



INNER WEST COUNCIL

TEMPORARY PARKING PERMIT APPLICATION FORM (TRADE VEHICLES)

About this form:	Please allow at least 10 working days to process your application (including time to mail out approved permits via Australia Post)
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PART 1 – APPLICATION DETAILS

Use this form to apply for Temporary Parking Permits for Trade Vehicle(s) either relating to an approved Development Application (DA) or for works done to a residential or business property.

- A copy of the 'Notice of Commencement' must be provided for requests over 3 months; or
- Proof of Business (e.g. business card, ABN/CAN, Public Liability, etc.) for request less than 3 months.

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

- New *Replacement (Lost/Stolen)

*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.

- Extension of expired Temporary Parking Permits

Quote TPP Reference Number(s) of previously issued permits:	
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PART 2 – APPLICANT DETAILS

DA Number: (if applicable)			
Title:		First Name:	
		Surname:	
Site Address (please include number, street name, suburb and postcode)			
Address:			
Postal Address: (if different to above)			
Daytime Contact:			
Email Address:			
*Number of Parking Permit(s) Requested:		Requested Commencement Date:	____/____/____
Requested Duration:	Weeks (maximum 12 weeks i.e. 3 months)		
Reason for permit:			

Temporary Trade (Business) Parking Permit Fees

Current Fees & Charges (2018-2019):

- \$11.30 per week per permit (maximum 12 weeks i.e. 3 months)
- \$135.60 for 3 months per permit



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PART 3 – SUPPORTING DOCUMENTATION

For trade vehicle (DA related construction) temporary parking permit over 3 months, a copy of (ONE) of the following evidence must be provided corresponding to the DA: Please Tick (✓)

- The Notice of Commencement
- The Notice of Determination – Development Consent

For a temporary parking permit required less than 3 months, a copy of (ONE) of the following proof of business must be provided: Please Tick (✓)

- ABN or ACN registration certificate that displays the business address
- Business Card
- Public Liability Insurance / Certificate of Currency displaying the business

PART 4 – APPLICANT DECLARATION

I declare that: Please Tick (✓)

- The information I have provided on this application is true and correct in every detail.
- I agree to pay all necessary fees that are required at lodgement of this application.
- 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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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.

OFFICE USE ONLY

No of Permits:	Area:	LBP No:	Invoice/Receipt No:
		Officer:	Date:



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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.