

Middlesbrough Council, Parking Services (Oct 2017)
RESIDENTS PARKING SCHEME - LANDLORDS PARKING PERMIT APPLICATION FORM
(LANDLORDS OF RESIDENTIAL PROPERTIES ONLY)



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

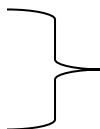
- a. Applicants Surname Mr/Mrs/Miss/Ms (delete as applicable).....
- b. Forenames (in full).....
- c. Home Address.....Post Code.....
- d. Daytime Telephone No.....Name of Business if applicable.
.....
- e. **Address of property to be visited**.....**Post Code**.....
- f. Purpose of Visit.....
- e. Do you have any off street parking facilities at the address you want to visit **Yes / No** (delete as applicable)

SECTION 2. PARTICULARS OF VEHICLE(S) OWNED OR KEPT AND USED BY APPLICANT

Please note a maximum of one landlord permit is allowed, three vehicle registrations are allowed per permit.

	Registration Mark(s)	Make	Model	Colour
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

Vehicle 2

Name of Registered Keeper

Address of Registered Keeper

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 on (c) overleaf.
- b) I undertake that, if I cease ownership of the property or I cease to keep and use the vehicle the registration number of which is shown (section 2/4) overleaf, **I WILL SURRENDER MY LANDLORD PARKING PERMIT** to Middlesbrough Council.
- c) I confirm the permit will only be used for necessary visits to the property and will not be used for parking whilst I go to work or the town centre.
- d) 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), FOR THE VEHICLE(S) CONCERNED, AND OFFICIAL EVIDENCE OF OWNERSHIP OF THE PROPERTY, THAT SHOULD BE LESS THAN 3 MONTHS OLD . IF THE VEHICLE REGISTRATION DOCUMENT (S) IS NOT IN THE APPLICANTS NAME THEN AN INSURANCE DOCUMENT (S) SHOWING THE APPLICANT IS INSURED TO DRIVE THE VEHICLE (S) SHOULD BE PRODUCED.

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 to Thursday and 8:30am to 4:00pm Friday (closed on bank holidays).**

Landlords 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

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

Tel 01642 726003
www.middlesbrough.gov.uk

For Official Use Only

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

Comments	Permit Yes/No	Date	Initial