

Residential Parking Permit Guide and Application



About this form

You may use this form to apply for Residential or Visitor Parking Permits depending on where you live within the City of Sydney.

Permits are valid only in your numbered parking area and not all streets have resident exemptions.

Note: If mailing your application please supply copies of documents, not originals.

Part A: How permits work

1. There are 32 parking areas in the City of Sydney. Permits are issued for a specific area and are valid only within that area. The area number will be listed on your permit.
2. If the area number on your permit matches the area number on the sign (see example signs to the right) your vehicle is exempt from restrictions in that location.
3. A Resident Parking Permit does not exempt your vehicle from general road signs such as "No Parking" or "Loading Zone".
4. Not all streets in your parking area will have special arrangements for residents.
5. *It is your responsibility to carefully read any signs before parking your vehicle.*



Part B: Which parking area are you in?

To find out which area you are in you can contact the City on 9265 9333, or check on the City's website at www.cityofsydney.nsw.gov.au/transport. Permits can be issued only for the area corresponding to your permanent residential address. Some streets and areas of the City do not have resident parking schemes.

Part C: Eligibility - General

1. You may be eligible for a Resident Parking Permit if:
 - You are a permanent resident of the City, and not a guest of a hotel, hostel or serviced apartment;
 - Your property has no on-site parking, and no space that could reasonably be converted to parking;
 - Your vehicle is registered in your name at your permanent residential address *or* you have full private use of a work vehicle (your employer must confirm this in writing, and supply registration papers);
 - Your vehicle is **not** a trailer, caravan, truck, bus or tractor.
2. Visitor Parking Permits may also be available for residents of Forest Lodge, Glebe, Pymont, Ultimo and Millers Point who meet the criteria for a Resident Parking Permit.

Part D: Eligibility - Parking on your property

Resident Parking Permits are intended to cater for residents with no off-street parking. If you have off-street parking, you are required to utilise it, regardless of the difficulty of parking in that space. For example:

- If you do not have any on-site parking spaces, up to **two** permits may be issued.
- If you have one on-site space and two cars, you may be eligible for **one** permit, provided registration papers show both vehicles are registered at your address.
- If you have one on-site space and one car, you are not eligible for a permit.
- Even if the vehicle you own is too large to fit into the off-street parking space, you are still deemed to have off street parking and this may affect your eligibility for a permit.

Part E: Eligibility - Ineligible properties

Not all residential properties within the City's Parking Precincts are eligible for permits. If you live in a building approved or converted to residential use after 8 May 1996 (or 1 May 2000 in the CBD) you will not be eligible. Residents of Ultimo and Pymont living in buildings approved after 2 November 1998 may be eligible for one permit at a higher fee. Call 9265 9333 to enquire about eligibility of your property.

Part F: Permit fees and refunds

Fees: current fees are shown in Part 5 of the application form. For more information on fees, call the City on 9265 9333 or go to www.cityofsydney.nsw.gov.au.

Concession: if you are an eligible pensioner you are entitled to concession rates for most Parking Permits. To be eligible for a concession, you must hold a current Pensioner Concession Card issued by Centrelink or the Commonwealth Department of Veterans' Affairs.

An armed services widow or a recipient of a war-related pension may also be eligible.

Refund: If you return your Parking Permit to the City more than 3 months before the expiry date we will refund half of the cost. Refunds are by cheque or direct deposit only and take 10 working days to process.

Part G: Your responsibilities

1. You are responsible for all permits issued to you.
2. If you sell your vehicle or move house, you must inform Council and you may have to return the permit. Refunds may apply.
3. If your permit is lost, stolen or damaged, you may be asked to complete a statutory declaration, provide a Police Event Number or return the damaged permit. These requirements minimise the risk of fraud.
4. You must affix a Resident Parking Permit to the passenger side of the windscreen and if possible, next to the vehicle registration label (Motorcyclists should use a clear registration holder). It must be clearly visible from outside the vehicle.
5. Visitor Parking Permits must be prominently displayed on the dashboard.
6. Permits must not be sold, transferred or allocated to another person. Misuse or fraud may be referred to Police. In the event of fraud or misuse, the City may also cancel one or all permits issued to your household.

Part H: Privacy & Personal Information Protection Notice

Purpose of Collection: For issue of parking permits and for road and traffic management in the Council area.

Intended recipients: Officers of the Council of the City of Sydney.

Supply: Applicants must fulfill RTA and Council requirements as outlined in conditions.

Access/Correction: Council Officers or Freedom of Information requests.

Storage: One Stop Shop / Neighbourhood Service Centres, document management systems and Archives.

Part I: Lodgement Details

You can lodge the completed application by:

FAX: (02) 9265 9222

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001

IN PERSON: CBD: Level 2, 456 Kent Street, Monday - Friday 8am-6pm

Kings Cross: 50-52 Darlinghurst Road, Monday - Friday 9am-5pm, Saturday 9am-12pm

Glebe: 160 St Johns Road, Monday - Friday 9am-5pm

Redfern: 158 Redfern Street, Monday - Friday 9am-5pm, Saturday 9am-12pm

WHAT NOW:

If lodging your application by **mail** you must include payment (a cheque or money order made out to "City of Sydney") or complete Part 7 of this application form, authorising the City to charge the cost of the Permit/s to your credit card. You must also supply copies of all required documents. Do not mail original documents.

If lodging your application by **fax** you must complete Part 7 of the application form, authorising the City to charge the cost of the Permit/s to your credit card.

Once your form and payment are received and if complete, your application will be processed and any permit(s) for which you are eligible will be posted to you within 10 working days.

