

**SECTION 1. PARTICULARS OF APPLICANT TO BE COMPLETED IN BLOCK CAPITALS**

- a. Applicants Surname Mr/Mrs/Miss/Ms (delete as applicable).....
- b. Forenames (in full).....
- c. Address..... Post Code .....
- Daytime Telephone No.....
- d. Type of property, please tick the type of property and answer any associated questions  
**House**  is property a shared house i.e. you share with people who are not members of you family such as students/friends or colleagues etc **Yes / No** (delete as applicable)  
**Flat**  is property a self contained flat i.e. the flat has its own kitchen and bathroom facilities, for use only by the resident(s) of that flat **Yes / No** (delete as applicable)  
**Bungalow**
- e. Do you have any off street parking facilities at the above address? **Yes / No** (delete as applicable)
- f. Are you a temporary resident **Yes / No** (delete as applicable) if you have answered Yes please give the approximate date of when you will be leaving the property.....

**SECTION 2. PARTICULARS OF VEHICLE(S) OWNED OR KEPT AND USED BY APPLICANT**  
 (You may use this form for up to three vehicles, a residents permit will be issued for each vehicle)

	Registration Mark(s)	Make	Model	Colour	Permit Number <i>Official Use Only</i>
Vehicle 1					
Vehicle 2					
Vehicle 3					

Are you the registered keeper of vehicle 1. **Yes / No**  
 Are you the registered keeper of vehicle 2. **Yes / No**  
 Are you the registered keeper of vehicle 3. **Yes / No**

**Delete as applicable**  
 If you have answered **Yes**, to all. Go to **SECTION 5** overleaf; if you have answered **No** to any complete the corresponding part in **SECTION 3** below.

**SECTION 3. REGISTERED KEEPER DETAILS**

**Vehicle 1**  
 Name of Registered Keeper .....

Address of Registered Keeper .....

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**Vehicle 2**  
 Name of Registered Keeper .....

Address of Registered Keeper .....

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**Vehicle 3**  
 Name of Registered Keeper .....

Address of Registered Keeper .....

**NOW COMPLETE SECTION 5 OVERLEAF**

**SECTION 4. For Official Use Only**

**CHANGE OF VEHICLE** (please strike through details in section 2 of any vehicles for which a permit is no longer required)

Registration Mark	Make	Model	Colour	Permit No.	Date Issued	Issued By

**SECTION 5.**

**DECLARATION BY APPLICANT**

- a) I hereby certify that my usual place of abode is at the address shown in (c) overleaf.
- b) I undertake that, if I cease to reside within the zone to which the permit relates or cease to keep or use the vehicle (s), registration number (s) which is/are shown (section 2/4) overleaf. **I WILL SURRENDER MY RESIDENTS PARKING PERMIT** to Middlesbrough Council.
- c) I declare that all the information I have given in this application is correct.

Applicants Signature.....

Date.....

**THE COUNCIL WILL REQUIRE AN APPLICANT TO PRODUCE THE VEHICLE REGISTRATION DOCUMENT(S) AND PROOF OF RESIDENCE (LESS THAN 3 MONTHS OLD). IF THE VEHICLE REGISTRATION DOCUMENT IS NOT IN THE APPLICANTS NAME THEN AN INSURANCE DOCUMENT(S) SHOWING THE APPLICANT IS INSURED TO DRIVE THE VEHICLE(S) SHOULD BE PRODUCED. IF THE VEHICLE BELONGS TO YOUR EMPLOYER AND YOU ARE UNABLE TO OBTAIN THE REGISTRATION/INSURANCE DOCUMENT, AN OFFICIAL LETTER SHOULD BE OBTAINED FROM THE EMPLOYER STATING THAT YOU USE THE VEHICLE(S) CONCERNED.**

Unless satisfactory evidence is provided, no permit will be issued.

**Vehicles parking without displaying a valid permit may be issued with a Penalty Charge Notice.**

If despite producing all the evidence requested, an applicant is refused a permit, then the aggrieved person may write to Parking Services, at the address below. The applicant should state the reason given for the refusal and why it should not apply in the particular case.

When completed this form together with the appropriate documents should be returned to the address below, no later than 14 days before the date from which the permit is required. **For personal callers the office hours are 8.30am to 4.30pm Monday, Tuesday & Thursday, 12:30pm to 4.30pm Wednesday and 8:30am to 4:00pm Friday (closed on bank holidays).**

Residents parking permits will be issued at the absolute discretion of Middlesbrough Council. **Vehicles are not allowed to be parked in the residents parking scheme until the permit is received and if do so may receive a Penalty Charge Notice.** Permits will automatically be reissued each year prior to the expiry date unless we are informed otherwise or you are requested to reapply.

Middlesbrough Council is under a duty to protect the public funds it administers and may use the information you have provided for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information, see the National Fraud Initiative Privacy Notice available on the Councils website [www.middlesbrough.gov.uk](http://www.middlesbrough.gov.uk)

**Office Address**  
**Parking Services**  
**Middlesbrough House**  
**50 Corporation Road**  
**Middlesbrough**  
**TS1 2YQ**

**Tel 01642 726003**  
**Fax 01642 726330**

**For Official Use Only**

Zone	Application No.	
Application Received		
Permit Issued		
Valid Until		
Documents Seen		
Permit Issued by		

Comments	Permit Yes/No	Date	Initial