

Permit No(s)
Date of Issue
Amount paid
Prepared by

Parking Service

Replacement Resident Permit – Change of vehicle

Please complete all sections of this form **IN BLOCK LETTERS**, in black ink and ensure that all the correct documentation is enclosed.

YOUR APPLICATION WILL BE RETURNED TO YOU AND THE ISSUE OF YOUR PERMIT MAY BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE PREVIOUS PERMIT AND ENCLOSURES ARE NOT

Part 1 – Your Particulars	Address _____
Surname _____	_____
Mr/Mrs/Miss or other title _____	_____
Forenames in full _____	Postal Code _____
	Telephone Number _____

Part 2 – Particulars of your vehicle	Are you the registered keeper?
Registration No _____	YES NO
Make and Type _____	If no, who is the registered keeper? (Name and address)
_____	_____
Colour _____	_____
If the vehicle is a goods vehicle, does the overall height Exceed 3.2 metres (10ft 6ins), length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceeds 5 tonnes?	Postal Code _____
YES NO	Is the vehicle kept and used by you?
	YES NO

Part 3 – Enclosures
Please send photocopies of documents, wherever possible as the Council is unable to accept responsibility for any original documents sent through the post. If you are making your application in person original documents must be provided.

I am enclosing with this application:

1. Proof of vehicle ownership – one of the following:

Vehicle Registration Document

Hire/Lease Agreement (only applicable if you are the hirer of the vehicle)

Company Letter – If you drive a company vehicle, you must 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 if your company own the vehicle or a copy of your company's lease agreement

If you are a sole trader you will be required to submit a letter of verification from your accountant **AND** your vehicle registration document or lease agreement

Vehicle purchased within the last three months:
Garage Bill of Sale **or** New Keeper's Supplement **or** Vehicle Registration Document with Part B completed (New keeper / Address details) **AND** valid Insurance Certificate showing your name, zone address and the vehicles registration number.

Part 3 – Enclosures (continued)

If you are not the registered keeper of the vehicle you must provide the following three:

- Letter from the registered keeper confirming that you are the main user and keeper of the vehicle
- Vehicle Registration Document
- Valid Insurance Certificate / Schedule detailing your name, zone address/postcode and the vehicle's registration number
OR a recent letter from the insurance company verifying that the vehicle is usually kept by you at the RPZ address

2. My previous permit – this must be enclosed or your application will be returned to you

Permit No. _____

Providing the previous permit is enclosed a replacement will be issued free of charge

Part 4 – Declaration

I hereby certify that *

- The address shown in Part 1 is my usual place of residence
- All the information I have given in this application is correct.

I shall immediately surrender the permit to the Council in the event of any of the following circumstances occurring:

- I cease to reside in the controlled zone for which the permit has been issued
- I sell or dispose of the vehicle shown on the permit
- The Council withdraws the permit or it ceases to be valid for any other reason

Important Note:

- It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit. The Council will not hesitate to prosecute and conviction will result in substantial penalties.

Signature _____

Date _____

(this declaration may only be signed by the person named in Part 1)

PLEASE NOTE: Your permit will be valid for use in the zone in which you are a resident.

Guidance Notes (How to Apply for a Permit)

(i) Postal applications (Preferred Option)

Please complete the application form and attach copies of all the documents specified in Part D. Please use the envelope provided or send the application, with your payment, to the following address:

**Parking and Regulation
Transport & Highways
Gateshead Council
Civic Centre
Regent Street
Gateshead
NE8 1HH**

Your application will be processed as soon as possible. Please note that you may not park your vehicle in a controlled parking zone during the hours of operation unless:

- A valid resident visitor permit is displayed
OR
- A valid temporary permit is displayed

(ii) Personal Callers

Alternatively you, or your representative may bring the completed application form with original documents to the:

Reception Desk
Development and Enterprise (2nd Floor)
Gateshead Civic Centre

Between 9:30am – 11:30am
2:00pm – 4:00pm
Monday to Friday (both inclusive)

Staff will be able to check the form and confirm if it is approved. Permits will not however be issued at the Reception Desk but sent out in the post at the earliest opportunity. Please allow for this delay when applying for a permit. A temporary permit can be issued for applicants submitting applications at the reception desk during the above period.