



PARRAMATTA CITY COUNCIL



RESIDENT PARKING PERMIT APPLICATION FORM

Please read the Conditions of Use carefully before completing the application form.

Please use BLOCK CAPITALS and tick boxes as required.

1. APPLICANT DETAILS

Title, Given Name/s, Family Name, Address (No., Street, Suburb, Postcode), Contact Details (Daytime Phone No., Mobile No.)

2. VEHICLE DETAILS

Vehicle 1: Registration No., Make, Model & Colour, Registration Expiry Date, Car/Van/Ute/Motorcycle, Company Name/Address/Daytime Phone. Vehicle 2: Registration No., Make, Model & Colour, Registration Expiry Date, Car/Van/Ute/Motorcycle, Company Name/Address/Daytime Phone.

3. PLEASE ATTACH THE FOLLOWING DOCUMENTS TO THIS APPLICATION

- Current Driver's Licence (with current address in the permit scheme area; for overseas Driver Licence, a Photo ID and 2 different current utility bills showing the address in the permit scheme area must be provided)
Current Utility Bill (electricity/gas/land phone/mobile phone/bank statement/rates notice with the resident's name and current address in the permit scheme area; a current rental lease agreement issued not more than 3 months prior to the date of applying for a Resident Parking Permit is acceptable for new tenants only)
Current Vehicle Registration (with the resident's name and current address in the permit scheme area)
A Letter from the company on company letterhead with an ABN No. (if vehicle is not owned by the applicant)

Optional

- Pensioners Concession Card or NSW Student Identification Card (only required when claiming 50% reduction of the permit fee)
Credit Card Authorisation Form (if payment is made by Credit Card)

4. APPLICANT DECLARATION

I declare that I am a resident at the address nominated on this application form and that the information I have provided is true and correct in every detail. I understand that Parramatta City Council may withdraw and cancel the permit(s) if the information I have supplied is not true and correct. I declare that I have read and understood the Conditions of Use of this application and agree to abide by them. I acknowledge that the permit(s) remain the property of Parramatta City Council and undertake to keep the permit(s) secure at all times. I will ensure that the permit(s) are not sold, transferred or assigned to another party and will return the permit(s) to the Parramatta City Council if the vehicle which the permit applies to is disposed of and/or my eligibility or place of residence changes. I also acknowledge that the Parramatta City Council does not send out renewal letters. It is my responsibility to renew permits annually.

Applicant's Name, Applicant's Signature, Date

IMPORTANT:

The information provided by you on this form will be used by Parramatta City Council to process this application. The provision of this information is compulsory and if not provided, Council may not be able to fully process your application. Once collected by Council, the information can be accessed by you in accordance with Council's Access to Information Policy and Privacy Management Plan or in special circumstances, where legislation requires or where you give permission for third party access.

OFFICE USE ONLY: Current Residential Evidence, Current Vehicle Ownership Evidence, Permit Area, Permit No., Amount Payable \$, Receipt No., Approved by, Date

5. CONDITIONS OF USE

Please read the following conditions carefully before completing the application form.

(a) **For New Residents of NSW**

If you are a driver or motorcyclist who has moved to NSW from another Australian State or Territory, or from another country with a permanent resident visa (under the Commonwealth Migration Act 1958), **you must first obtain a NSW Driver's Licence prior to obtaining a Resident Parking Permit**. According to the Roads and Traffic Authority, you can use your existing licence for up to three months.

If you are a temporary overseas visitor (ie. tourists, business people on limited-duration visits or people studying or working temporarily in NSW) and you hold a current overseas driver licence, a Photo ID (eg. passport) and 2 different current utility bills showing the address in the permit scheme area are to be provided to obtain a permit. In all other circumstances, you should request the resident of the property to obtain a Transferrable Visitor Parking Permit for you to use.

(b) **Operation of Parking Permits**

A vehicle displaying a parking permit exempts the vehicle from the time limit restrictions and parking charges shown on signs in permit parking spaces designated for use by holders of such permits only in the Permit Parking Scheme area allocated (if any). For example, a parking permit for Area 01 only exempts time limit restrictions and/or charges when a vehicle displaying the permit is parked in the area where parking signs state 'Permit Holders Excepted Area 01'. The permit does not give the applicant any rights to park the vehicle contrary to the Road Rules 2008.

A maximum of **2 Resident Parking Permits** may be held by each dwelling.

