

Notes for Guidance - Resident Permit (Only applicable to schemes that include a Pay and Display restriction, which includes an exemption to the parking charge for permit holders)

For clarification, this guidance note only relates to the following Parking Permit Zones (please check the restriction signs, which will show the Zone reference) – NS1, NS2, NS3, NS5, NS7, NS10, , TM3, WB1, WB2, WB3, WB5, WD1, WD6

When should I need a resident permit?

If you live in a property that is within a shared use scheme that includes a pay and display restriction, where residents with a permit are exempt from the parking charge and you park your vehicle(s) on the road during the hours that the restriction applies, then you should apply for a permit for your vehicle(s).

The permit applies to any parking space within the controlled permit parking zone on the permit but does not guarantee you a space outside your property. The permit **does not** cover you to park in any other residential permit schemes throughout North Tyneside or in off-street car parks.

How long do permits run for?

1 year.

Who can apply for a resident permit?

A resident may apply to the Council for a parking permit on condition that:

- The applicant is the registered keeper of the vehicle; and
- The vehicle is registered at the address named on the application form; and
- The applicant resides at a dwelling eligible for a parking permit (If you do not regularly live at such premises in the zone you do not qualify for a permit irrespective of your interest in the property).

Permits are not required for motorcycles

Apply for your permit online on the 'Parking' pages of the council website www.northtyneside.gov.uk

If you do not have access to a computer or internet enabled device, then you can use one of the self-serve computers available at the Council's Customer First Centres. Staff there may also be able to assist if you have difficulties using a computer.

What do I need to send with the application?

You must provide proof that you are a resident at the property and are the registered keeper of the vehicle with your application form.

Proof One - Proof of residence (one of the following documents will be acceptable)

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| Driving Licence |
| Current Council Tax demand |
| A property lease agreement document |
| A formal tenancy agreement or a housing association rent document |
| A recent utility bill (electricity, gas, water bill) |
| A recent personal bank or building society or credit card statement. Company account statements will not be accepted |
| Landlord Declaration |

Proof Two – Proof that you are the registered keeper of the vehicle (one of the following documents will be acceptable)

| Type of ownership | Documents to be provided as proof |
|-----------------------------------|---|
| Privately owned vehicle | Vehicle registration document (V5C) in your name and showing your North Tyneside address. A full valid motor insurance certificate showing the registration number, North Tyneside address and you as the main or named driver. Group policy certificate showing all vehicles. |
| Privately hired or leased vehicle | Hire/lease agreement containing a statement of insurance or a private certificate showing name and North Tyneside address of applicant as driver. |
| Company vehicle – limited company | Company letter (public or limited company). A Statutory Declaration (sole trader or non-limited company) confirming that applicant is the sole driver and insured to drive. |
| Vehicle on lease to your employer | You will require the appropriate company letter or Statutory Declaration, as well as a letter from the lease company addressed to your company confirming that the vehicle is on lease to your employer and insurance is included in the terms of lease. You do not need the vehicle registration document in this case. |
| | If you are a resident, own a vehicle and employ a chauffeur on a professional basis, you will need to submit: <ul style="list-style-type: none"> • The vehicle registration document (V5C) showing your name with your North Tyneside address; • A contract of employment or two recent pay slips. In addition, the chauffeur's driving license and certificate of insurance showing the chauffeur as the main driver, and your North Tyneside address. |

Unable to provide all proof documents?

If you are a new applicant and are unable to provide all of the original proof documents straight away, you may be eligible for temporary code that you can display on your vehicle, until your documents are available. Temporary codes only last for 21 days and you are only eligible for a maximum of 2 temporary codes. You can obtain a temporary parking code by contacting the Permit team on Telephone Number **(0191) 643 2121**.

How many permits can I apply for?

You can have a maximum of **Three** Resident permits per property.

These are **Virtual permits**. Under this arrangement your vehicle registration is added to an electronic database that is accessible to the Parking Enforcement Officers patrolling the permit areas via their hand-held computers. You do not have to display a paper permit on the vehicle that has been registered.

How much do permits cost?

The first Resident permit is **Free**

The second and third permit are **£25.00** per permit per annum.

Suspended bays

You may not park in resident parking bays which are suspended, even if you have a permit that is valid for that zone, otherwise you may receive a penalty charge notice. Please check carefully for the times when a suspension is in force. Where possible, street signs will give several days' advanced warning, but in emergencies, this may not be possible. Therefore, please ensure that you check the space where your vehicle is parked each morning before 08.30am or arrange for this to be done.

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.

Vehicle Terms and Conditions

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