



INNER WEST COUNCIL

BUSINESS PARKING PERMIT APPLICATION FORM

Please allow at least 10 working days to process your application (including time to mail out approved permits via Australia Post)

Part 1 : Application Details

A. 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, etc. See Parking Permit Conditions.

B. HOW MANY OFF-STREET PARKING SPACES ARE AVAILABLE ON YOUR PROPERTY?

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

Please Tick One (✓)

0

1

2 (or more)

Other: _____

ELIGIBILITY

Businesses are only eligible to apply up to a **maximum of three (3)** Business Parking Permits in their designated parking area(s) **MINUS ONE** for each off-street parking space available at the business property.

Excludes boats (on trailers), box trailers, caravans, buses and trucks (i.e. vehicles greater than 3 tonnes GVM). The following fees apply (until 30 June 2019) as per Council's adopted 2018/19 Fees & Charges:

1st Business Parking Permit: \$0 (free of charge) 2nd

Business Parking Permit: \$112.75

3rd Business Parking Permit: \$112.75

Business Parking Permit Applications from Community Organisation (Not for Profit) & Essential Services are free of charge (same eligibility limit applies).

Note: Businesses applying for parking permits will be invoiced for their approved Parking Permits (if applicable). The invoice must be paid before the parking permits are issued.

C. HOW MANY BUSINESS PARKING PERMIT(S) ARE YOU REQUESTING? Please Tick One (✓)

1

2

3

If more than 3, please specify here (subject to approval): _____

Part 2 : Application Details

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

Part 3: Verifying your address

D. Application for Business Parking Permit must be accompanied by a copy (one) of the following proof of business documents (please tick (✓))

- ABN or CAN registration certificate that display the business address.
- Current lease agreement (front page only)
- Rates Notice

Part 4: 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:
The business stops operating at this address or
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:

____/____/____

Part 5: 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 business parking permit(s) eligible per residence is three (3) 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.

Ineligible:

5. 1. Excludes boats (on trailers), box trailers, caravans, buses and trucks (i.e. vehicles greater than 3T GVM).
5. 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.

Notes:

5. 3. *In some areas the maximum number of resident permits is limited to ONE (due to limited on-street spaces).
5. 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.
5. 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
5. 6. Motorcycles should have a clear registration holder affixed in order to display the parking permit.
5. 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.
5. 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)
5. 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.
5. 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.
5. 11. A parking permit is only valid up until the expiry date shown on the permit or by a date otherwise indicated by Council.
5. 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.
5. 13. Parking permits are only valid for parking in accordance with the NSW Road Rules It does NOT exempt your vehicle from general parking restrictions such as "Loading Zone", "No Parking" etc
5. 14. Parking permits must not be sold, transferred or allocated to another person. Misuse or fraud is an offence that may be referred to Police.

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 or write to us at P.O. Box 14, Petersham, NSW 2049.

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: 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.

Office use only

Checked by officer:		Receipt number:	
Date:		Amount paid:	\$
No of Permits	Area:	LBP No:	Invoice Receipt No: