

# Tradesperson Parking Permit application form (June 2020)

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

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## 1. Tradesperson Permit Options

Please refer to note 1 in the guidance notes

Number required

A three month permit(s) valid for one permit zone (maximum 3)

Annual permit(s) valid for all permit zones (maximum 2)

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## 2. Supplementary One Day Permits (scratchcards)

Please refer to note 2 in the guidance notes

Number required

Single Day Permit for one permit zone—

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## 3. Full address where work is to be carried out (including post code)

Address: \_\_\_\_\_

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

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## 4. Preferred permit start date

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

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## 5. Applicants Details

Name: \_\_\_\_\_

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

Address:

\_\_\_\_\_

\_\_\_\_\_ PostCode \_\_\_\_\_

Tel No (daytime) \_\_\_\_\_

Email: \_\_\_\_\_

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## 6. Supporting Documents

**Proof of Work being carried out** – please provide a photocopy of **one** of the following documents which shows that you are conducting work at an eligible property located within a permit parking zone. Please tick the relevant box to indicate which documents you are supplying with your permit

Permit Type	✓	Documents you will be supplying
One Day (£7.50)	<input type="checkbox"/>	Proof of work at a particular address within a permit parking scheme, such as contracts; invoices or quotations of work to be undertaken.
Three Month (20.00)	<input type="checkbox"/>	Proof of work at a particular address within a permit parking scheme, such as contracts; invoices or quotations of work to be undertaken
Annual Permit (300.00)	<input type="checkbox"/>	Proof that your business is engaged in work on properties within a permit parking scheme, such as contracts; quotations or invoices for work which has either been recently undertaken or will be undertaken at a property.

## 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 has completed the work at the eligible property.
10. Virtual parking permits shall be cancelled from use when the holder has completed the work at the eligible property.
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. 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.
14. 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.
15. Unused permits returned/cancelled within 14 days will be entitled to a full refund.
16. Annual and three month permits returned/cancelled after 14 days will be entitled to a refund based on the number of full weeks left on the permit from the date it is received back in our office minus a £10.00 administration charge.
17. Unused full books of scratchcards returned/cancelled within 14 days will be entitled to a full refund.
18. 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](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).

## 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](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.

### 1 – Three month and annual permits

**Three month permit** – This permit entitles a tradesperson to park in a nominated permit zone/bay whilst conducting work at an eligible property. To be eligible for this type of permit, the tradesperson has to provide evidence (such as contracts or quotations of work) that they are engaged in work on the property in question lasting up to 3 months.

**Annual Permit** - This permit entitles a tradesperson to park in any permit zone/bay whilst conducting work at an eligible property. This permit is designed for tradespeople who work regularly across areas where parking permit schemes have been introduced.

Note that the permits do not provide exemption for the following types of bay: pay and display, electric vehicle charging bays; loading bays; disabled bays; taxi bays; motorcycle bays; pedal cycle bays; or car club bays.

### 2 - Supplementary Scratch cards

**Single Day Permit** - this permit entitles a tradesperson to park in a nominated permit zone where he/she is working on a property within that zone. The application must be accompanied by proof of work within a permit parking scheme (such as contracts or quotations of work to be undertaken on properties).

Note that the permits do not provide exemption for the following types of bay: pay and display, electric vehicle charging bays; loading bays; disabled bays; taxi bays; motorcycle bays; pedal cycle bays; or car club bays.