

Permit No
Date of Issue
Amount paid
Prepared by

Parking Service

Resident's Parking Permit – Application Form

Please complete all sections of this form in BLOCK CAPITALS, in black ink and ensure that all the correct documentation is enclosed before the application is submitted.

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 DOCUMENTATION IS NOT ATTACHED.

Part 1 – Your Particulars	
Surname: _____	Address: _____ _____ _____
Mr/Mrs/Miss or other title: _____	Postal Code: _____
Forenames in full: _____	Telephone No. (Home) _____ Telephone No. (Business) _____ (We may need to contact you at short notice)
Part 2 – Particulars of your vehicle (First vehicle)	
Registration No.: _____	Are you the registered keeper? YES NO
Make and Type: _____ _____	If no, who is the registered keeper? (Name and address) _____ _____
Colour: _____	Postal Code _____
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 exceed 5 tonnes? YES NO	Is the vehicle kept and used by you? YES NO
	Cost of First Permit - £15.00
Part 3 – Particulars of your vehicle (Second vehicle) (If Appropriate)	
Registration No.: _____	Are you the registered keeper? YES NO
Make and Type: _____ _____	If no, who is the registered keeper? (Name and address) _____ _____
Colour: _____	Postal Code _____
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 has an unladen weight not exceeding 3.5 tonnes? YES NO	Is the vehicle kept and used by you? YES NO
	Cost of Second Permit - £5.00

Part 4 – Enclosures

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

Please note that both proof of residence and vehicle ownership are required. All documents must show your name and the address for which you are applying for a permit.

I am enclosing with this application (please Tick the appropriate Boxes)

1. Proof of residence – one of the following:

- Driving License
 Current Council Tax Bill
 Pension or Benefit Book
 Valid 12 month Home Contents Insurance Certificate
 Current Housing Association / Council Rent Book

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

- Vehicle Registration Document
 Hire/Lease Agreement (only 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 3 months – Garage Bill of Sale or New Keepers Supplement or

Vehicle Registration Document (Please complete new keeper details) AND Valid Insurance Certificate showing your name, zone address and the vehicles registration number.

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
- Insurance Certificate/Schedule detailing your name, address/postcode in the zone and the vehicles registration number or a recent letter from the insurance company verifying that the vehicle is Usually kept by you at the RPZ address.

3. Payment

- Cheque/Postal Order made payable to *Gateshead Council*

Total Amount £ _____

N.B. Cash accepted by personal callers only

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 Gateshead's Parking & Regulation Team on (0191) 4333155 or email parkingandregulation@gateshead.gov.uk

Part 5 – Declaration

On renewal I will provide the correct proofs as outlined on the application form or no further permits will be issued. I hereby certify that

- The address shown in Part 1 is my usual place of residence
- I am the main user and keeper of the vehicle shown in Part 2
- I do not already hold a current resident permit for a different vehicle OR at another address in Gateshead
- All the information I have given on 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 reason

Signature* _____

Date _____

(This declaration may only be signed by the person named in Part 1 – if you fail to sign this declaration, your application will be returned)

*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.

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

- **The completed application form**
- **Proof of vehicle ownership**
- **Proof of residence**
- **Correct payment**