

## Notes for Guidance - Resident Permit (when utilising multiple company cars)

### When should I need a resident company car permit?

If you live in a property that is within a parking permit scheme and you park your vehicle on the road during the hours that the restriction applies but you are employed in a role that means that you will regularly take home a different company vehicle e.g. you work in a garage or a car salesroom

The permit will not have a vehicle registration number printed on it so will be transferrable between different vehicles.

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 company car permit?

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

- 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); and
- The applicant can provide written confirmation from their employer on headed company paper that they regularly take vehicle home belonging to the company.

Permits are not required for motorcycles

An online application will be available in the near future. Until then however, could all supporting evidence be e-mailed to [parkingcontrol@northtyneside.gov.uk](mailto:parkingcontrol@northtyneside.gov.uk). Once all documents have been checked an officer will telephone to take payment. Please ensure that you provide a contact telephone number when submitting your request.

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)

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 – Confirmation from your employer on headed company paper, signed by the company secretary or similar officer, that you are able to take home various vehicles belonging to the company**

## 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 **one** Resident Company Car permit per property.

This is a **paper permit** that must be displayed on the vehicle when parked within the permit restriction.

## How much does the permit cost?

The permit is **£25.00** per annum and counts towards one of the three maximum number of Resident permits applicable to each property.

There is a cost of **£25.00** for providing a replacement if any of the permits are 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 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 the 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.