

Resident Parking Permit Application

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

Use this form to apply for an annual or replacement Resident Parking Permit.

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

OFFICE USE ONLY

Email Fax Post Counter Date Received:.....

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

▼ Applications

What type of Permit are you applying for?

(fees valid to 30 June 2019)

1st Permit for the household \$61.50 \$27.50 with a pensioner concession card

2nd Permit for the household \$130 \$55 with a pensioner concession card

Replacement Fee \$26 (see eligibility point 15)

▼ Resident Details

Residential address and contact details

Title: Mr Mrs Miss Ms Other:.....

Name:

Residential address (not postal address):

..... Post Code:

Phone:..... Mobile:

Email:

▼ Car Parking Spaces

Number of car spaces at the property

Do you have off-street parking? (garage/carport) Yes No

Number of parking spaces at the property: 0 1 2 or more

This section **must** be completed

Number of vehicles in my household: 1 2 3 or more

Your eligibility is reduced by each off-street parking space at your property. If you have an off-street parking space and two vehicles are registered to your address, then you may qualify for one permit. Copies of both vehicle registrations must be provided and one vehicle nominated for the permit.



Vehicle Details

Vehicle Registration Details

Registration details that do not have a matching residential address will **NOT** be accepted.

Private Vehicle

All applications **must** include copies of current Vehicle Registration Papers confirming the address of the resident parking permit you are applying for.

OR

Company Vehicle

For a company car, a copy of the car registration details AND a letter from the company (on company letterhead) authorising use.

Vehicle Details

Registration Number:..... Make:.....

Vehicle Year: Model:.....

If there is off street parking please provide registration details for the vehicle utilising the car space below.

Registration Number:..... Make:.....

Vehicle Year: Model:.....



Proof of Residence & Documentation

Proof of residential address

Only proof of residence from this list will be accepted

Please provide at least one document from **EACH** of the three sections below.

All documents must be in the name and the address of the resident.
Confirming the address of the resident parking permit you are applying for.

1. Current NSW Vehicle Registration Papers:

- NSW Vehicle Registration Papers:** Must provide additional registration papers if there is off street parking at the property.

2. Current Lease or Rates Notice

- Leased:** If the property is leased, a copy of your Residential Tenancy Lease with a minimum lease period of six months.
- Owner/Occupied Property:** Rates notice must be in applicant's name. Residential address on the Rates Notice must be the same as the property address.

3. One proof of address document from list below:

- Driver's Licence
- Bank Statement
- Electricity / Gas Account
- Telephone Account
- Home and Contents Insurance

▼ 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 of use and eligibility. I have completed the application checklist and based on the information I have provided, I am eligible for a parking permit. To the best of my knowledge the information I have provided in support of my application for a resident parking permit is true and correct. I acknowledge that Council staff may undertake a physical inspection of the subject address and/ or review the approved development application plans for the property.

I acknowledge that my parking permit may be cancelled without notice if any of the facts provided are proven to be incorrect. A parking 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 ten years imprisonment and/ or a penalty of up to \$11,000 for individuals in the Local Court.

☒ Signature:..... Date:

▼ 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

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000

Fax: (02) 9391 7044

Email: records@woollahra.nsw.gov.au

Web: www.woollahra.nsw.gov.au

Payment methods

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

Fees are valid until 30 June 2019

Making a visit in person

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

Bus or Rail: Train to Edgecliff and take the 324, 325 or 326 bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site.

▼ Privacy Notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *Road Rules 2008* 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.

Eligibility

1. Only residents who reside at a property within a residential parking area will be eligible to apply for resident parking permit.
2. The size of your off street parking space/s, the difficulty of access and/or the size of your vehicle will not be taken into consideration.
3. All applications must include copies of your current vehicle registration to confirm the address of the resident parking permit you are applying for.
4. Eligibility table:

No. of off street spaces at property	No. of vehicles registered to property	No. of eligible parking permits
2 or more	NA	0
1	1	0
1	2 or more	1
0	1	1
0	2	2
0	3 or more	2

