

# North Tyneside Council – Temporary Vouchers (Resident)

## Notes for Guidance

### What are Resident Temporary Vouchers?

Residents Temporary Vouchers are allocated to those persons residing in a property within the boundaries of a permit parking scheme to supplement the existing Annual Residents' Visitor Permit.

The Temporary Vouchers have been introduced to accommodate situations when residents may receive more than one Visitor vehicle at a time.

### How long do Temporary Vouchers run for?

Each temporary voucher will enable the driver to park for a maximum stay of 3 hours. If they intend to stay longer than 3 hours then they can display a second temporary voucher to commence when the other voucher expires. Temporary vouchers can only be purchased in sheets of five vouchers.

Details will be scratched off to show the relevant Day, Month, Date and Time of arrival.

### Who can apply for Resident Temporary Vouchers?

A Resident may apply to the Council for temporary vouchers on condition that:

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

Apply for your permit by downloading the relevant Temporary Voucher (Resident) Application Form from the Council website or by contacting Parking Control on (0191) 643 2121 and requesting an application form.

The application form and payment should be returned to:

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

Please note that failure to provide the necessary documentation or signing the application form to confirm your acceptance of the Terms and Conditions will delay the processing of your application and the issue of temporary vouchers.

### 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 that validates that you are eligible to apply for a parking permit for the permit zone in question.

**Unless you provide details of an existing Resident or Residents' Visitor Permit on the application form then you must include supporting documents with your application that 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 purchase or lease agreement document
A formal tenancy agreement or a housing association rent document
A recent utility bill (electricity, gas, water bill)
A landline telephone bill or contract mobile phone bills.
A recent personal bank or building society or credit card statement. Company account statements will not be accepted
Benefit or pension book

A cheque or postal order made payable to 'North Tyneside Council' for the amount due.

Your application form will not be processed if it is not fully or correctly completed or if the relevant documents are not enclosed.

**How many temporary vouchers can I apply for?**

No limit

**How much do temporary vouchers cost?**

£5.00 for a sheet of 5 temporary vouchers.

**How do I pay for the temporary vouchers?**

You will need to enclose your payment with your completed application form.

At present, you can only pay for vouchers by cheque or postal order – made payable to 'North Tyneside Council'.

Please allow 14 days for an application to be processed.

**Suspended bays**

You may not park in resident parking bays which are suspended, even if you have a temporary voucher, otherwise you may receive a Penalty Charge Notice 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 temporary voucher is validated by scratching the appropriate panels to show the Day, Month, Date and Time of arrival.
- You must ensure that your temporary voucher is clearly displayed on the dashboard so the arrival details can be readily seen from outside of the vehicle.
- The temporary voucher is only valid within the permit zone indicated on the front of the voucher.
- The temporary voucher is invalid if more than one time/day/month/date panel is scratched off.
- If you are parked within a marked bay, then your vehicle must be parked within the confines of the designated bay.
- 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.

## **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 temporary vouchers on trailers or caravans.
3. Your vehicle must have a valid road tax. If the vehicle is not taxed then the temporary voucher is invalid.