

North Tyneside Council – Temporary Vouchers (Landlords)

Notes for Guidance

What are Landlord Temporary Vouchers?

Landlord Temporary Vouchers are allocated to those persons owning but not residing in a property within the boundaries of a permit parking scheme. You are not eligible for a Resident Permit if your vehicle is not registered to the property.

The Temporary Vouchers have been introduced so that Landlords can visit their premises to carry out necessary repairs and undertake safety checks.

How long do Temporary Vouchers run for?

Each temporary voucher will enable the driver to park for a maximum stay of 3 hours. If you intend to stay longer than 3 hours then you can display a second temporary voucher to commence when the other voucher expires. Temporary vouchers can only be purchased in sheets of five vouchers.

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

Who can apply for Landlord Temporary Vouchers?

A Landlord may apply to the Council for temporary vouchers on condition that:

- The property they own and want to visit is within the area eligible for a parking permit.

Apply for your permit by downloading the relevant Temporary Voucher (Landlord) 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 temporary vouchers.

What do I need to send with the application?

Landlords must provide evidence that they own a property within the parking permit scheme. Examples of the type of documents to provide in support of your application include:

- Legal documentation validating the ownership of a dwelling (e.g. mortgage statement)
- Legal documentation validating a Management Agency is legally responsible for a dwelling (e.g. contract).

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 vouchers.

How many temporary vouchers can I apply for?

Two sheets of five temporary vouchers per application.

Further 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 temporary vouchers cost?

£5.00 for a sheet of 5 temporary vouchers.

How do I pay for the temporary vouchers?

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

At present, you can only pay for vouchers by cheque or postal order – made payable to ‘North Tyneside Council’.

Please allow 14 days for an application to be processed.

Suspended bays

You may not park in resident parking bays which are suspended, even if you have a temporary voucher, otherwise you may receive a Penalty Charge Notice and your vehicle may be relocated.

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 your temporary voucher is validated by scratching the appropriate panels to show the Day, Month, Date and Time of arrival.
- You must ensure that your 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 time/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, if applicable, 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 vouchers on trailers or caravans.
3. Your vehicle must have a valid road tax. If the vehicle is not taxed then the temporary voucher is invalid.