



**PARRAMATTA CITY COUNCIL**  
**BUSINESS PARKING PERMIT APPLICATION FORM**



Processing of the application generally takes 5 business days. Please read the Conditions of Use carefully before completing the application form.

Please use **BLOCK CAPITALS** and tick boxes as required.

**1. APPLICANT DETAILS**

Owner  Permanent Employee

Title  Given Name/s  Family Name

Business Name

Street Address

Postal Address (if different from the Street Address)

Contact Details: Daytime Phone No.  Mobile No.

**2. ELIGIBILITY CHECK**

Is this business the sole occupant at this address?  
Yes  No  (see Conditions of Use for eligibility)

Is this business shared with a residence at this address?  
Yes  (eligible for Resident Parking Permits) No

How many off-street parking spaces available at the place of business?  
None  One or more (not eligible for a Permit)

**3. VEHICLE DETAILS**

Registration No.  Make  Colour

Car  Van  Ute  Motorcycle

If the vehicle is not owned by the applicant then complete the following:

Owner's Name (company if applicable)  Daytime Phone

Owners Address

**4. PLEASE ATTACH FOLLOWING DOCUMENTS TO THIS APPLICATION**

- Current ABN Registration Certificate**
- A recent Utility Bill** (electricity/gas/land phone; a current rental lease agreement is acceptable for new tenants only)
- Driver's Licence** (current)
- Proof of Employment** (pay slip or a letter from the business on letterhead with an ABN No. confirming the applicant is an employee of the business)
- Vehicle Registration Paper**
- A letter from the owner or company on its letterhead with an ABN No.** conforming that the vehicle is used by the applicant (if vehicle is not owned by the applicant)
- Credit Card Authorisation Form** (if payment is made by Credit Card)

## 5. APPLICANT DECLARATION

I declare that I am the owner or a permanent employee of the above business located at the premises nominated on this application form and that the information I have provided is true and correct in every detail. I understand that the 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 Condition 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 permits apply to is disposed of or my eligibility or place of business changes.

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.

---

## 6. OBTAINING A BUSINESS PARKING PERMIT

*Processing of the application generally takes 5 business days. The applicant will be notified by telephone or letter when the application has been processed and can be collected if approved.* Completed application form together with the required documentation and completed credit car authorisation form, Money Order or Cheque (made payable to Parramatta City Council) may be lodged as follows:

- Customer Contact Centre at 30 Darcy Street, Parramatta between 8.30am and 4.30pm Monday to Friday
- Mailing to Parramatta City Council, PO Box 32, Parramatta 2124
- Faxing to Parramatta City Council on (02) 9806 5904

Business Parking Permit must be collected **in person** from following locations.

- Customer Contact Centre at 30 Darcy Street, Parramatta between 8.30am and 4.30pm Monday to Friday
- Parramatta City Library at 1A Civic Place, Parramatta on Saturday between 8.30am and 12.30pm

---

## 7. 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). The permit does not give the applicant any rights to park the vehicle contrary to the Australian Road Rules. Note that the permit is not valid in the Marion Street (east) from Station Street to Harris Street, Harris Park. Permit holders who reside within Marion Street (east) must park their vehicle elsewhere in Area 01A.
- (b) **A maximum of 2 Business Parking Permits** may be held for each business street number address or strata number address. Exemptions apply to premises that have Development Application Approval prior to the Strata Schemes (Freehold Development) in 1973. Where 2 or more businesses operate from the same street or strata number address, the businesses will be treated as 1 business for the issue of permits. Permits are not available if there are 1 or more off-street parking spaces available at the premises. The permits are not available if the residential premises also operate as a business in which case a maximum of 2 Resident Parking Permits and 1 Transferable Visitor Parking Permit may be applied for.
- (c) **Eligibility Requirements**
  - (i) **Applicant**

An applicant for a Business Parking Permit must be a permanent operator or employee of a business located within a Business Parking Scheme area and the premises 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 permanent operator or employee of the business:

- **Current ABN Registration Certificate**
- A recent **Utility bill** (*electricity or gas or land phone; if unable to provide any utility bill, a current Rental Lease Agreement issued not more than 3 months prior to the date of applying for a Business Parking Permit will be accepted*).
- **Proof of employment** (*a letter from the owner or company on letterhead with an ABN No. confirming the applicant is an employee of the business*).

(ii) **Vehicle**

The vehicle must not be a truck i.e. Gross Vehicle Mass (GVM) must not be more than 4.5 tonne, a bus, caravan or trailer and **must be registered in New South Wales**. The following documents are required showing the applicant's name as proof of vehicle ownership:

- **Vehicle Registration Paper**
- If the vehicle is not owned by the applicant, **a letter from the owner or company on company letterhead with ABN No.** confirming the nominated vehicle is used by the applicant

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

- (i) The **Business 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 financial year from 1 July to 30 June and **must be renewed** each year prior to the expiry date on the permit. The applicant must submit a completed application form and relevant documents to Council when renewing a 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. Business Parking Permit holders are not entitled to pro-rata discounts
  - (iv) 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.**
  - (v) Permit must be returned to Council if the vehicle which the permit applies to is disposed of and/or your eligibility or place of business changes.
  - (vi) The permit holder must not lease, license, 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.

**OFFICE USE ONLY**

Residential Evidence:  Vehicle Ownership Evidence:  Zero off-street parking - checked:

Permit Area:  Permit No.

Amount Payable \$  Receipt No.

Approved by:  Date:

New Application:  Renewal:  Replacement:



**PARRAMATTA CITY COUNCIL**  
**CREDIT CARD AUTHORISATION FORM**

Please use **BLOCK CAPITALS** and tick boxes as required.

**APPLICANT DETAILS** *(for faxed/posted applications only):*

Title	Given Name/s	Family Name		
<input type="text"/>	<input type="text"/>	<input type="text"/>		
Address:	No.	Street	Suburb	Postcode
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact Details:	Daytime Phone No.		Mobile No.	
	<input type="text"/>		<input type="text"/>	

**CREDIT CARD DETAILS**

Payment Details *(please specify the reason for payment in the space provided below)*

I authorise Parramatta City Council to debit my credit card in the amount of

Cardholder's Name *(please print name in capital letters)*

Credit Card Details (**Note:** American Express Credit Card is **NOT** accepted)

Visa       Mastercard       Bankca

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------	----------------------

Card Holders Signature

Date

Credit Card Expiry Date

**OFFICE USE ONLY**

Council Officer Name:

Account Code

Receipt No:

Council Officer's Signature:

Date: