

NORTH TYNESIDE COUNCIL
APPLICATION FOR CAR PARK PERMIT(S)

I wish to apply for a car park permit(s) as detailed below:-

Name of car park _____

Number of permits required _____

(Please note that permit numbers may be restricted so please contact Parking Control on telephone number (0191) 643 2121 for guidance prior to submitting your application and payment).

Permit(s) to remain valid for a period of up to:-

- a) 6 months at a cost of £125.00p (incl VAT) or
- b) 12 months at a cost of £250.00p (incl VAT).

The issue of a permit does not guarantee a parking space within the Car park.

I undertake to display the permit(s) in accordance with the enclosed instructions and to comply with the requirements of the relevant Off Street Parking Places Order.

Name _____

Company Name (if applicable) _____

Address _____

Telephone No _____

E-mail _____

I enclose a payment of £ _____

Cheques to be made payable to **“North Tyneside Council”**

Signed _____ Dated _____

Payments should be returned with this application form to:

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

Please read the instructions governing the issue and use of the car park permits

NORTH TYNESIDE COUNCIL
INSTRUCTIONS GOVERNING THE ISSUE AND USE OF CAR PARK PERMITS

1. Any person may apply to the Council for the issue of a Car Park permit for use with a passenger vehicle (being a motor vehicle constructed or adapted solely for the carriage of not more than eight passengers - exclusive of the driver) at an authorised car park.
2. Such application shall be made on a form issued by and obtainable from the Council and shall include the particulars and information required by such form to be supplied.
3. A charge will be made in respect of a permit in accordance with the charges specified in the relevant Off Street parking Places Order.
4. Upon receipt of the completed application and payment the Council may issue a permit for use at the authorised car park together with a protective cover for the display of the permit.
5. At all times during which a vehicle is left in a car park (specified on the permit), during the times a charge must be paid, there must be displayed on the front or nearside of the vehicle the valid permit so that all the particular on the permit are readily visible from outside the vehicle.
6. A vehicle using a car park must do so in accordance with the requirements of the relevant Off Street Parking Places Order and as may be displayed in the car park and where provided must park within a parking bay.
7. A permit may be surrendered at any time and shall be surrendered to the Council on the occurrence of any of the following :-
 - a. A vehicle in respect of which a permit was applied for being adapted or used in such a manner that it can no longer be regarded as being a passenger vehicle,
 - b. The issue of a duplicate permit by the Council
 - c. The payment received by cheque, credit card or debit card is subsequently dishonoured.
8. A permit holder who surrenders a car park permit, as it is no longer required, shall be entitled to a refund of part of the charge paid. The refund shall be fifteen pounds (£15) in respect to each complete month specified thereon which remains unexpired at the time when the Car Park permit is surrendered to the Council.
9. If a permit is mutilated or accidentally defaced or the figures or particulars thereon have become illegible or the colour faded, or the permit is lost or destroyed the permit holder may apply to the Council for a duplicate permit. The charge for a duplicate Car Park permit shall be twenty pounds (£25). There is no charge if the applicant returns the damaged permit or provides a police crime reference number as proof that the previous permit was stolen.
10. Upon the issue of a duplicate permit the permit it replaces shall cease to be valid.
11. These instructions and the requirements of the relevant Off Street Parking Places Order shall apply equally to the application, issue and use of a duplicate permit.