming you are an employee.
Private hire/lease	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the lease agreement showing the lease in your name along with the vehicle registration you require a parking permit for.
	<input type="checkbox"/>	<input type="checkbox"/>	Certificate of insurance showing that you are a named driver on the insurance policy for the vehicle.
Company hire/lease	<input type="checkbox"/>	<input type="checkbox"/>	A copy of the lease agreement showing the lease in the company name along with the vehicle registration you require a parking permit for. Along with either a redacted pay slip or a letter on company letterhead confirming you are an employee

Company pool vehicle	<input type="checkbox"/>	<input type="checkbox"/>	A pool car permit can be issued if the resident works for an employer where they are regularly given a different vehicle to use, for example utility companies. Please supply three vehicle registration documents (V5C) in the company name along with a letter on a company letterhead confirming that you have access to multiple company vehicles and are regularly required to take a vehicle home.
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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. Permits are non-transferrable between residents of the same property.
12. 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.
13. Visitor permits can only be used during visits to your property of a social or domestic nature.
14. 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.
15. 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.
16. 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.
17. Unused annual visitor, residents, business and charity permits returned/cancelled within 14 days will be entitled to a full refund.
18. 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.

19. 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.
20. Unused full books of scratchcards returned/cancelled within 14 days will be entitled to a full refund.
21. 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.

9. 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 –

Residents permits – 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

We also need to establish an audit trail linking the vehicle to the resident/applicant. Please see section 5 of the application form which details the documents which can be supplied to establish proof of vehicle ownership or use.

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).

The low emission discount box 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 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/>

If you are unable to provide the required proof of vehicle ownership/use at the initial

point of application, but can prove residency at the address, we can issue a temporary 56 day resident permit upon payment of the relevant fee. This will provide the applicant with 56 days to submit the outstanding proof of vehicle ownership/use documents for the full permit to be issued.

Visitors permits – 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

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 applicant/resident currently holds a valid residents or visitors parking permit, there is no requirement to supply proof of residency for applications for supplementary day permits (scratchcards)