

Parking Service

Business Parking Permit – Guidance Notes

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

Further copies of the application form may be obtained by downloading from our web site (www.gateshead.gov.uk/parking) or telephoning (0191) 4333155 or by email at parkingandregulation@gateshead.gov.uk.

A. Entitlement

A business is entitled to purchase one or more permits if:

- (i) It is operating from an address within a Permit Parking Zone.

AND

- (ii) The vehicle for which the permit is required is essential for the efficient operation of the business.

The vehicle(s) must be either:

- A passenger vehicle, constructed or adapted for the carriage of not more than twelve passengers (excluding the driver),

OR

- A goods carrying vehicle, the overall height of which does not exceed 3.2 metres (10ft 6ins), the overall length exceed 6.5 metres (21ft 4ins) or maximum gross weight exceed 5 tonnes

Permits are not required for motorcycles, which may park free of charge in permit bays.

Permits are transferable between company vehicles.

B. How to apply for a Permit(s)

(i) Postal Applications

Postal applications are preferred, to prevent queuing and you are requested to submit your application as soon as possible in order to avoid delays in obtaining your permit.

The application form must be completed by the company secretary or a senior representative and the documents specified in Part C must be attached.

Please send the completed form to:

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

(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)

You may submit applications for a maximum of **FOUR** permits.

C. Proof of Business Address and Vehicle Ownership

Photocopies of the following documents must be attached to the application form:

N.B Proof of both business address and vehicle ownership are required.

(i) Proof of business address

- Current Business Rates Bill

In cases where a business is not directly responsible for the payment of business rates or if you are a

sole trader / self-employed person and do not work from a 'rated business premises', two of the following must be provided:

- Current Lease Agreement
- Letter from the business ratepayer (in cases where the current lease is not available)
- Recent Business Utility Bill (not more than 4 months old)
- 'Certificate of Incorporation' for limited companies if the registered office of the business is at the CPZ address
- A copy of a recent Business Bank Statement
- Copy of an invoice received at the business address
- Inland Revenue business tax return
- Certificate detailing the registration number and zone address for registered charities

(ii) Proof of Vehicle Ownership

For each application, you must produce either:

- Vehicle Registration Document or
- Current Hire / Lease Agreement

If the vehicle has been purchased within the last three months and the registration document is not yet available, the following will be required:

- Garage Bill of Sale

AND

- Valid Insurance Certificate

Documents submitted as proof of vehicle ownership must show the name and address of the Company or of an employee and the vehicle's registration number.

Where a vehicle is registered in the name of the business, it will be accepted if the address shown on the document is that of another office, e.g. main/head office.

Where the vehicle is owned, leased or hired by an employee, the declaration in Part 4 must be completed and the following must be provided:

Proof of employment –

- Last 2 Salary / Wage Slips **OR** Contract of Employment

AND

- Typed and dated letter on headed paper from the company secretary or senior representative confirming that the vehicle is essential to the running of the business

Please send photocopies of documents, wherever possible, as the Council cannot accept responsibility for any documents sent through the post. If making an application in person, original documents must be provided.

D. Permit Cost

Payment must be made by the Company. No personal payments or cash accepted.

You can only purchase a permit for a 12 month period. It is the applicant's responsibility to submit an application for a new permit before the previous permit expires. Please allow two weeks to process your application.

Important Note:

If you are unable to supply all the documents specified in C, please telephone Gateshead's Parking and Regulation Team on (0191) 4333155 or email parkingandregulation@gateshead.gov.uk for further advice before submitting your application.

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

Parking Terms and Conditions

1. A permit will be issued according to which parking zone you live in. Full details of parking controls in your zone can be requested by contacting us on (0191) 4333155 or by email on parkingandregulation@gateshead.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. You must ensure your permit is valid at all times and clearly displayed on the windscreen, next to your tax disc.
5. You may not park in suspended parking bays. This will result in a parking ticket being issued and your vehicle may be relocated or removed to the car pound. Please check times carefully when a suspension is in force. Where possible, street signs will give several days advance warning, but in emergencies this may not

be possible. You must therefore always ensure that your vehicle and the location are checked each morning before 8:30am or arrange for this to be done. If you are going away you can obtain information about planned suspensions by calling (0191) 4333104.

Vehicle Terms and Conditions

1. 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 a unladen weight not exceeding 3.5 tonnes

2. You cannot park trailers or caravans, whether they are linked up to a vehicle displaying a permit, or standing alone.

3. Your vehicle must be roadworthy and display valid road tax licence at all times.

4. 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 and the vehicle removed to the car pound. The Council or its agents will aim to write to you before a permit is withdrawn to allow you time to move the vehicle. Any costs incurred by the Council will be passed on to the keeper of the vehicle.

5. 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 seven days. Temporary permits can only be issued at the reception desk at Gateshead Civic Centre.

Before submitting your application, please check that you have enclosed the following:

- **The completed application form**
- **Proof of business address**
- **Proof of vehicle ownership**
- **Correct Payment**

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