

City Centre Residents – Pay and Display Parking Permit application form (June 2020)

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

1. Permits – Number of permits required (maximum 2)

| | Number required |
|--|----------------------|
| 4 week City Centre Pay and Display Permit (£38.47) | <input type="text"/> |
| 26 week City Centre Pay and Display Permit (£250.00) | <input type="text"/> |
| 52 week City Centre Pay and Display Permit (£500.00) | <input type="text"/> |

2. Supplementary Day Permits (scratchcards)

Maximum of 20 permits in a 12 month rolling period.

| | Number required |
|--|----------------------|
| Full day permits, available in single issue (£5.00 per permit) | <input type="text"/> |

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

3. Preferred permit start date

_____/_____/_____

4. Application details

(Note: The application for a City Centre Residents Pay and Display 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 (Controlled Parking Zone) and evidence linking the vehicle to the applicant).

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.

| | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

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 a 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. |

7. Terms and conditions

1. Permits may only be used in the city centre on-street and Council operated car park pay and display bays located within the city centre Controlled Parking Zone. (CPZ).
2. Permits showing a registration number may only be used on the vehicle with that number.
3. 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.
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. Physical permits will only be issued through the post to the address submitted on the application.
7. All vehicles 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.
8. Physical 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.
9. Virtual parking permits shall be cancelled from use when the holder ceases to be a resident within the property or ceases to be the owner of the relevant vehicle.
10. Permits are non-transferrable between residents of the same 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. 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 of, or damage to any vehicle in a parking place, or the contents or fittings of any such vehicle.
13. A charge of £10.00 may be applied for amending a parking permit due to a change in vehicle registration.
14. A charge of £10.00 may be applied to replace lost or stolen physical permits and a Lost Permit Application form is required to be submitted to the Council.
15. Unused annual permits returned/cancelled within 14 days will be entitled to a full refund.
16. Annual 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 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.

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 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 –Permits –

City Centre Resident Pay and Display 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. 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).

2- Supplementary day permits (Scratchcards)

No additional proof is required if the request for scratchcards is made by a current 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.