



North Tyneside Council

North Tyneside Council - Parking Control

Business Parking Permit – Application Form

PLEASE READ THE NOTES FOR GUIDANCE BEFORE COMPLETING THIS FORM. THE APPLICATION FORM MUST BE COMPLETED BY THE COMPANY SECRETARY, SHOP MANAGER OR SENIOR REPRESENTATIVE

The permit is for use by vehicles involved in genuine loading/unloading to the business and is not for use as a standard parking permit by staff working at the business.

Businesses are only allowed a maximum of **two** Business Permits per business.

YOUR APPLICATION WILL BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT MAY BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE CORRECT DOCUMENTATION IS NOT ATTACHED.

Part 1 – Company Particulars

Address _____

Company Name _____

Contact Name _____

Telephone No. _____

Post Code _____

Part 2 - Enclosures

Please provide proof of your business address and an official letter from the owner of the business confirming that the permit will only be used on vehicles that are being used for loading/unloading activities. The letter should also give assurance that the permit will only be used on vehicles that are carrying out this function.

Please send photocopies of documents, wherever possible, as the Council is unable to accept responsibility for original documents sent through the post. If you are making your application in person, original documents must be provided.

Payment

£250.00 per permit (maximum of two permits per business)

Enclose your cheque or postal order made payable to 'North Tyneside Council' with your application form.

Payment must be made by the company. No personal payments or cash accepted.

Part 3 - Parking Terms and Conditions

- The Council cannot guarantee a parking space will always be available to you.
- It is your responsibility to ensure your vehicle is legally parked at all times.
- You must ensure that your permit is clearly displayed on the dashboard so it can be readily seen from outside of the vehicle.
- You may not park in suspended parking bays. This will result in a parking ticket being issued and your vehicle may be removed to the car pound. Please check times carefully when a suspension is in force.
- The permit will only be used for vehicles that are loading/unloading to the business or loading/unloading stock and materials as part of your normal business activities. Abuse of this privilege will result in the permit being revoked and future applications will be refused.

Part 4 - Vehicle Terms and Conditions

- The vehicle must have a valid road tax licence. The permit is not valid if the vehicle is untaxed.
- The permit can not be used on a trailer or caravan.

Part 5 – Declaration

I hereby certify that *

- The address shown in part 1 is the usual place of business
- All the information given in this application is correct
- I will only use the permit in accordance with the Terms and Conditions outlined above and overleaf.

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- The company/business cease to trade at an address within the resident parking zone
- The Council withdraws the permit
- The permit ceases to be valid

Signature _____
(Owner/ Manager / Senior Representative)

Position in Business _____

Date _____

*It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The Council will not hesitate to prosecute and conviction will result in substantial penalties.

Please send the completed application form with your payment and enclosures to:

Parking Control
North Tyneside Council
Quadrant East
The Silverlink North
Cobalt Business Park
NE27 0BY