



Northumberland County Council

Application for a Residents Guest House/Hotel Visitors Parking Permit

A **resident** who is a paying guest at your Guest House/Hotel and is the owner of a passenger vehicle, motorcycle or disabled person's vehicle, may be eligible to display a Guest House or Hotel Visitors permit. Maximum number allowed is detailed below. **Please ensure that you sign the declaration on the reverse of this form. Failure to provide the completed, signed application form and necessary evidence will delay the processing of your application and the issue of permits.**

Full Name: Dr/Mr/Mrs/Miss/Ms/Other	
Full Postal Address:	Telephone:
	Mobile:
	E-Mail:
Postcode:	
	Number of Permits
Guest House (Maximum 4)	
Hotel (Maximum 8)	
Do you require a new protective wallet(s)? (Please state Yes or No - otherwise none will be sent)	YES [] NO []

The following evidence must be provided (please do not send original documents)

- **ALL** evidence must show the applicants name and address

Evidence of ownership for premises	
Please tick	
Current Council tax bill	
Recent Utility bill	
Current Tenancy agreement	

Residents' Parking Permit Payment

There is an annual charge of £25.00 for each Guest House and Hotel visitor permit.

Accepted methods of payment: cash, cheque, credit/debit card or postal order. Cheques and postal orders should be made payable to 'Northumberland County Council.'

You can make payment in person at any of our Northumberland Information Centres or by post to: Parking Services, Northumberland County Council, Morpeth, Northumberland, NE61 2EF.

Please note that permits will not be issued until Parking Services receive all the required documentation.

This Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form 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. More details are available under the data matching section of the Council's website, which can be found at <http://www.northumberland.gov.uk/nfi>

Declaration

- (a) I confirm that I have read and accept the resident parking scheme terms and conditions.
- (b) I undertake that if I cease to be the proprietor at the premises to which the permit relates, I will surrender my Guest House/Hotel residents' Visitors permit(s) to the Council, at the address below.
- (c) It is an offence for a person to knowingly make a false statement for the purpose of obtaining a parking permit.

Signed: _____ Dated: _____

For official use only	Face to face payments – CAN No & Mach Code:	Kiosk/Handitill pay ref & location:
Amount Paid	Date Paid	Permit No
CSA Signature		Print name
Previous permits checked: Issued: cancelled:		Officer