

North Tyneside Council – Temporary Vouchers (Tradesman)

Notes for Guidance

What are Tradesman Temporary Vouchers?

Tradesman Temporary Vouchers are allocated to those persons working at a property, land or on the highway within the boundaries of a permit parking scheme.

Before considering the purchase of temporary vouchers it may be worth checking with the owner of the property owner to see if they have a Residents' Visitor Permit that you can utilise during the works. This is a transferrable permit that does not have a vehicle registration on it so could be used on one of your vehicles.

How long do Temporary Vouchers run for?

Each temporary voucher will enable the driver to park for a maximum stay of 3 hours. If you intend to stay longer than 3 hours then you 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 Tradesman Temporary Vouchers?

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

- The work to be undertaken is in an area that is subject to a permit parking restriction.

Apply for your permit by downloading the relevant Temporary Voucher (Tradesman) 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?

Tradesmen must provide evidence that you are working at a property with a permit parking scheme or land adjacent to a scheme that requires you to park your vehicle in the restriction. Examples of the type of documents to provide in support of your application are:

- If work is being carried out on a property within a permit parking zone, then a letter from the owners or a quote for works confirming the nature and expected duration of works;
- If work is being carried out on the road or an area of land next to the road but not within an inhabited property then documentation confirming the work has been commissioned should be supplied.

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

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 vouchers.

How many temporary vouchers can I apply for?

Two sheets of five temporary vouchers per application.

Further allocation may be restricted at the discretion of the Council having considered the impact on residents parking provision and the number of supplementary vouchers previously issued.

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.