

Permit No
Date of Issue
Amount paid
Prepared by

Parking Service

Trade Permits – Application Form

Please complete all sections of this form, **IN BLOCK LETTERS**, 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 PERMITS MAY BE DELAYED IF THE FORM IS INCORRECTLY OR PARTIALLY COMPLETED, OR IF THE DOCUMENTATION IS NOT ATTACHED.

Part 1 – Your Particulars	
Surname: _____	Home/Business Address: _____
Mr/Mrs/Miss or other title: _____	_____
Forenames in full: _____	Postal Code: _____
Location of work _____	Telephone No. (Home) _____
	Telephone No. (Business) _____ (We may need to contact you at short notice)
Part 2 – Details of Permits Required	
Daily Trade Permits: _____	Weekly Trade Permits: _____
Date(s) for which permit will be applicable for: _____	Date(s) for which permit will be applicable for: _____
Daily Trade Permits cost £1.00 each	Weekly Trade permits cost £5 each operating Monday to Friday
Part 3 – Enclosures	
Please send photocopies of documents, wherever possible, as the Council is unable to accept responsibility for any documents sent through the post.	
I am enclosing with this application one of the following (please tick appropriate box)	
1. Proof of Work	
<input type="checkbox"/> An estimate or invoice for the work showing the address of the property at which you are working	
<input type="checkbox"/> An acknowledgement letter from the Building Control office confirming receipt of your application	
<input type="checkbox"/> A current Highway License (i.e. skip/materials licence) provided you are the licensee	
2. Payment	
Cheque/Postal Order	Total £ _____
(Made payable to Gateshead Council)	
N.B Cash accepted by personal callers only	
A receipt will be issued on request	

Part 4 – Declaration**I hereby certify that**

I am undertaking works at the address shown in Part 1 and that all the information I have given on this application is correct.

Signature* _____

Date _____

(The person named in Part 1 may only sign this declaration)

***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.**

PLEASE NOTE:

Trade permits are available to those who are working as trades people, e.g. plumbers, builders etc, at a property in a Permit Parking Zone, which is not their permanent place of employment. Proof of work is required for the particular site i.e. estimate/invoice (which is verifiable) together with the application form and payment.

A daily trade permit allows the holder to park in the specified zone for one day; a weekly trade permit allows the holder to park in the specified zone for one week. It does not guarantee the use or availability of any space. Trade permits are not transferable, exchangeable or refundable.

If you are unable to supply any of the documents specified overleaf, or if you are unsure of your entitlement to trade permits, please telephone Gateshead's Parking and Regulation Team on (0191) 4333155 or email parkingandregulation@gateshead.gov.uk

Please send the application, with your payment to:

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

Alternatively, you may take your application to:

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

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

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

- **The completed application form**
- **Correct payment**
- **Proof of Work**