(c) **Eligibility Requirements**

(i) **Applicant**

An applicant for a resident parking permit must be a permanent resident living in a Resident Parking Scheme area and the dwelling must have direct frontage to a section of street within the Permit Parking Scheme area. The following documents showing the same mailing address as the premises on the application form are required as a proof of residency:

- **Current Driver Licence** (*with current address in the permit scheme area; for overseas Driver Licence, a Photo ID and 2 different current utility bills showing the address in the permit scheme area must be provided*)
- **Current Utility bill** (*electricity/gas/land phone/mobile phone/bank statement/rates notice with the resident's name and current address in the permit scheme area; a current rental lease agreement issued not more than 3 months prior to the date of applying for a Resident Parking Permit is acceptable for new tenants only*).

(ii) **Vehicle**

- The vehicle for a Resident Parking Permit **must be registered in New South Wales**. The vehicle **must not be a truck** i.e. Gross Vehicle Mass (GVM) must not be more than 4.5 tonne, and **not be a bus, caravan or trailer**.
- **Current Vehicle Registration Paper** showing the same name and mailing address as the premises nominated on the application form is required as proof of vehicle ownership. If the vehicle is owned by a Company, a **letter from the company on company letterhead with an ABN No.** is required to confirm that the nominated vehicle is housed at the address on the application form.

(d) **All permits are issued subject to the following conditions**

- (i) The **Resident Parking Permit must be firmly affixed on the bottom left hand side (passenger side) of the front windscreen**. The expiry date, Vehicle Registration Number and Permit Area Number must be clearly visible from the outside and not within any tinted area. **The permit is not valid unless displayed on the windscreen**. Any permit displayed incorrectly will be considered not valid and the owner of the vehicle will be liable for any infringement notice issued.
 - (ii) The permits are valid for 1 year from the date of issue and are **to be renewed** each year prior to the expiry date on the permit. A current NSW Driver Licence with the resident's name and address under which the permit was issued is required to renew the permit. In all other circumstances, including change of details or renewal of expired permit, a completed application form and relevant documents must be submitted to Council to obtain a new permit. **Note that Parramatta City Council does not send out renewal letters. It is the responsibility of permit holders to renew permits annually.**
 - (iii) The fees payable for parking permits are set by Council. Refunds of any kind are not available once a permit has been issued. Resident Parking Permit holders are not entitled to pro-rata discounts.
 - (iv) Full pensioners who hold a current Pensioner Concession Card (PCC) and full-time students who hold a current NSW Student Identification Card are entitled to a 50% reduction on their permit fee if identification of their status is shown at the time of issue only.
 - (v) Replacement permits may be obtained at a cost of 50% of the original full fee. The original permit will be cancelled and a new permit will be issued. A current NSW Driver Licence with the resident's name and address under which the permit was issued is required to renew the permit. In all other circumstances, including change of details or renewal of expired permit, a completed application form and relevant documents must be submitted to Council to obtain a new permit.
 - (vi) Council must be notified immediately and permit must be returned to Council if the vehicle which the permit applies to is disposed of and/or your eligibility or place of residence changes.
 - (vii) The permit holder must not lease, licence, alienate, dispose of, or permit any other party to hold (for any purpose) any parking space that the permit holder is entitled to hold, or use on the premises.
- (e) The Declaration on the application form must be read and signed by the applicant. Making a false or misleading application is an offence and will result in the immediate withdrawal of the permit without refund.

5. HOW TO OBTAIN RESIDENT PARKING PERMIT(S)

- **Over the counter** - Resident Parking Permit(s) can be processed by completing the Application Form and lodging it in person, together with the required documentation at Council's Customer Contact Centre located at 30 Darcy Street, Parramatta from **Monday to Friday between 8.30am and 4.30pm**.
- **By mailing** to Parramatta City Council, PO Box 32, Parramatta 2124 the completed Application Form together with the required documentation, completed Credit Card Authorisation Form/Money Order or Cheque (made payable to Parramatta City Council). Processing takes approximately 3 business days and the permit will be mailed back to the applicant.
- **By faxing** the Application Form together with the required supporting documentation and Credit Card Authorisation Form to Parramatta City Council on 9806 5904. Processing takes approximately 3 business days and the permit will be mailed back to the applicant.
- **By e-mailing** the Application Form together with the required supporting documentation and Credit Card Authorisation Form to Parramatta City Council to council@parracity.nsw.gov.au. Processing takes approximately 3 business days and the permit will be mailed back to the applicant.