



# Resident Parking Permit Application Form

Roads Act 1993

## OFFICE USE ONLY

Permit No.

## About this form

Use this form to apply for a new resident parking permit or renew an existing one. Please ensure that you have your supporting evidence with you when you submit this form at one of Council's Customer Service Centres. Please complete one application form for each permit request.

## Eligibility

The maximum number of parking permits issued per household is two (2). Permit entitlement is limited by the number of off-street parking spaces available and the number of vehicles parked at/near your address by your household.

Number of off-street spaces available at the address	Number of vehicles parked at/near the address by the household	Maximum number of permits that can be issued
0	1	1
0	2 or more	2
1	1	0
1	2 or more	1
2 or more	Not eligible for a Resident Parking Permit	

## Application details

Is this application for a new permit, renewal or a transfer of permit?	<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Transfer
How many parking spaces are available on your property?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2 or more
How many vehicles are parked at/near your property by your household?		<input type="checkbox"/> 1	<input type="checkbox"/> 2 or more
How many permits have already been issued to your property?	<input type="checkbox"/> 0	<input type="checkbox"/> 1	<input type="checkbox"/> 2

## Applicant details

Title:  Mr  Mrs  Ms  Other

First Name:  Family Name:

Mailing Address:

Suburb:  State:  Post Code:

Email Address:

Daytime Telephone No. (Home/Work):  Mobile No:

CM reference: 21/198937 | Last updated: 23/08/2021

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### Postal address

PO Box 21, Rockdale NSW 2216  
ABN 80 690 785 443

### Bayside Customer Service Centres

Rockdale Library, 444-446 Princes Highway, Rockdale  
Eastgardens Library, Westfield Eastgardens, 152 Bunnerong Road, Eastgardens

W [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)  
T 1300 581 299

## Mailing address

Is your mailing address different from your street address?  No  Yes - **Complete below**

Mailing Address:

Suburb:

State:

Post Code:

## Pensioner/Concession Card details

Are you a holder of a Pensioner or Concession Card issued by Centrelink or Gold Card issued by Department of Veteran Affairs  No  Yes - **Complete below**

Card number

Office Use

## Documents you must provide

Requirement	Accepted supporting documentation	Office Use
Photo identification	<input type="checkbox"/> Drivers licence	<input type="checkbox"/>
Proof of residency (showing the <u>same</u> name and address on this application form)	<input type="checkbox"/> Rates notice <input type="checkbox"/> Lease agreement / Letter from real estate agent <input type="checkbox"/> Electoral roll confirmation	<input type="checkbox"/>
<b>Tick the <u>one</u> that you are supplying</b>	<input type="checkbox"/> Bank statement / Phone or utility bill (Sydney Water <u>not</u> accepted)	<input type="checkbox"/>
Proof of vehicle ownership or use	<input type="checkbox"/> Vehicle registration papers (showing the <u>same</u> name and address shown on this application). <input type="checkbox"/> <b>If the vehicle is <u>not</u> registered in your name:</b> Vehicle registration papers <b>AND</b> a letter from the vehicle owner confirming you use the vehicle, and it is normally parked at your home address and including vehicle registration details. <input type="checkbox"/> <b>If the vehicle is <u>owned by your employer:</u></b> A letter on company letterhead that confirms vehicle use and includes vehicle registration details. <input type="checkbox"/> <b>If the vehicle is <u>leased:</u></b> Vehicle rental agreement that includes the vehicle registration and details.	<input type="checkbox"/>
<b>Tick only <u>one</u> that applies</b>		

## Vehicle details to which this permit will apply

Vehicle registration (number plate)

Vehicle make and model

## Terms and Conditions

1. Council reserves the right to approve or reject or revoke any application.
2. Residents in a designated area may obtain a permit for a car which exempts the vehicle from time limits imposed by sign posting bearing the words "Permit Holders Excepted" and the corresponding areas. The permit does not give permit holders any

special rights outside of these zones. While permit holders benefit from exemptions to time limit, the Council cannot guarantee the availability of a parking space.

