



North Tyneside Council

North Tyneside Council - Parking Control

Replacement Paper Permit (Lost, Stolen or Damaged)

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 – Your Particulars	Address _____
Surname _____	_____
Mr/Mrs/Miss or other title _____	_____
Forenames in full _____	Postal Code _____
	Telephone Number _____

Part 2 – Permit Replacement (Lost or Stolen)

If you have lost your permit, or it has been stolen, please complete this section

There is an administrative charge of **£25.00** for providing a replacement if the permit is lost or damaged. This charge is to cover the administration and material costs of cancelling the previous permit and the production of the replacement.

If your permit is stolen, then you need to report the theft of your permit to the police and obtain a crime reference number before we can issue a replacement. As a goodwill gesture, there is no charge for a replacement permit if you provide a crime reference. Please note that we will confirm this information with the police prior to issuing a replacement.

If you are unable to provide a police crime reference number as proof that your permit was stolen, then a **£25.00** charge will apply to re-issue your permit.

Tick if you are paying for your replacement permit by cheque or postal order. Please make it payable to ‘North Tyneside Council’ and enclose this with your application form. An officer will consider your application and contact you to confirm whether your application has been approved.

Tick if you want an officer to ring you to take payment by card. Please note that we cannot process your permit until payment has been received.

My permit has been: LOST STOLEN

Please briefly explain the loss or theft. _____

If your permit was stolen, you must provide the following details:

Crime Ref. Number: _____

Police Station: _____

Details of Theft: _____

PLEASE NOTE: Your lost / stolen permit will be cancelled following receipt of your application form. If the redundant permit is subsequent found or returned it should be destroyed immediately or returned to the Parking Control office.

Part 3 – Replacement (Damaged)

If you have damaged your permit and the details are illegible then you must apply for a replacement permit as soon as possible. Please complete this section and attach your damaged permit. A replacement permit will be issued free of charge.

My Previous Permit No. _____

Your permit must be attached, or your application will be returned to you.

Part 4 – Declaration

I hereby certify that *

- I have read the Notes for Guidance associated with the permit type that I am replacing, and I will only use the permit in accordance with the Terms and Conditions outlined within.
- 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:

- The Council withdraws the permit, or it ceases to be valid for any other reason

Important Note:

*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)

The application form and payment (if applicable) should be returned to:

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

Before submitting your application, please check that you have enclosed the following:

- Correct payment (if appropriate)
- Previous Permit (if damaged)