

# Landlord Annual Permit and Supplementary Day Permit Form

Newcastle City Council  
Parking Services

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

## 1. Landlord Annual Permits

Landlord Annual Permit(s) (maximum 2)

## Landlord Supplementary Day Permits

Landlords (allocation dependent on number of properties owned)

Full day permits, available in multiples of 10

## 2. Application details

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

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

\_\_\_\_\_

\_\_\_\_\_

Postcode: \_\_\_\_\_ Postcode: \_\_\_\_\_

Tel. No .(daytime): \_\_\_\_\_ Tel. No .(daytime): \_\_\_\_\_

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

## 3. Supporting documents

An annual landlord permit costs £300.00 per annum payable in one lump sum.

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

Proof of ownership of at least 1 property within a permit parking scheme (such as a tenancy agreement; a mortgage statement; deeds or a land registry document)

Cheque or Postal Order

## 4. Terms and conditions

- Permits may only be used to visit a property owned; managed or maintained by the landlord/letting agent that is within a permit parking zone. The permit is only valid for the duration of the visit to the property and cannot be used for any other purpose.
- 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" as from time to time may be amended, extended, re-enacted or replaced.
- Permits shall be returned to the Council if the holder ceases to be a landlord or letting agent for a property within a permit parking zone.
- 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 will be applied for lost or stolen permits and a Lost Property Number or Crime Reference number from the Police is required, as appropriate.

## 5. Signature

Please ensure that you have read the Terms and Conditions (Section 4) and signed and dated the form to confirm your acceptance. Please note the form will be returned to you if Section 5 is not completed.

I certify that the above details are correct and I accept the terms and conditions as set out above.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

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](mailto:parkingpermits@newcastle.gov.uk)**

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

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# 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. Newcastle Parking Services will not accept responsibility for an original document that is submitted with your application that is subsequently lost or damaged in transit or whilst processing 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. Please do not return your application form to one of the Customer Service Centres, as they will be unable to process your application.

### 1. Annual permits - Landlord permits

**Landlord Annual Permits** - this permit entitles a landlord/letting agent to park with exemption in any permit zone during the times of permit scheme restriction whilst visiting one of their owned/managed properties. The permit is valid for the duration of the visit to this property and cannot be used to gain parking exemptions whilst the permit holder is visiting a property that is not owned or managed by the permit holder.

The application must be accompanied by proof of ownership of at least 1 property within a permit parking scheme. This can include a signed tenancy agreement to confirm you are the landlord of the property; a mortgage statement; deeds or a land registry document. Letting agents managing properties on behalf of a landlord can provide proof in the form of a signed contract for property management or a tenancy agreement.

If the tenancy arrangement is informal please contact Parking Services via telephone number 0191 277 2728 or by email to [parkingpermits@newcastle.gov.uk](mailto:parkingpermits@newcastle.gov.uk) to discuss your situation and suitable evidence to support your application.

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; pay and display bays or car club bays.

### 2. Supplementary day permits (Scratchcards)

**Landlords** – the application must be supported by proof of the ownership of a dwelling (for example mortgage statement) or legal documentation (for example contract) proving a Management Agency is legally responsible for the property.

#### Signature

- Please ensure that you have read the Terms and Conditions (Section 4) and signed and dated the form to confirm your acceptance. Please note the form will be returned to you if Section 5 is not completed.