

Notes for Guidance – Residents’ Visitor Parking Permit

When would I need a Residents’ Visitor Parking Permit?

If you live in a property that is within a parking permit area and have visitors to your property who will park on the road during the hours of parking restrictions, you should apply for a Residents’ Visitor Parking Permit. Please note you can apply for a Visitor Permit at the same time as a Resident Permit(s) or for a Visitor Permit only if you do not wish to apply for a Resident Permit.

The permit does not have a vehicle registration number printed on it so any bona fide visitor can use it on their vehicle. The Visitor Permit should be kept by the resident and handed out to any visitors, as and when needed.

How long does the permit run for?

1 year.

Who can apply for a visitor permit?

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

- The applicant resides at a dwelling eligible for a parking permit

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 with your application form. **The documents must show your name and the address at which you are applying for a permit.**

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

How many permits can I apply for?

You can only have **one** Residents’ Visitor Parking Permit per household. The permit does not have a vehicle registration number printed on it so any bona fide visitor can use it on their vehicle.

How much does the permit cost?

£25.00.

There will also 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.

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

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 the motorists' responsibility to ensure their vehicle is legally parked at all times.
- The motorist must ensure the permit is valid at all times and clearly displayed on the dashboard so the details on the front can be readily seen from the outside of the vehicle.
- The motorist may not park in suspended parking bays. This will result in a penalty charge notice being issued and the vehicle may be 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 the vehicle and the location are checked each morning before 8.30am or arrange for this to be done.
- The permit will only be used by drivers legitimately visiting your residence. It will not be used for friends or family to park whilst shopping or working in the area. Abuse of this privilege will result in the permit being revoked and future applications will be refused.

Vehicle Terms and Conditions

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