If lodging your application **in person**, your eligibility will be assessed and any permit(s) for which you are eligible issued on the spot.

TELEPHONE: (02) 9265 9333

WEBSITE: www.cityofsydney.nsw.gov.au

Residential Parking Permit Application



About this form

You may use this form to apply for Residential or Visitor Permits depending on where you live within the City of Sydney. **While permit holders benefit from exemptions to time restrictions in their parking area, the City cannot guarantee the availability of a parking space.**

How to complete this form

- 1: Read the Residential Parking Permit Guide before completing this form.
- 2: Ensure that all fields have been filled out correctly.
- 3: Please note, all sections of this form must be fully completed. Incomplete forms may be returned to the applicant.
- 4: Once completed you can submit this form by facsimile, mail or in person. Please refer to the Lodgement details section (Part I in the Guide) for further information.

Part 1: Application Details

- 1. Which type of permit/s do you require?** Resident Visitor
- 2. Are these new, renewal or replacement permits?** New Renewal Replacement **see below**
If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your permit was stolen. See Part G of the Guide.
- 3. How many parking spaces are available on your property?** 0 1 2

Part 2: Applicant Details

Title	Given Name/s	Family Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Address (please include number, street name, suburb and postcode)		
<input type="text"/>		
Home Number	Business Number	Mobile Number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Email Address		
<input type="text"/>		

Part 3: Vehicle Details

	Vehicle 1	Vehicle 2
Registration Number	<input type="text"/>	<input type="text"/>
Tare Weight / GVM (eg. 3 Tonne)	<input type="text"/>	<input type="text"/>
Year	<input type="text"/>	<input type="text"/>
Manufacturer (eg. Ford, Toyota)	<input type="text"/>	<input type="text"/>
Model (eg. Falcon, Corolla)	<input type="text"/>	<input type="text"/>

Part 4: Verifying your address

All applicants must verify their residential address by supplying **two** current documents from the list below.

- | | | | |
|--|--|---|--|
| Utility Bill <input type="checkbox"/> | Phone Account <input type="checkbox"/> | Current Lease <input type="checkbox"/> | Drivers Licence <input type="checkbox"/> |
| Pension Card <input type="checkbox"/> | Electoral Roll Card <input type="checkbox"/> | Rates Notice <input type="checkbox"/> | Bank Statement <input type="checkbox"/> |
| Centrelink Health Care Card <input type="checkbox"/> | Rental Bond Board Receipt <input type="checkbox"/> | Official Government Correspondence (excluding RTA) <input type="checkbox"/> | |

Please note: to apply for a Resident Parking Permit, you must also supply current vehicle registration papers for the vehicle to which the permit will apply. The vehicle must be registered in your name and at your address.

If mailing your application, please do not mail original documents. Copies are acceptable.

Part 5: Available Permits and Fees

To encourage the use of cleaner cars, parking permits are now priced according to the environmental impact of your vehicle. Please check your vehicle's rating at www.greenvehicleguide.gov.au and tick the applicable box in the table below. If your car was manufactured before 2004, it may not be in the Green Vehicle Guide. In this case, it will be charged the standard fee. Motorcycles and scooters pay the lowest fee.

Pensioner discounts are shown in brackets in the table below. To claim a Pensioner Discount, you must supply your current Pension Concession Card or a copy of the card (please be sure to copy both sides).

Type of Permit	4+ stars	3-3.5 stars	2-2.5 stars	1.5 stars or less	Standard Fee (not in Green Vehicle Guide)
1st residential permit	<input type="checkbox"/> \$24 (\$6)	<input type="checkbox"/> \$36 (\$9)	<input type="checkbox"/> \$48 (\$12)	<input type="checkbox"/> \$96 (\$24)	<input type="checkbox"/> \$48 (\$12)
2nd residential permit	<input type="checkbox"/> \$48 (\$24)	<input type="checkbox"/> \$72 (\$36)	<input type="checkbox"/> \$96 (\$48)	<input type="checkbox"/> \$192 (\$96)	<input type="checkbox"/> \$96 (\$48)
Restricted Property Residential Permit (No concession available)	<input type="checkbox"/> \$60	<input type="checkbox"/> \$90	<input type="checkbox"/> \$120	<input type="checkbox"/> \$240	<input type="checkbox"/> \$120

Visitor permits are only available in Glebe, Ultimo, Pyrmont and Millers Point. Visitor permits cost \$48 (\$12 concession). If your permit/s need to be replaced, you will be charged \$125 per permit. No concession applies to replacement fees.

Part 6: Applicant Declaration

I declare that:

- The information I have provided on this application is true and correct in every detail.
- I have read and understood the conditions of operation of the scheme as outlined in the Residential Parking Permit Guide and agree to abide by them.
- I have provided acceptable verification of address, vehicle registration and pensioner card details (where applicable).

Applicant Name

Applicant Signature

Date

If you intend to fax or post your application and wish to pay by credit card, you must complete the details in Part 7, below.

Office Use Only

Application Date

Vehicle Ratings Checked by CSO

	Permit Number	Receipt Number	Licence Number	Area	Receipt Date	Star Rating
Permit 1						
Permit 2						

Receiving Officer

Centre

Date Received

Part 7: Method of Payment for Resident Parking Permit/s

Cheque Money Order **Credit Card Please complete the details below.**

I authorise the City of Sydney to charge my credit card for the amount of \$

Credit Card Number

Expiry Date (MM/YY)

Card Holder's Name

Card Holder's Signature