

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

## Parking Service

### Resident's Visitor Permits – Application Form

Please read the **Guidance Notes** before completing this 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 CORRECT DOCUMENTATION IS NOT ATTACHED.**

#### Part 1 – Your Particulars

Surname: \_\_\_\_\_  
(This name should be used in all other applications received from the household)

Mr/Mrs/Miss or other title: \_\_\_\_\_

Forenames in full: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postal Code: \_\_\_\_\_

Contact Telephone No: \_\_\_\_\_

Business No: \_\_\_\_\_  
(We may need to contact you at short notice)

#### Part 2 – Details of permits required

Insert number of permits you are applying for (maximum 4 books of 10 vouchers per application)

Resident Visitor Permits \_\_\_\_\_

OAP/Disabled Resident Visitor disc \_\_\_\_\_

Total cost of permits £ \_\_\_\_\_

A Resident's Visitor Book containing 10 vouchers

costs £2.00. Each voucher enables the driver to park within the parking zone for 3 hours. You do not have to drive or own a vehicle yourself to obtain resident's visitor permits.

Residents aged 60 years or over **AND** those registered disabled may apply for **one** reusable visitor disc. The cost of this disc is £1.00 and enables the driver to park within the parking zone for 3 hours. You do not have to drive or own a vehicle yourself to obtain a residents visitor disc.

#### Part 3 – Enclosures

**The document must show your name and the address at which you are applying for a permit and if dated must be less than 3 months old.**

**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 (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

##### OR

- I already hold a current resident permit

##### 2. If claiming the Senior Citizens discount:

- My proof of age in the form of \_\_\_\_\_

##### 3. If claiming the registered disabled discount:

- Blue Disabled Badge

##### 4. Payment:

Cheque/Postal Order £ \_\_\_\_\_  
(made payable to Gateshead Council)

**Cash accepted by personal callers only (a receipt will be issued on request)**

**Part 4 – Declaration**

I hereby certify that the address shown in Part 1 is my usual place of residence and all the information I have given is correct.

**PLEASE NOTE**

A resident visitor permit is valid for use only in the zone in which you live. It does not guarantee the use or availability of any space.

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

**Signature\*** \_\_\_\_\_

**Date** \_\_\_\_\_

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

**\*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 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)

**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.**

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

- **The completed application form**
- **Proof of age (if applicable)**
- **Blue Badge (if applicable)**
- **Proof of residence (if applicable)**
- **Correct payment**