



PARRAMATTA CITY COUNCIL
RENEWAL APPLICATION FORM

RENEWAL

FOR

RESIDENT AND TRANSFERABLE VISITOR PARKING PERMITS

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. PARKING PERMIT TO BE RENEWED (please tick relevant boxes)

Resident Parking Permit
Vehicle Registration No. Make & Model Registration Expiry Date

Resident Parking Permit
Vehicle Registration No. Make & Model Registration Expiry Date

Transferrable Visitor Parking Permit

3. PLEASE ATTACH FOLLOWING DOCUMENTS TO THIS APPLICATION

Current NSW Driver's Licence (with the resident's name and current address in the permit scheme area)

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 remains 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 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

Parking Permit*¹ (current/ expired within 3 months): *² Vehicle Registration No. (as in the system): *²

Permit Area: _____ Permit No. _____

Amount Payable \$ _____ Receipt No. _____

Approved by: _____ Date: _____

*¹Existing permit needs to be cancelled;
*²Otherwise, applicant needs to submit a new application with required documentations to obtain a permit.

5. CONDITIONS OF USE

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

- (a) 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 Australian Road Rules.
- (b) A maximum of **2 Resident Parking Permits** and **1 Transferable Visitor Parking Permit** may be held by each dwelling.
- (c) **Vehicle Requirements:**
The vehicle for a Resident and/or Transferable Visitor Parking Permit must not be a truck (Gross Vehicle Mass must not be more than 4.5 tonne), a bus, caravan or trailer. **The permit is only valid for a registered vehicle.**
- (d) **Requirements for Renewal**
 - (i) This application form is only to be used by the holder of current (or expired for not more than 3 months) Resident and/or Transferable Visitor Parking Permits.
 - (ii) A current NSW Driver License with the applicant's name and address under which the permit was issued is required to renew the permit.
 - (iii) The Resident Parking Permit(s) can only be renewed for the vehicle(s) it was issued to.
 - (iv) In all other circumstances, including change of details or renewal of a permit that has been expired for more than 3 months, a completed application form and relevant documentations must be submitted to Council to obtain a new permit.
- (e) **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 **Transferable Parking Permit must be placed on the dashboard (passenger side).** The expiry date, Vehicle Registration Number (only for the Resident Parking permit) and Permit Area Number must be clearly visible from outside the vehicle and not within any tinted area. **The permit is not valid unless displayed correctly.** 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. Transferable Visitor 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 must be returned to Council. **If the original permit cannot be produced a Statutory Declaration must be completed and signed.**
 - (vi) When residents vacate their place of residence they are not entitled to use their Transferable Visitor Parking Permit. Council must be notified immediately and the Parking Permits returned.
 - (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.
- (f) 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. LODGING A RENEWAL APPLICATION FORM

- **Over the counter** – Renewal Application Form 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.