3. Current valid NSW Mobility Parking Scheme Permit holder and Australian Disabled Parking Permit Holders are entitled to parking concessions as per NSW Mobility Parking Scheme conditions. Where parking is limited by a sign to more than 30 minutes, the permit holder can park for an unlimited time and need not apply for the resident parking permit.
4. Proof of Residential Status must be submitted with the application to be sighted. Acceptable proof can be: current Rates Notice, Electoral Roll, a duly completed residential lease document and the current Drivers Licence in the name of the applicant.
5. You are responsible to display this parking permit clearly on the bottom left hand side of the front windscreen inside the vehicle. If you apply for a replacement permit, you must either returned the damaged permit or provide evidence that your permit was stolen. The transfer or replacement of a permit incurs a fee.
6. If the resident applies for a permit under “exceptional circumstances” the application must be sent to the Traffic & Safety Team for assessment in writing. Each application is individually assessed on its merit. Should the permit be granted, the applicant will be contacted to arrange payment for and supply of the permit.
7. Residential Parking Permits expire each year on 30 September. The permit holder is responsible for renewing their own permit each year. Please ensure an application form is completed for Council to process in a timely manner.
8. Details of the Concession card issued by Centrelink or Gold Card issued by Department of Veteran Affairs are required. The Holder of these Cards may have only one free parking permit per household for his/her first vehicle. The holder is required to pay for his/her second car parking permit at an annual fee.
9. A maximum of one permit per bedroom in a boarding house or two (2) permits per household can be issued. Please refer to the Eligibility Table on pg.1 of this application form. A household is a house, home-unit, flat or apartment where one person resides alone or a group of persons reside together. A hotel is not considered a household.
10. To obtain a parking permit, the resident must own a vehicle that is not a truck, bus, tram, tractor, or trailer (boat or caravan).
11. For Botany and Mascot areas, residents or occupants of Residential Flat Buildings, Dual Occupancies and Dwelling House developments that are constructed after January 2013 in accordance with Botany Bay Council’s Car Parking DCP and Boarding Houses obtaining DA approval after 1 June 2016 are not eligible to participate in the RPS.
12. For Arncliffe, Dolls Point, Kogarah West, Rockdale, Wollie Creek areas, only the residents or occupants of Residential Flat Buildings, Dual Occupancies and Dwelling House developments that are marked in the Rockdale City Council’s Map for Resident Parking scheme, before 16 September 2016 are eligible to participate in the RPS.
13. Please be advised that the personal information required on this form may be available for public access under various legislation.
14. The applicant must pay fees in accordance with Council’s current Fees and Charges at Bayside Council’s Customer Service Centres at 444 – 446 Princes Highway, Rockdale NSW 2216 or at 152 Bunnerong Road, Eastgardens NSW 2036.

## Fees and charges

Fees (1 July 2021 to 30 June 2022)		Application Code
Pensioner/Concession Card Holders – first vehicle annual fee (one per household)	\$0.00	AP/RP
Per Application – first vehicle annual fee	\$30.00	AP/RP
Per Application – additional vehicle annual fee	\$73.50	AP/RP
Per Application – exceptional circumstances (please see condition 6)	\$87.00	AP/RP
Transfer or Permit or Reprint of Damaged Permit	\$15.00	AP/RP

**NOTE:** Applications for annual permits made between April to September will be charged half price.

## Declaration

I have read, understood and accept the conditions. I accept that all these conditions must be complied with. I declare that all the information given is true and correct. I also understand that:

- if incomplete, the application may be delayed or rejected, and
- more information may be requested after the date of lodgement, and
- a permit may be revoked if any of the information declared on this form is incorrect or any condition of use is breached.

Applicant's Signature		Date	/	/
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## How to lodge this application

You can lodge your completed application form and any required supporting documents:

**In person** at our customer service centres during business hours. For opening hours see [www.bayside.nsw.gov.au](http://www.bayside.nsw.gov.au)

**By email** to [parkingpermit@bayside.nsw.gov.au](mailto:parkingpermit@bayside.nsw.gov.au).

*\*If lodged via email, a Council Customer Service Officer will phone to organise a secure over the phone payment using a credit card.*

**By post** with any supporting documentation and a cheque or money order to PO Box 21 Rockdale NSW 2216.

*\*Council prefers payment by cheque, money order, debit and credit cards (Visa and Mastercard). Payments made using a credit card will incur a service fee of 0.5% (GST exempt) or 0.55% (inc GST) depending on the fee being paid. Do not include credit or debit card details on your application – if you want to pay using a credit card, we can arrange to call you and take secure payment over the phone.*

## Privacy Notification

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

### OFFICE USE ONLY

Input by:

Receipt No	Date	\$
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