

Notes for Guidance - Business Parking Permits

When should I need this Permit Type?

If your business is based at premises within a permit parking zone in North Tyneside, you can apply for a business parking permit for the permit zones in the area that your business is located. For example, if your property is eligible for permits for the WB1 permit zone, then your Business Permit will enable you to park in any permit zone that has a prefix WB (this will be indicated on the signs that are displayed associated with the restriction). You must be occupying the premises for non-residential purposes and your application must be supported by a letter on company headed stationery confirming that the vehicle is used for loading/unloading to the business or loading/unloading heavy stock and materials as part of your normal business activities.

Permits are transferable between vehicles that are being used for loading/unloading to the business or loading/unloading heavy stock and materials as part of your normal business activities.

The permits are only to be used on vehicle involved in the activity described above. If the vehicle is stationary within the permit zone for the majority of the day, then it is not deemed by North Tyneside Council to be suitable for this permit type. Businesses should always encourage staff to park away from the main shopping areas to ensure a maximum of kerbside space is available for potential shoppers and local residents.

Who can apply for an Annual Business Permit?

To qualify for a Business Parking Permit, businesses must:

- have an operating address within the Permit Parking Zone
- demonstrate a genuine loading/unloading need for each permit

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

If you have not had a Business Permit before then you will have to get the business name added to the software database before you can use the online facilities. The easiest way to do this is to obtain a postal application form from Parking Control or one of the Council's Customer First Centres. Complete and submit this with your proof of eligibility and payment. Once your business is on the database, you are free to use the online facilities when applying for a second Business Permit or when renewing your permits.

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?

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 with your online application form.

If subsequent complaints are received that the permit is being used for general staff parking or the vehicle is stationary for the majority of the day, then the permit will be revoked and no refund will be given.

How many permits can I apply for?

A maximum of **Two** Business Parking Permits per business.

These are **paper permits** that must be displayed on the vehicle when parked within the permit restriction.

How much do the permits cost?

£250.00 for each permit

There will be a cost of £25.00 for providing a replacement if the permit is lost or damaged. This charge is to cover the administration and material cost 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 number. 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.

Suspended bays

You may not park in resident parking bays which are suspended, even if you have a permit, otherwise you may receive a Penalty Charge Notice (PCN) and your vehicle may be relocated.

Please check carefully for the times when a suspension is in force.

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 essential operational vehicles. It will not be used for general staff parking. Abuse of this privilege will result in the permit being revoked and future applications will be refused.

Vehicle Terms and Conditions

- The vehicle must have a valid road tax license. The permit is not valid if the vehicle is untaxed; and
- The permit cannot be used on a trailer or caravan.