



INNER WEST COUNCIL

Resident / Visitor / Pensioner Parking Permit Application

About this form:	Please allow at least 10 working days to process your application (including time to mail out approved permits via Australia Post)
Mobility Parking	If you hold an Australian Mobility Parking Permit (MPS) you are NOT required to apply for parking permits.

Section 1 – Application Details

A. Permit type: Please Tick (✓) Resident Visitor Pensioner

B. Are you applying for a : Please Tick One (✓)

New *Replacement (Lost/Stolen) including Change of Vehicle Registration

*Replacement fee applies as stated in the current Fees & Charges. This fee is waived if you either return the original (including damaged) permit or provide evidence that your permit was stolen. See Parking Permit Conditions.

C. How many parking spaces are available on your property?

(Regardless of its current use e.g. storage)

Please Tick One (✓) 0 1 2 (or more)

D. How many vehicles are registered (or used) at the above residence?

Please Tick One (✓) 0 1 2 3 (or more)

ELIGIBILITY TABLE

(Vehicle must not be a trailer, caravan, truck, bus or tractor i.e. vehicles greater than 3 tonnes GVM)

No. of off-street parking spaces	No. of vehicles registered/used at property	No. of Resident permits allowed
0	1	1
0	2 or more	2
1	1	0
1	2 or more	1
2 or more	No Resident Parking permits issued	No Resident Parking permits issued

Dual occupancies, multi dwelling housing and residential flat buildings, subdivisions into two or more lots and the strata subdivision of residential flat buildings, **approved after January 2001, are NOT eligible for any parking permits.**

Section 2 – Applicants Details

Title:	First Name:	Surname:
Residential Address (please include number, street name, suburb and postcode)		
Address:		
Postal Address: (if different to above)		
Daytime Contact:		
Email Address:		



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Section 3 – Vehicle Details

	Registration Number	Do you wish to apply for a * Visitor Parking Permit? <input type="checkbox"/>
Vehicle 1		
Vehicle 2 (if applicable)		

***Note:** A maximum of one visitor parking permit may be issued per residence within the boundary of a Permit Parking Scheme (PPS) Area and where the demand does not exceed the available on-street parking spaces.

Section 4 - Verifying your Address and Vehicle Registration

If you are **ONLY** applying for a Visitor Parking Permit, only the proof of residency is required, See E, II.

E. Application for a resident parking Permit must be accompanied by the following documents:

Please Tick (✓)

- I. A copy of your current vehicle registration for each applicable vehicle

Note: If the subject vehicle is not registered in the name (or address) of the applicant, proof is required from the registered owner (e.g. company vehicle) that the vehicle is used or kept at the property address, in the form of **company letterhead or statutory declaration.**

- II. Any **one current** copy of the following documents that verify the applicant's residential address:

- Lease Agreement (front page only – **REQUIRED for rental properties**)
- Rates Notice Contract for Sale/Purchase of Land
- NSW Drivers Licence

The address shown must match with the applicant's residential address.

Note: Utility bills (e.g. electricity, gas, and telephone) will not be accepted as proof of residency

F. IF APPLYING FOR A PENSIONER PERMIT, it must be accompanied by the following documents:

Please Tick (✓)

- I. A copy of your Centrelink Pensioner Concession Card

II. ALSO REQUIRED

- A copy of the current vehicle registration documents from RMS

(The vehicle registration document must show you are receiving the pension discount)

Section 5 - Applicant Declaration (Mandatory)

I DECLARE THAT: Please Tick (✓)

- The information I have provided on this application is true and correct in every detail.
- I have read and understood the Permit Parking Scheme Conditions of Operation and agree to abide by them.
- I understand that the Parking Permit becomes invalid in the event that:
- (i) I cease living in the residence registered; or
- (ii) A parking space within the property becomes available.
- I will notify Council if either of the events stated above (i) or (ii) occur and will return the Permit(s) immediately.
- I have provided acceptable verification of address, vehicle registration and pensioner card details (where applicable)
- I understand that replacement permit(s) incur a fee in the amount stated in Council's adopted Fees & Charges* and agree to pay it in when applicable.

