



Parking Services Team

Resident's Parking Permit – Guidance Notes

Please read these guidance notes carefully before you complete the application form. They are intended to provide additional information, minimise queries and reduce possible delays in processing applications.

ALL SECTIONS OF THE FORM MUST BE COMPLETE. IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE SUPPORTING DOCUMENTATION IS NOT ATTACHED YOUR APPLICATION WILL BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT MAY BE DELAYED

Part 1 – Your Particulars

This section must be completed by the main applicant who resides at the property in which the permit(s) are for. The address shown must be the applicants usual place of residence.

(i) You are entitled to a resident permit if:

- Your usual place of residence is within a permit parking area. If you do not regularly live at the premises in the permit area you do not qualify for a permit irrespective of your interest in the property.
- Permits last for one year

AND for non-residential permits

(ii) You either own, keep or have sole use of a vehicle.

This vehicle can be:

- A passenger vehicle (car)
- Goods vehicle (the overall height of which does not exceed 3.2 metres (10ft 6ins), length exceed 6 metres (19ft 8ins) or maximum gross weight exceed 3.5 tonnes).

Part 2 – Particulars of your vehicle(s)

The number of permits a property can apply for is limited on a scheme by scheme basis

All vehicles which are being applied for must be registered at the address given in part 1 and the registered keeper must reside at the address (proof of vehicle ownership and residency must be provided for all vehicles). All the information requested in this section must be completed.

Each household can generally apply for up to two permits, however, additional permits up to a maximum four may be considered under special circumstances or if capacity levels are below the maximum (one permit per vehicle)

Visitor permits will be issued in books of 25, with each permit valid for one vehicle for one day. A maximum of four books of visitor permits may be issued per year, with the exception of people aged over 65 or disabled who will have an allowance of up to eight books

Part 3 – Supporting Documents

If posting your application to the Council please send photocopies of supporting documents, as the Council is unable to accept responsibility for any documents sent through the post or return the documents. If you are making your application in person original documentation must be provided and the council will retain a copy their records.

Both proof of residence and vehicle ownership are required for all vehicles applied for including renewals. Your application form will be returned to you if it is not fully or correctly completed or if the relevant documents are not enclosed.

(1) - Proof of residence

One of the following must be provided for each person named on this application and if dated must be less than 3 months old:



South Tyneside Council

- Driving License - Current Housing Association/Council Rent Book/Card - Current Council Tax Bill - Recent Utility Bill
- Pension or Benefit Document - Bank Statement
- Valid Home Contents Insurance Certificate - Proof of Purchase/Tenancy (new owners)

(2) Proof of vehicle ownership

One of the following must be provided for each vehicle on this application:

- Vehicle Registration Document (V5) (vehicle must be registered at the address which it is being applied for)
- Hire/Lease Agreement (only if you are the hirer of the vehicle)

Company Vehicle - If you drive a company vehicle, you must also submit a typed letter on headed paper (dated within the last month) from your company secretary or senior representative confirming that the vehicle is owned/leased by the company and that you are the sole user and keeper AND the vehicle registration document/lease agreement. If you are a sole trader you will be required to submit a letter of verification from your accountant or solicitor AND your vehicle registration document/lease agreement.

Recently purchased property or vehicle - If you have purchased your vehicle in the last 3 months or recently moved into the permit parking area and the vehicle registration document does not yet show your address within the area, you must provide the following (both are required):

- Garage Bill of Sale or New Keepers Supplement or Registration document (complete new keeper details)
- Valid Insurance Certificate showing your name, address and the vehicles registration number.

Change of Vehicle or Courtesy Vehicles - If you change your vehicle once a permit has been issued you must complete a replacement permit form (evidence and fees/charges apply). Where possible, this must be done in advance of collecting your new vehicle. If you already have a valid permit we may be able to issue a temporary permit for your new vehicle. Temporary permits are only available to valid permit holders when changing their vehicle or when the vehicle is garaged for repairs and a loan car (courtesy car) is being used.

Important Note:

If you are unable to supply any of the documents specified above, or if you are unsure of your entitlement to a resident permit, please telephone Parking Services Team on (0191) 4247900 or email parkingteam@southtyneside.gov.uk

Part 4 – Payment

The applicant must ensure that the correct payment is enclosed with the application form.

- Resident parking permits cost £50 for your first year, then £20 per year to renew.
- You can get a permit free of charge if you: are over 65 or have a disabled badge
- Visitor permit books are £10 per book of 25 (over 65 or disabled two books for £10)

Payment can be made by the following;

- **Telephone:** Credit/Debit Card - 0191 4247900 Monday to Friday, 8.30am to 4.30pm
- **By Post:** Cheque/Postal Order made payable to South Tyneside Council
- **In Person:** South Shields Town Hall, Monday to Friday, 9am to 3pm

Part 5 - Declaration

By signing the application form this will certify that the applicant has read the terms and conditions and will comply with them. It is their responsibility to ensure that all permit users are also aware of the terms and conditions and comply with them.

Part 6 – How to apply

It is the responsibility of the applicant to submit an application for a permit in plenty of time before it is needed (before the previous permit expires or as soon as possible when purchasing or changing a vehicle).

Please allow 2 weeks for your application to be processed. Please note that you may NOT park your vehicle in a permit parking area during the hours of operation unless you have a valid permit on display.



South Tyneside Council

Residents parking permits can only be issued by post.

Please complete all the application form, attach all relevant copies of supporting documents and submit it with your payment to:

The Parking Team,
South Tyneside Council,
Town Hall & Civic Offices,
Westoe Road, South Shields,
Tyne & Wear,
NE33 2RL

Please note: It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit.

Important Note: If you are unable to supply any of the documents specified above, or if you are unsure of your entitlement to a resident permit, please telephone Parking Services Team on (0191) 4247900 or email parkingteam@southtyneside.gov.uk

Terms and Conditions

1. A permit will be issued according to which permit parking area you live in. Full details of parking restrictions within your area can be requested by contacting us on 0191 4247900 or by email on parkingteam@southtyneside.gov.uk
2. The Council cannot guarantee a parking space will always be available to you.
3. It is your responsibility to ensure your vehicle is legally parked at all times.
4. Permits are not transferable between areas/schemes and street / streets that your permit applies to is shown on the permit.
5. You must ensure your permit is valid at all times and clearly displayed on the windscreen.
6. 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
 - a vehicle that does not exceed six metres in length
 - has an unladen weight not exceeding 3.5 tonnes.
7. You cannot park trailers or caravans, whether they are linked up to a vehicle displaying a permit, or standing alone.
8. Your vehicle must be roadworthy and have a valid road tax licence at all times.
9. Your vehicle must be insured to be on the highway at all times.
10. Where a vehicle is considered unroadworthy by the Council (e.g. following a road accident or after the licence has expired) the permit may be withdrawn without refund.
11. If you need to use a courtesy vehicle or hire vehicle because your own is off the road, the Council can give temporary cover. Temporary cover will not exceed two weeks.