

Notes for Guidance – Leisure Club Parking Permit

When should I need this Permit Type?

If a Leisure Club is located on or whose primary access is located within a permit parking zone and has no dedicated off-street parking provision, then an official representative of the leisure club may apply for this permit type.

The permit can only be used by a bona fide staff member or user of the Leisure Club and then only for purposes associated with the normal use of the Leisure Club.

Permits are transferable between vehicles used by bona fide staff members or users of the Leisure Club but only for purposes associated with the normal use of the Leisure Club.

Who can apply for an Annual Leisure Club Permit?

To qualify for a Leisure Club Parking Permit, Leisure Clubs must:

- Be located on or have a primary access within a permit parking zone; and
- Have no dedicated off-street parking provision.

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?

Please provide proof of your Leisure Club address and a letter from an Official Representative of the Leisure Club to confirm that they will take appropriate steps to ensure that the permits are only used by a bona fide staff member or user of the Leisure Club and then only for purposes associated with the normal use of the Leisure Club.

Please send photocopies of documents, wherever possible, as the Council is unable to accept responsibility for original documents sent through the post.

Payment for the permits being requested (£25.00 per permit per annum)

How many permits can I apply for?

A maximum of **six** Leisure Club Parking Permits per annum per club.

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

How much do the permits cost?

£25.00 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 the motorist, with parking spaces taken on a first come first served basis. The permit is not valid in any other permit zone.
- It is the motorist's responsibility to ensure their vehicle is legally parked at all times.
- The motorist must ensure that the permit is clearly displayed on the dashboard so it can be readily seen from outside of the vehicle.
- The motorist may not park in suspended parking bays. This will result in a parking ticket being issued and the vehicle may be removed to the car pound. Please check times carefully when a suspension is in force.
- The permit can only be used by a bona fide staff member or user of the Leisure Club and then only for purposes associated with the normal use of the Leisure Club. 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.
- The permit cannot be used on a trailer or caravan.