

## Application For Residential Scheme Parking Permit - Ashfield

<b>About this form</b>	Before completing this application please ensure you have read the <b>Permit Conditions Of Use And Eligibility</b> on page 3 of this form. <u>Note: Residents with unregistered vehicles or vehicles not registered in NSW are ineligible for resident parking permits</u>
<b>Acceptance</b>	Council's acceptance of the application does not imply that a Permit will necessarily be granted. Please note that most applications for Resident Parking Permits will be processed within 10 working days (including time to mail out the approved permits via Australian Post)

### Section 1: Type of Permit Requested

<input type="checkbox"/> Renewal of existing Permit	
<input type="checkbox"/> Change of vehicle registration	
<input type="checkbox"/> New Permit	
<input type="checkbox"/> Replacement (lost/damaged/stolen) permit	<b>Existing Permit Number</b>
What are you applying for <input type="checkbox"/> 1 <sup>st</sup> permit for the household <input type="checkbox"/> 2 <sup>nd</sup> permit for the household	

### Section 2: Applicant's Details or Company and Representatives (Required)

If the applicant is a company, proof the company is a legal entity must be given, either by company seal or company letterhead.

Salutation (✓)	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Miss <input type="checkbox"/> Other (please specify)
First name	Surname
Occupation	<input type="checkbox"/> Renting <input type="checkbox"/> Owner Occupiers
Residential Address	
Suburb	Postcode
Email	
Phone number	Mobile
Mailing Address (if different)	
Suburb	Postcode
I have attached <b>ONE</b> of the following as proof of my residential status  (If you are renewing your permit you still need to supply this proof even if your details are unchanged),  <b>AND</b> a copy of the vehicle registration documents from RMS	<input type="checkbox"/> Drivers licence (must be current and show address within resident parking area)
	<input type="checkbox"/> Residential tenancy agreement
	<input type="checkbox"/> Electricity/Gas account (no more than 6 months old)
	<input type="checkbox"/> Telephone account (no more than 6 months old)
	<input type="checkbox"/> Most recent Rates Notice (postal address the same as property address)
	<input type="checkbox"/> I have attached a copy of the vehicle registration documents showing that my vehicle(s) is/are registered to my property address

### Section 3: Car Parking at the Property

Number of off-street parking spaces (in garage/carport **plus** on driveway) at the property.

Number of parking spaces at the property	<input type="checkbox"/> 0 <input type="checkbox"/> 1 <input type="checkbox"/> 2 (or more)
Number of vehicles registered at the residence	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 (or more)
If you live in a unit or townhouse please attach documentation to verify the number of parking spaces available for your private use (e.g. strata plan OR a copy of <b>tenancy agreement</b> OR a <b>letter from the landlord</b> or <b>managing agent</b> )	

#### Section 4: Vehicle Details

*N.B. if you have one off-street parking space but two vehicles, registration papers for **both** vehicles (showing registration to the subject property address) must be provided in order to receive a permit for one of the vehicles.*

**Residents with unregistered vehicles or vehicles not registered in NSW are ineligible for resident parking permits**

##### Vehicle 1:

Registration Number		Make		Model		
Type of Vehicle	<input type="checkbox"/>	Private Vehicle	<input type="checkbox"/>	Company Vehicle	<input type="checkbox"/>	Other
<b>Vehicle 2:</b>						
Registration Number		Make		Model		
<b>If the vehicle is privately owned:</b>	<input type="checkbox"/>	I have attached a copy of the current vehicle registration documents from RMS showing that my vehicle(s) is/are registered to my property address				
<b>If the vehicle is a company car:</b>	<input type="checkbox"/>	I have attached a letter from my company (on company letterhead) authorising private use of the vehicle				

#### Section 5: Fees : Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

New or replacement permits issued between 1 August and 29 September of each year.

<b>First permit</b>	<input type="checkbox"/>	<b>1<sup>st</sup> Permit for the household: (no Charge)</b>
<b>Second permit</b>	<input type="checkbox"/>	2 <sup>nd</sup> Permit for the household: \$54.85
<b>Replacement permit</b>	<input type="checkbox"/>	Replacement Permit: \$35.00

#### Section 6: Applicant Declaration

I declare that the information provided above is true and correct to the best of my knowledge at the time of submission. I have read and accept all the conditions of use and eligibility under the Inner West Council Resident Parking Permit Scheme.

I declare that the statements regarding the number of existing parking spaces on my property are accurate, and I give my permission for Council staff to undertake an inspection of the subject address and/or review the approved development application plans for the property.

I understand that if the information declared on this form is found to be false, Council will withdraw the permit.

I understand I am not entitled to use this parking permit in the event that:

- I cease living in the residence or
- A parking space on the property becomes available for my use

I will notify Council if either of the events stated above occur and will return the permit.

Applicant's Name		Date	___/___/___
Applicant's signature:			

#### Privacy statement

This form contains personal information of a person/s making an application to Inner West Council. The requested information assists Council staff to respond to the applicant/s. The supply of information is voluntary. If you do not provide the requested information, Council may not be able to respond to / progress your application. The information will be retained in Council's record keeping system. Information held by Council is not made publicly available unless there is an overriding public interest to do so under the Government Information (Public Access) Act 2009 (GIPA Act) and in accordance with section 18(1)(b) of the NSW Privacy and Personal Information Protection Act 1998. For more information about your privacy please contact Inner West Council on (02) 9392 5000 and ask to speak with the Privacy Officer. Alternatively, you may email Council at [council@innerwest.nsw.gov.au](mailto:council@innerwest.nsw.gov.au) or write to us at P.O. Box 14, Petersham, NSW 2049.

