

City Centre Business Pay and Display Permit application form

Newcastle City Council
Parking Services

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

1. Annual permits

Annual City Centre and Display permit

2. Application details

Name of business
operating in city centre:

Named individual at residential address (required where
the permit will be paid for by 10 monthly instalments):

Address: _____

Address: _____

Postcode: _____

Postcode: _____

Tel. No .(daytime): _____

Tel. No .(daytime): _____

Email: _____

Email: _____

Tick this box if you give us authority to check Council Tax Business Rates records for proof of Business address. Alternatively you can submit proof in the form of a Council Tax statement issued in the past 12 months or an utility bill issued in the past 3 months)

3. Vehicle registration details (if applicable)

Vehicle registration number

Please refer
to the attached
Notes of Guidance

Continued overleaf

4. Payment options

An annual City Centre Pay and Display permit costs £1,000.00.

- Please tick this box if you wish to pay by 10 monthly instalments of £100.00.
This option is only available if paid for by an individual at a residential address.
Where a Business is applying for a permit and making payment from a business account Newcastle City Council will only accept payment in one lump sum.
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.

5. Terms and conditions

1. Permits may only be used in city centre pay and display bays.
2. Permit showing a registration number may only be used on the vehicle with that number.
3. 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.
4. Where bay markings are present, vehicles must be parked entirely within the limits of the marked out parking bay.
5. Whilst the vehicle is in the parking place it must not be used in conjunction with selling or offering for hire of any service.
6. Permits will only be issued through the post to the business
7. Misuse of a permit, forging or possessing a forged permit or making a false statement for the issue of a permit are all offences.
8. 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
9. A charge of £10 for a replacement permit due to a change in vehicle registration will be applied.
10. A charge will be applied for lost or stolen permits and written confirmation that the permit has been lost or stolen will be required.
- 11 All vehicles using this permit must be parked in accordance with the City of Newcastle upon Tyne (On Street Parking Places) Order 2009 and (Off Street Parking Places) Order 2009, as from time to time may be amended, extended, re-enacted or replaced.

6. Signature

(Please note it is an offence to supply false or misleading information for the supply of a permit. We may check Council Tax records, where applicable, to verify information provided. 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. Please note that failure to sign the application form will delay the processing of your application and the issue of permits as a permit will not be issued without acceptance of the Terms and Conditions of Use.

Please allow up to 14 days' notice in making an application for a permit.

1. Permits -

The annual permit costs £1,000.00 payable in 1 lump sum or via 10 monthly instalments of £100.00. The permit may be revoked from use if the installment agreement is not adhered to.

City Centre On-Street Pay and Display Permit - this permit entitles the holder to park in Newcastle City Council pay and display parking bays located within the city centre. This permit is valid 24 hour per day, 7 days per week. Please note that this permit type is currently being issued on a trial basis.

The permit is only valid for use within Newcastle City Council pay and display parking bays located within the city centre and may only be issued to businesses operating with the Controlled Parking Zone. The permits does not provide exemption for other types of parking bays such as: electric vehicle charging bays; loading bays; disabled bays; taxi bays; motorcycle bays; pedal cycle bays; bays within resident permit parking schemes; Citypark permit bays; car club bays; no waiting restrictions (yellow lines)

6 Signature

Please ensure that you have read the Terms and Conditions (Section 5) and signed and dated the form to confirm your acceptance. Please note the form will be returned to you if Section 6 is not completed.