

# North Tyneside Council – Temporary Vouchers (Bed and Breakfast establishments / Hotels)

## Notes for Guidance

Permanent residents that live in the establishment may be eligible for a Resident Permit(s) or/and a Residents' Visitor Permit if they can provide the appropriate documentation to support their application. Please visit the Council website and view the sections titled **Resident Permit** and **Resident's Visitor Permit** for further guidance.

## What are temporary B&B/Hotel vouchers?

Temporary Bed and Breakfast/Hotels vouchers can be purchased by the owners of the establishment to distribute to their guests to enable them to park within the permit parking zone to support the operation of these businesses. They are not however to be used by staff working within the establishment.

The temporary vouchers are specific to the zone that your B&B/hotel is located.

## How long do temporary B&B/Hotel vouchers run for?

Each voucher will enable the driver to park for a full day. If the vehicle is parked after 11.59pm, then they will require an additional voucher for the next day. Vouchers can only be purchased in sheets of 5 temporary vouchers.

Details will be scratched off by the motorist to show the relevant Day, Month and Date of arrival.

## Who can apply for B&B/Hotel vouchers?

The owner or proprietor of the B&B/Hotel may apply to the Council for the temporary vouchers on condition that:

- The property they own is within the area eligible for a parking permit.
- The property is registered to operate as a Bed in Breakfast or Hotel establishment

Apply for your permit by downloading the relevant Temporary Voucher Application Form from the Council website or by contacting Parking Control on (0191) 643 2121 and requesting an application form.

The application form and payment should be returned to:

Parking Control  
North Tyneside Council  
Quadrant East  
The Silverlink North  
Cobalt Business Park  
NE27 0BY

Please note that failure to provide the necessary documentation or signing the application form to confirm your acceptance of the Terms and Conditions will delay the processing of your application and the issue of the vouchers.

## What do I need to send with the application?

You will need to provide proof of your business address. Examples of the type of documents to provide in support of your application (only required if the applicant does not have a current business permit) include:

Proof of business address

- Business letterhead documentation
- Proof that the property is registered as a Bed & Breakfast establishment or a Hotel e.g. copies of any leaflets advertising your business/establishment

Please Note: The above supporting evidence is only required for your first application. If approved, your details will be added to the permit database so you will not need to supply this information for future applications.

A cheque or postal order made payable to '**North Tyneside Council**' for the amount due.

Please note that failure to provide the necessary documentation or signing the application form to confirm your acceptance of the Terms and Conditions will delay the processing of your application and the issue of the vouchers.

## How many vouchers can I apply for?

There is currently no restriction on the number of B&B/Hotel supplementary vouchers per establishment per annum.

The allocation may be restricted at the discretion of the Council having considered the impact on residents parking provision and the number of supplementary vouchers previously issued.

## How much do vouchers cost?

£25.00 for a sheet of 5 temporary vouchers (there is no time limit on when the temporary vouchers must be used by)

## How do I pay for the vouchers?

You will need to enclose your payment with your completed application form.

## Suspended bays

You may not park in resident parking bays which are suspended, even if you have a permit, otherwise you may receive a Penalty Charge Notice.

Please check carefully for the times when a suspension is in force.

## Parking Terms and Conditions

- The Council cannot guarantee a parking space will always be available to you.
- It is your responsibility to ensure your vehicle is legally parked at all times.
- You must ensure that the temporary voucher is validated by scratching the appropriate panels to show the Day, Month and Date of arrival.

- You must ensure that the temporary voucher is clearly displayed on the dashboard so the arrival details can be readily seen from outside of the vehicle.
- The temporary voucher is only valid within the permit zone indicated on the front of the voucher.
- The temporary voucher is invalid if more than one day/month/date panel is scratched off.
- If you are parked within a marked bay, then your vehicle must be parked within the confines of the designated bay.
- You may not park in suspended parking bays. This will result in a parking ticket being issued and your vehicle may be removed to the car pound. Please check times carefully when a suspension is in force.

## **Vehicle Terms and Conditions**

1. Your vehicle must be able to fit within the markings of the parking place AND be:
  - a passenger vehicle that can carry no more than 13 people including the driver
  - a vehicle that does not exceed six metres in length
  - has an unladen weight not exceeding 3.5 tonnes.
2. You cannot use the temporary voucher on a trailer or caravan.
3. The vehicle must have a valid road tax license. The temporary voucher is not valid if the vehicle is untaxed.