5. Your eligibility is reduced by each off-street parking space at your property. If you have an off-street parking space and two vehicles are registered to your address, then you may qualify for one permit. Copies of both vehicle registrations must be provided and one vehicle nominated for the permit.
6. You may not be eligible for a permit due to development consent conditions which apply to some properties.
7. Businesses, non-resident owners, short term leases (under 6 months) and tradespeople are not eligible to a permit.
8. If the property is leased, a residential tenancy lease must be provided with a minimum of 6 months lease period.
9. For an owner occupied property a copy of the rates notice may be accepted to confirm your residential address however the mailing address must be the same as the residential property.
10. Any supporting documents must have the same mailing address as the property being applied for.
11. Boat trailers may be eligible to a permit ONLY in certain parking areas.
12. If the vehicle is not registered to the applicant, a copy of the vehicle registration and a letter on company letterhead or statutory declaration authorising the use of the vehicle by the applicant is required.
13. A current pensioner concession card must be shown if applying for the reduced permit fee.
14. Residents of Elanora Street, Manion Avenue and Iluka Street, Rose Bay are eligible to a maximum of 1 Resident Parking Permit if the property has no off-street parking. If the property has 1 or more off-street parking spaces, it will not be eligible to a permit.
15. A replacement permit may be obtained in the following circumstances:
 - a) moving within the municipality
 - b) change of vehicle registration
 - c) damaged permit.
16. When applying for a replacement permit you must provide two proof of residence documents.
17. If you have changed residence within the municipality and require a replacement permit two proof of residence documents are required.
18. If the property is leased, then the lease is required and one current proof of residence.
19. For change of vehicle registration number, a copy of the vehicle registration/renewal papers and or sale papers must be supplied.
20. The permit is not valid for use on a caravan, box trailer, boat trailer or any vehicle which exceeds 3 tonnes (Rose Bay 2 permits may be issued for boat trailers).



Conditions of Use

1. A permit exempts the vehicle from the time limits or meter parking fees only where the parking signs state "Permit Holders Excepted" and only in the parking area written on the permit.
2. Permits must be affixed to the inside left-hand side of your vehicle's front windscreen so that it is visible to an authorised officer. Motorcycles and scooters are required to affix and display permits in a visible location.
3. One permit per vehicle only.
4. The display of an expired permit or a breach of these conditions including alterations or misuse of permits may result in a penalty notice being issued to the vehicle.
5. Permits cannot be sold or transferred.
6. Permits are non-refundable and remain at all times the property of Woollahra Council.



General Information

- There are parking restrictions within your resident parking area that are not signposted as "Permit Holders Excepted" and you must park in accordance with NSW Road Rules.
- It is your responsibility as the driver to check the parking signs before parking your vehicle. Your Resident Parking Permit does not exempt your vehicle from other parking restrictions such as "No Stopping" or "Loading Zones".
- All expired permits should be removed from your vehicle.
- Council sends an annual renewal notice prior to your expiry date however you are responsible for ensuring that your permit is valid at all times.
- Residents will be required to confirm they are still eligible for a resident parking permit by completing this application form and providing the relevant documentation annually.



Office Use Only

To be completed by Council's Cashier and Customer Service Officer.

GST may be applicable (*refer to receipt for details*)

CSO Received:..... Date:.....

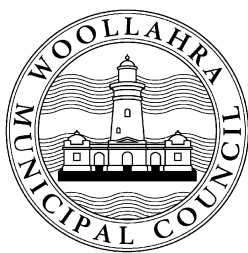
Email Fax Post Counter

CSO Name:..... Date:.....

Fee Type	Receipt Code	Fee \$
Resident Parking Permit	T47	
Replacement Permit	T47	
Total:		

Street Listing Check		
Application Form & Payment Check		
Proof of Residency 1 (Rates/Lease)		
Proof of Residency 2 (DL/Bill)		
Car Registration/Company Letter		
Authority Check/Update		
Emailed/Called		
Emailed/Called		
Other		
Other		
Additional Information Required		

This page has been left blank intentionally to assist with double sided printing



Credit Card Payment Form

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

Payments should be sent to: Wollahra 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 **Resident Parking Permits**

Address (where applicable) **T47**

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	-----	