

# Tradesman Permit Options Application Form and Guidance Notes

**Newcastle City Council  
Parking Services**

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

## 1. Tradesman Permit Options

Tradesman 3 month Permit(s) (maximum 2)  Tradesman Annual Permit(s) (maximum 2)

## 2. Supplementary Scratch cards

Single Day Permit - please refer to note 2 in the guidance notes

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

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

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

## 3. Application details

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

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

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

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

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

Vehicle registration number(s) (optional) \_\_\_\_\_

## 4. Supporting documents

### Annual Permit

A Tradesman Annual Permits costs £300.00, which is payable in one lump sum

Proof that your business is engaged in work on properties within a permit parking scheme (such as contracts; quotations or invoices for work to be undertaken on properties) and

Cheque or Postal Order

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

### 3 month Permit

A 3 month tradesman permit costs £20.00 each payable in one lump sum.

Proof of work at a particular address within a permit parking scheme (such as contracts; invoices or quotations of work to be undertaken) and

Cheque or Postal Order

A daily supplementary scratch card costs £7.50 per day, with the amount payable in one lump sum.

## 5. Terms and conditions

- Permits may only be used within parking places within a permit parking zone.
- 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 tradesman working on properties within permit parking zones.
- 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.

## 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.

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. Newcastle Parking Services will not accept responsibility for any original documents submitted with your application that are subsequently lost or damaged 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. Tradesman Permits

**Tradesman 3 month permit** - this permit entitles a tradesman to park near a property in a permit zone. To be eligible for this type of permit, the tradesman 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.

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.

**Tradesman annual permit** - this permit is valid across all permit zones rather than providing an exemption for a tradesman working on a single property in a permit zone. This permit is designed for tradesman who work regularly across areas where parking permit schemes have been introduced.

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 Scratch cards

**Single Day Permit** - this permit entitles a tradesman to park in any 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).

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.

### 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.