



North Tyneside Council

North Tyneside Council - Parking Control

Change of vehicle details

Use this form if your permit is registered to a vehicle and you change/sell that vehicle during the lifetime of the permit.

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 PREVIOUS PERMIT AND ENCLOSURES ARE NOT

Part 1 – Your Particulars	Address _____
Surname _____	_____
Mr/Mrs/Miss or other title _____	_____
Forenames in full _____	Postal Code _____
	Telephone Number _____
Part 2 – Particulars of your new vehicle	Are you the registered keeper?
Registration No _____	YES NO
Make and Type _____	If no, who is the registered keeper? (Name and address)
_____	_____

	Postal Code _____
	Is the vehicle kept and used by you?
	YES NO
Part 3 – Enclosures	
You must provide proof that you, as the resident, are the registered keeper of the vehicle. For details of the information that would be acceptable, please refer to the Notes for Guidance associated with this permit	
Please send photocopies of documents, wherever possible, as the Council is unable to accept responsibility for any documents sent through the post.	
Previous Vehicle Registration that the permit was registered to. _____	
Permit No. _____	
If the permit is a paper permit, and the permit is enclosed with your application, a replacement will be issued free of charge. If you are unable to enclose the previous permit, then it will be treated as being lost. The Council charges a cost of £25.00 for replacing a lost permit. A cheque or postal order made payable to 'North Tyneside Council' should be submitted with your application in this situation.	
If your permit is a Virtual Permit, then the details will be changed on the software system at no cost.	

Part 4 - 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 your permit is valid at all times.
- You may not park in suspended parking bays. This will result in a parking ticket being issued and your vehicle may be relocated or removed to the car pound. Please check times carefully when a suspension is in force. Where possible, street signs will give several days advance warning, but in emergencies this may not be possible. You must therefore always ensure that your vehicle and the location are checked each morning before 8.30am or arrange for this to be done.

Part 5 - Vehicle Terms and conditions

- Your vehicle must be able to fit within the markings of the parking place AND be:
 - i. a passenger vehicle that can carry no more than 13 people including the driver
 - ii. a vehicle that does not exceed six metres in length
 - iii. has an unladen weight not exceeding 3.5 tonnes.
- You cannot use a permit on a trailer or caravan.
- Your vehicle must have a valid road tax licence. The permit is not valid if the vehicle is untaxed.

Part 6 – Declaration

I hereby certify that *

- The address shown in Part 1 is my usual place of residence
- I will only use the permit in accordance with the Terms and Conditions outlined.
- All the information I have given in this application is correct.

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

- I cease to reside in the controlled zone for which the permit has been issued
- I sell or dispose of the vehicle shown on the permit
- The Council withdraws the permit or it ceases to be valid for any other reason

*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.

Signature _____

Date _____
(this declaration may only be signed by the person named in Part 1)

PLEASE NOTE: Your permit will be valid for use in the zone in which you are a resident.

Please return your completed application form with enclosures to:

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