#### Office use only

Checked by officer:	Receipt number:
Date:	Amount paid: \$
Details added to database 18/32357 <input type="checkbox"/> Yes <input type="checkbox"/> No	Initial of officer:

## Conditions of Eligibility

1. Council operates a Resident Parking Permit Scheme as per the conditions contained in the Resident Parking Permit Scheme Policy (a copy of which can be found on Council's website). The main policy conditions of use and eligibility are summarised below:
2. A Parking Permit exempts the bearer from time restricted parking only where parking is signposted "**Permit Holders Excepted**", and only in the parking area to which the permit applies.
3. To be valid, permits must be permanently affixed to the inside of the bottom passenger side of the car's front windscreen (for motorcycles the permit should be affixed in a prominent location on the fuel tank).
4. Permit holders must park in accordance with the NSW Road Rules 2014.
5. Once a permit is issued, any fees paid cannot be refunded.
6. Alteration or misuse of the permit is an offence and will result in the cancellation of the permit.
7. Permits remain the property of Inner West Council at all times.
8. Permits cannot be sold, transferred or allocated to another person.
9. If permits are lost, replacement permits will only be issued upon completion of a new application and subject to payment of the replacement permit fee.
10. Permits are only issued to residents who reside at the property and who live in a residential parking area.
11. The property must be addressed to the street having parking permit restrictions.
12. The following types of properties **are not eligible** for Resident Parking Permits:
  - a) Nursing Homes.
  - b) Hospitals
  - c) Seniors Housing.
  - d) Residential Care facilities
  - e) Commercial Properties/buildings.
  - f) Secondary dwellings (granny flats).
13. Parking permits **will not be available** for the following:
  - a) Visitors
  - b) Tradespeople.
  - c) Non-resident vehicle owners
  - d) A leased property on a short term lease (under 6 months).
14. Units or townhouses that received Development Approval after 30 June 1997 **are not eligible** for resident parking permits
15. Boarding houses will be treated as a single household (i.e. eligible for a maximum of two permits subject to off-street parking availability) and not considered on the basis of the number of bedrooms.
16. Not all residents living in a residential parking area will qualify for a permit due to development conditions or due to the amount of off-street parking at the residence.
17. **There is a maximum of two residential parking permits issued per household.**

This number of permits reduces by one for every off-street parking space available at the property.

  - a) **No off-street parking spaces - eligible for two permits**
  - b) **One off-street parking space (and two or more registered vehicles) - eligible for one permit**
  - c) **One off-street parking space (and one registered vehicle) - not eligible for a permit**
  - d) **Two or more off-street parking spaces - not eligible for a permit**
18. Permits for interstate registered vehicles will not be issued.
19. Permits shall only be issued for cars and motor-cycles.
20. Trucks over 3 tons GVM as well as boats, caravans and trailers are not eligible for a permit.
21. For the purpose of assessing permit eligibility, off-street parking is defined as an area, on the property dedicated for, or originally built for the purpose of parking of a motor vehicle. To be counted as an off-street parking space, the size and location of the parking space is to generally comply with the Inner West Council DCP requirements and the Australian Standards. For practical purposes an off-street car parking space is defined as a parking space upon which it is possible to reasonably park a standard car. (e.g. Commodore or Camry). Tandem parking (one car behind another) will be counted as parking for two or more vehicles
22. In order to receive a permit the vehicle must be registered in the applicant's name and registered to a residential property address within a resident parking zone OR, if the vehicle is a company car, a letter from the company on company letterhead authorising private use of the vehicle is required before a permit can be issued
23. If the property is leased, a residential tenancy agreement must be provided with a minimum of 6 months lease remaining from the date upon which the application is lodged.

## How to Lodge

Lodging an application requires a completed application form.  
All relevant information and the payment of the required fee (where a fee applies).  
Application will be checked at lodgement to ensure the required information is provided.

**Incomplete/illegible applications will not be accepted and will be returned to you**

**Lodge by email:** [permits@innerwest.nsw.gov.au](mailto:permits@innerwest.nsw.gov.au)

**Lodge in person:** Inner West Council's Customer Service Centres:

- Ashfield – 260 Liverpool Road Ashfield
- Leichhardt – 7-15 Wetherill Street Leichhardt
- Petersham – 2-14 Fisher Street Petersham

**Opening hours:** Monday-Friday, 8:30am-5:00pm

[www.innerwest.nsw.gov.au/ContactUs](http://www.innerwest.nsw.gov.au/ContactUs)

**Cashiering:** 8:30am-4:30pm

**Lodge by mail:** Inner West Council, PO Box 14, Petersham NSW 2049

**Fees and charges:** Find fees and charges on the Council website: [www.innerwest.nsw.gov.au/FeesAndCharges](http://www.innerwest.nsw.gov.au/FeesAndCharges)

**Cheques are to be made payable to:** Inner West Council

**Credit card:** Please use the Inner West Council credit card payment form (transaction fee applies)