Applicant's signature:

Date:

_____/_____/_____



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OFFICE USE ONLY

	Area:	LBP No:	Invoice/Receipt No:
Permit 1			
Permit 2			
Permit 3/Visitor			
Officer:		Date:	

Privacy statement

Application forms and/or names and addresses of people making an application is information that is publicly available. In accordance with section 18(1)(b) of the *Privacy and Personal Information Protection Act 1998 (NSW)*, you are advised that all application forms received by Council will be placed on the appropriate Council file and may be disclosed to Councillors, Council officers, consultants to Council or members of the public. Pursuant to the provisions of the *Government Information (Public Access) Act 2009*, Council is obliged to allow inspection of its documents, including any application you make. However, should you wish for your contact details to be suppressed, please indicate on this application form.

Instructions for applicants

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: council@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

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

Cheques are to be made payable to: Inner West Council

Credit card: Please use the Inner West Council credit card payment form.



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Section 6 – Parking Permit Scheme Conditions of Operation

To be eligible to participate in a Permit Parking Scheme (PPS), the applicant must be a resident or the proprietor of a registered business located within the boundaries of the former Leichhardt Council designated PPS Area.

The maximum number of resident parking permit(s) eligible per residence is two (2) minus one (1) for each off-street (on-site) parking space available regardless of its current use or the difficulty of parking in that space. This is in accordance with the Roads Maritime Services (RMS) Permit Parking Guidelines, as summarised below:

No. of off-street spaces:	No. of vehicles registered to property:	No. of resident permits allowed:
0	1	1
0	2 or more	2*
1	1	No permits issued
1	2 or more	1
2 or more spaces	No resident permits issued	

Ineligible:

- 6.1 Excludes boats (on trailers), box trailers, caravans, buses and trucks (i.e. vehicles greater than 3T GVM).
- 6.2 Dual occupancies, multi dwelling housing and residential flat buildings, subdivisions into two or more lots and the strata subdivision of residential flat buildings, **approved after January 2001, are NOT eligible for any parking permits.**

Note:

- 6.3 *In some areas the maximum number of resident permits is limited to ONE (due to limited on-street spaces).
- 6.4 A maximum of ONE visitor parking permit may be issued to any one residence where available. Visitor permits are not issued in some PPS areas, where the demand exceeds the limited on-street parking spaces available.
- 6.5 You will need to nominate which vehicle is to be issued with a permit if there is more than one vehicle registered at the property that is only eligible for one resident permit due to having an on-site space available
- 6.6 Motorcycles should have a clear registration holder affixed in order to display the parking permit.
- 6.7 A maximum of ONE pensioner parking permit may be issued to any one holder of a Commonwealth Department of Family and Community Services pensioner concession card.
- 6.8 Residences located above a business in Darling Street and Norton Street will NOT be issued with parking permits to park vehicles on Darling Street or Norton Street (only side streets)
- 6.9 **Lost, Stolen or Change of Vehicle Registration permits will incur a replacement fee as per Council's adopted Fees & Charges.** This fee is waived only if the permit originally issued is returned to Council or if there is documented evidence provided from the Police or an insurance company for stolen or written off vehicle/permit.
- 6.10 Vehicles displaying a valid parking permit are exempt from the time limits imposed by parking restriction signage bearing the words "Permit Holders Excepted" or "Authorised Residents Vehicles Excepted" AND the corresponding PPS area displayed on the permit. Not all streets in your parking area will have special arrangements for permit holders; it is the responsibility of the driver to carefully read any signage before parking their vehicle.
- 6.11 A parking permit is only valid up until the expiry date shown on the permit or by a date otherwise indicated by Council.
- 6.12 To be valid, parking permits must be AFFIXED to the inside passenger side of the windscreen or placed where all details on the parking permit are clearly visible from outside of the car.
- 6.13 Resident and Pensioner parking permits are not transferable and are only valid for vehicle matching the same vehicle registration number displayed on the parking permit.
- 6.14 Parking permits are only valid for parking in accordance with the NSW Road Rules 2014. It does NOT exempt your vehicle from general parking restrictions such as "Loading Zone", "No Parking" etc.
- 6.15 Parking permits must not be sold, transferred or allocated to another person. Misuse or fraud is offences that may be referred to Police. In the event of fraud or misuse, a minimum fine of \$375 applies and Council may also cancel one or all permits issued to your residence indefinitely.