



Visitor Parking Permit Application

Under the Road Transport (General) Regulation 2013. Fees are valid until 30 June 2019

OFFICE USE ONLY

Parking Number:.....Receipt Number:.....Area:.....

About the Permits

Use this form to apply for a Visitor Parking Permit.

Please note online or mailed applications may take up to 10 working days to be processed.

Any questions?

Visit website www.woollahra.nsw.gov.au or office at 536 New South Head Road, Double Bay or contact the Customer Information Department on (02) 9391 7000.

Resident Details

Resident name, residential address and contact details.

Name:

Residential address (not postal address):

..... Post Code:

Phone (H) (....) (W) (....)

Mobile:

Email:

Documentation

Number of permits

I am applying for the following:

- Five Visitor Parking Permits \$15
- Ten Visitor Parking Permits - \$30
- Twenty Five Visitor Parking Permits - \$75

Note: A limit of 25 permits applies per financial year (refer to page 2).

Proof of residential address

An application for Visitor Parking Permits must be accompanied by a minimum of two forms of identification.

Leased Property: If the property is leased, a copy of your Residential Tenancy Lease with a minimum lease period of six months plus any one of the current proof of residential status documents below.

Owner/Occupied Property: If the property is owned, any two of the current proof of residential status documents below.

- Residential Tenancy Lease (minimum 6 months)
- Driver's Licence
- Bank Statement
- Electricity / Gas Account
- Telephone Account
- Home and Contents Insurance
- Vehicle Registration Papers
- Rates Notice

Only proof of residency from this list will be accepted.

Eligibility

- Residents of the Woollahra Council Municipality that live in a Residential Parking Area Scheme are eligible for Visitor Parking Permits.
- Businesses, non-resident owners, short stay residents and hotel guests are not entitled to Visitor Parking Permits.
- Each residential property is eligible to a maximum of 25 one-day single-use

Visitor Parking Permits per financial year.

- Permits may be purchased in lots of five (total cost \$15) or ten (total cost \$30) or twenty five (total cost \$75) Where residents are living within a "share house" arrangement, the property is still only eligible to a maximum of ten Visitor Parking Permits and their distribution must be managed amongst the share house residents.
- Council will not issue a renewal notice. If you are applying for your second allocation of five permits, then you will only need to supply one form of proof of residency and the applicant must be the same.
- Residents will only be issued with Visitor Parking Permits for the Residential Parking Area in which they live.
- Where the resident is renting the property, an application for Visitor Parking Permits must be accompanied by the Residential Tenancy Lease which shows a minimum lease period of six months.
- If a rates notice is provided, it must have the same mailing address as the property which is being applied for.

▼ Conditions of Use

Visitor parking permit conditions and eligibility

The use of Visitor Parking Permits is subject to the following conditions:

- The Visitor Parking Permit exempts the bearer from the time limits and/or meter parking fees for one day only in the parking area written on the front of the Permit, where parking is signposted, "Permit Holders Excepted".
- The management of the Permits is up to the individual resident and may be utilised by the residents' visitors, guests, tradespeople or carers.
- The Permit is not valid for use on a caravan, box trailer, boat trailer or any vehicle which exceeds 3 tonnes.
- Permits must be displayed on the inside left-hand side of your vehicle's dashboard so that it is visible to an authorised officer. Motorcycles and scooters are required to display permits in a visible location.
- The Permit is valid only if one date, month and year has been scratched off (i.e. the day of use). Unscratched Permits are not valid.
- Misuse of a Permit is an offence. Permits are not transferable and remain the property of Council.
- There will be no refunds or replacements issued for unused Visitor Parking Permits or Permits which have been incorrectly or mistakenly scratched.

▼ Signatures

Your declaration

Council will not process this application without the signed acknowledgement of the Permit Conditions of Use.

I, (the applicant) have read, understood and accept the conditions. I accept that all these conditions must be complied with. To the best of my knowledge the information I have provided in support of my application for resident visitor parking permit/s is true and correct.

Signature:..... **Date:**

I acknowledge that my visitor permits may be cancelled without notice if any of the facts provided are proven to be incorrect. A visitor permit obtained through a dishonest act of deception may be considered fraud under Section 192E of the Crimes Act, which can carry a penalty of up to \$11,000 for individuals in the Local Court.

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods:

Post: PO Box 61
Double Bay 1360

DX: DX 3607 Double Bay

Courier or personal delivery: Council Chambers
536 New South Head Rd
Double Bay NSW 2028

Contact us by phone, fax or electronically

Phone: (02) 9391 7000
Fax: (02) 9391 7044
E-mail: records@woollahra.nsw.gov.au
Web: www.woollahra.nsw.gov.au

Fees

Fees are valid until 30th June 2019.
Resident Visitor Parking Permits are:
Five (5) Resident Visitor Parking Permits \$15
Ten (10) Resident Visitor Parking Permits \$30
Twenty five (25) Resident Visitor Parking Permits \$75

Payment Methods

In Person

Payment can be made at our Customer Information Department by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

For credit card payments, please complete the attached "Credit Card Payment" form.
For cheque payments, please make payable to Woollahra Council.

Acknowledgement

You will receive a receipt specifying the amount of fees paid.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Take a train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On street parking in nearby streets is also available.

To be completed by Council's Cashier and Customer Service Officer. GST may be applicable (<i>refer to receipt for details</i>) Retain your receipt as proof of lodgement of the application. <input checked="" type="checkbox"/> Receiving Officer:Date: <input checked="" type="checkbox"/> Cashier:Date:	OFFICE USE ONLY		
	Fee Type	Receipt Code	Fee \$
	5 Permits	T107	
	10 Permits	T107	
	25 Permits	T107	
	Total:		

▼ Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *Road Transport (Safety and Traffic Management) (Road Rules) Regulation 199 Clause 124 (1)* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Customer Service Checklist: (Office Use Only)

	CSO		
Street Listing			
Application Form & Payment			
Proof of Residency			
Proof of Residency			
Authority Check/Update			
Authority Entry			
Received	5	10	25

Credit Card Payment Form

All credit card payments will incur a processing fee, currently 0.55%

Payments should be sent to: Woollahra Council
536 New South Head Road
DOUBLE BAY NSW 2028

OR

PO Box 61
DOUBLE BAY NSW 1360

OR

DX 3607 DOUBLE BAY

Credit card payment

This matter will not be processed until the credit card payment has been authorised

Tick Applicable Credit Card	<input type="checkbox"/> AMERICAN EXPRESS	<input type="checkbox"/> DINERS CLUB	<input type="checkbox"/> MASTERCARD	<input type="checkbox"/> VISA															
Full Name on Credit Card																			
Credit Card No.				--															
Card Expiry Date			--			Total Amount Paid	\$												
Cardholder's Signature																			
Date								Contact Phone No.											

Reason for payment

Please indicate in this section the reason for the payment and any other applicable information.

Payment For Visitor Parking Permits

Address (where applicable) T107

PRIVACY NOTIFICATION

The personal details requested on this form are being collected, and will only be used for, the purpose of processing your payment. The supply of information by you is voluntary. If you cannot provide or do not wish to provide the information sought, the Council will not be able to process your payment. Access to the information is restricted to Council officers. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council.

OFFICE USE ONLY	Payment Processed	<input type="checkbox"/> Yes	<input type="checkbox"/> No
	Cashier	-----	
	Date	-----	