

**Middlesbrough Council, Parking Services (July 2013)**  
**RESIDENTS PARKING SCHEME – VISITORS PARKING PERMIT APPLICATION FORM**



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

- a. Full name of resident to be visited Mr/Mrs/Miss/Ms (delete as applicable).....
- b. Address of resident to be visited.....Post Code.....  
 Residents daytime telephone number .....
- c. Why is it necessary to park the vehicle near the residents premises?.....  
 .....
- d. **Applicants Surname (Mr/Mrs/Miss/Ms) (delete as applicable)**.....  
**Applicants Forenames (In Full)**.....
- e. **Applicants Home Address**.....  
 .....**Post Code**.....  
**Applicants Daytime Telephone Number**.....

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

**Please note up to three vehicle registration numbers are allowed per permit. Where more than one vehicle is used and separate permits are required for each vehicle, a separate application form must be completed for each vehicle.**

	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 (e) overleaf.
- b) I further certify that I regularly visit a resident at the address shown in (b) overleaf and I do not have off street parking facilities at the address for the vehicle (s) in respect of which this application is made.
- c) I undertake that, if I cease to visit a resident within the zone or the resident moves away or I cease to keep or use the vehicle (s) the registration number(s) which is/are shown (section 2/4) overleaf, **I WILL SURRENDER MY VISITORS PARKING PERMIT** to Middlesbrough Council.
- d) I confirm that the permit will only be used for visits to the resident who supported my application for the permit and it **will not** be used for parking whilst I go to work.
- e) 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 A SIGNED SUPPORTING STATEMENT FROM THE RESIDENT TO BE VISITED, WHICH SHOULD BE WRITTEN IN THE SPACE BELOW. 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 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.**

Residents Supporting Statement

.....  
.....

Residents Signature ..... Date.....

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 and Thursday, 12:30pm to 4.30pm Wednesday and 8:30am to 4pm Friday (excluding bank holidays).**

Visitors parking permits will be issued at the absolute discretion of Middlesbrough Council and will be sent by post in due course. **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 zone 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		Permit No.	
Application Received				
Permit Issued				
Valid Until				
Documents Seen				
Issued By				

Comments	Permit <b>Yes/No</b>	Date	Initial