



Permit No:	
Amount paid:	
Receipt No.	
Date of issue:	
Prepared by	

For official use only

Parking Services Team

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. You MUST read the resident parking permit guidance notes before completing this form.

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

Mr/Mrs/Miss or other title:	Address:
Forenames:	
Surname:	
Telephone No. (Home):	
Telephone No. (Mobile):	Email:

Part 2 – Particulars of your vehicle(s)

First Vehicle Registration:	Second Vehicle Registration:
Make and Model:	Make and Model:
Colour:	Colour:
Registered Keeper:	Registered Keeper:
Renewal – If this is for a renewal please tick the box and provide the permit number. ☐ 	Renewal – If this is for a renewal please tick the box and provide the permit number. ☐

Part 3 – Supporting Documents

If posting your application to the Council please send photocopies of supporting documents, 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 both proof of residence and vehicle ownership are required for the keeper(s) for all vehicles applied for including renewals. Your application form will be returned to you if it is not fully or correctly completed or if the relevant documents are not enclosed.

1 - Proof of residence

One of the following must be provided for each person named on this application and if dated be less than 3 months old:

Driving License	☐	Recent Utility Bill	☐
Current Council Tax Bill	☐	Bank Statement	☐
Pension or Benefit Document	☐	Proof of Purchase/Tenancy (new owners)	☐
Valid Home Contents Insurance Certificate	☐	Current Housing Association/Council Rent Book/Card	☐



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2. Proof of vehicle ownership

One of the following must be provided for each vehicle on this application:

Vehicle Registration Document

☐

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

☐

If you drive a company vehicle, you must also 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 a copy of the vehicle registration document/lease agreement. If you are a sole trader you will be required to submit a letter of Verification from your accountant or solicitor AND your vehicle registration document/lease agreement

Company letter

☐

If you have purchased your vehicle in the last 3 months or recently moved into the permit parking area and the vehicle registration document does not yet show your address within the area, you must provide the of the following (both are required):

Garage Bill of Sale or New Keepers Supplement or Registration document (Please complete new keeper details)

☐

Valid Insurance Certificate showing your name, zone address and the vehicles registration number.

☐

Part 4 – Payment

Please enclose payment with your application (Fees/Charges are shown on the permit information document) or you can get a permit free of charge if you: are over 65 or have a disabled badge (please provide supporting evidence).

Over 65 or have Disabled Badge

☐

Telephone: Credit/Debit Card - 0191 4247900 Monday to Friday, 8.30am to 4.30pm

☐

By Post: Cheque/Postal Order made payable to South Tyneside Council

☐

In Person: South Shields Town Hall, Monday to Friday, 9am to 3pm

☐

Total Amount: £_____

Part 5 - Declaration

I hereby certify that:

- The address shown in Part 1 is my usual place of residence
- The main user(s) and keeper(s) of the vehicle(s) shown in Part 2 are resident at the address on the application
- I do not already hold a current resident permit for a different vehicle OR at another address in South Tyneside
- All the information I have given on this application is correct
- I have read the guidance notes and will ensure all permits are used in accordance with the terms and conditions of use

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



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- I cease to reside in the area for which the permit has been issued
- Any permit holders shown in part 2 cease to reside in the area 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:

Before submitting your application, please check that you have completed all the application form and enclosed all supporting documents.

***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**

Please note: It is an offence for a person knowingly to make a false statement for the purpose of obtaining a parking permit.

Part 6 – How to apply

It is the responsibility of the applicant to submit an application for a new permit in plenty of time before it is needed or before the previous permit expires. Please allow two weeks for your application to be processed. Please note that you may **NOT** park your vehicle in a permit parking area during the hours of operation unless you have a valid permit on display.

Please complete all the application form and attach all relevant copies of supporting documents and submit it with your payment to:

Parking Services Team
South Tyneside Council
Town Hall & Civic Offices
Westoe Road
South Shields
Tyne & Wear
NE33 2RL

Or alternatively email to Parking Services Team : ParkingTeam@southtyneside.gov.uk

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 Parking Services on (0191) 4247900 or email ParkingTeam@southtyneside.gov.uk