

2. Supplementary day permits (Scratchcards)

No additional proof is required if the request for scratchcards is made by an existing permit holder.

If the application is made from a resident who is not a current permit holder it must be accompanied by proof of residency (for example, signed tenancy agreement, utility bill, council tax statement or bank statement) linking your name with the address quoted in section 3.

8. Signature

Please ensure that you have read the Terms and Conditions (Section 7) and signed and dated the form to confirm your acceptance. Please note the form will be returned to you if Section 8 is not completed.

City Centre Resident Permit application form

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

1. Annual permits Number of permits (maximum 2)

6 month City Centre Resident Permit

Annual City Centre Resident Permit

2. Supplementary day permits (scratchcards)

Application must be submitted by the resident

Number required ▼

City Centre Resident

(proof not required for current permit holders) - Maximum of 20 per year

Full day permits, available in single issue

3. Application details

(Note: The application for a City Centre Resident Permit must be made by the resident. The application should be supported by proof that the resident resides in a property within the city centre and evidence linking the vehicle to the applicant.)

Name: _____

Address: _____

Postcode: _____

Tel. No (daytime): _____

Email: _____

4. Vehicle registration details (if applicable)

Vehicle registration number (please see note 1)

Please refer to the attached Notes of Guidance

Continued overleaf

5. Supporting documents

(please send in photo-copies rather than original documents)

- Proof of Residency Proof linking the applicant to the vehicle (such as a V5C document or insurance schedule/certificate)

6. Payment options

An annual City Centre Resident permit costs £500.00 or a half-yearly (6 month permit) costs £250.00.

- Please tick this box if you wish to pay by 10 monthly instalments of £50.00 for an annual permit or 5 monthly instalments of £50.00 for a 6 month permit. If you have ticked to confirm you wish to pay by instalments details of the payments and a direct debit mandate will be posted out to you for your completion.

7. Terms and conditions

- Permits may only be used in city centre on-street and Council operated car park pay and display bays.
- Permit showing a registration number may only be used on the vehicle with that number.
- The permit must be displayed in clear view (that is on the dashboard of the vehicle) so that all of the particulars on it are visible.
- Where bay markings are present, vehicles must be parked entirely within the limits of the marked out parking bay.
- Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service.
- Permits will only be issued through the post.
- All vehicles using permits must be parked in accordance with the "City of Newcastle upon Tyne (On Street Parking Places) Order 2009" and "City of Newcastle upon Tyne (Off Street Parking Places) Order 2009" as from time to time may be amended, extended, re-enacted or replaced.
- Permits shall be returned to the Council when the holder ceases to be a resident within the property or ceases to be the owner of the relevant vehicle.
- Misuse of a permit, forging or possessing a forged permit or making a false statement for the issue of a permit are all offences.
- This permit does not guarantee the holder a space or restricted 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 such vehicle
- A charge of £10 for a replacement permit due to a change in vehicle registration will be applied.
- A charge will be applied for lost or stolen permits and a Lost Property Number or Crime Reference number from the Police is required, as appropriate.

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
P.O. Box 2BL
Newcastle upon Tyne NE99 2BL**

**Phone (0191) 278 7878 and quote "Parking permit"
Fax: (0191) 2772723 Email: parkingpermits@newcastle.gov.uk**

Formal offers can be sent upon receipt and processing of a completed application form and the appropriate documentation.

How do I apply for a permit

**Newcastle City Council
Parking Services**

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 note that 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 photo-copies rather than originals and documents as proof of residency must be dated within the last 3 months. Newcastle Parking Services will not accept responsibility for original documents that are submitted with your application and are subsequently damaged or lost in the post.**

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. Please do not return your application form to one of the Customer Service Centres, as they will be unable to process your application.

1. Permits –

City Centre Residents permits – this permit entitles a resident who lives within the city centre meter zone to park in any pay and display bay on-street near their home or in any pay and display bays within Council operated car parks in the city centre. The permit will be valid 24 hours, 7 days per week. An annual permit costs £500.00, payable in 1 lump sum or via 10 monthly instalments of £50.00. The half-yearly 6 month permit costs £250.00, payable in 1 lump sum or via 5 monthly instalments of £50.00.

The permit does not provide exemption for the following types of bay: electric vehicle charging bays; loading bays; disabled bays; taxi bays; motorcycle bays; pedal cycle bays; bays within resident permit parking schemes; Citypark permit bays or car club bays.

The application must be accompanied by proof of residency (for example, signed tenancy agreement, utility bill, council tax statement or bank statement) linking your name with the address quoted in section 3 and proof linking the applicant to the vehicle named in Section 3 (such as a copy of the V5C Vehicle Registration Document Log Book or an insurance schedule/certificate that includes evidence that the applicant is a named driver).

If the vehicle is a company car a V5C document; hire/lease agreement and payslip/P60 certificate (with pay details blanked out) must accompany the application.

If you use a lease vehicle a copy of the lease agreement must be provided linking the applicant with the vehicle.

If you have proof of residency, but not the required proof for the vehicle to be used with this permit, a temporary permit can be issued to provide 56 days coverage. This provides time to submit the required proof so we can issue a permit for the full term.

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