

# RESIDENT PARKING PERMIT APPLICATION FORM

EXPIRY DATE: 28 FEBRUARY 2019



## LODGEMENT AND PAYMENT OF APPLICATION: You can lodge and pay for your application via:



**Council:** City of Canada Bay Civic Centre, 1A Marlborough Street, Drummoyne  
8.30am-4pm, Monday-Friday – **Payment by CASH, CHEQUE OR CARD**



**Email:** [customer.service@canadabay.nsw.gov.au](mailto:customer.service@canadabay.nsw.gov.au)

A tax invoice will be sent via email for payment when your application has been accepted by Council. Payment **MUST** be made within three (3) working days of receipt of invoice and can be paid using credit card via Council's online eServices Portal: [www.canadabay.nsw.gov.au](http://www.canadabay.nsw.gov.au)



**Mail:** City of Canada Bay, Locked Bag 1470, Drummoyne NSW 1470 – **Payment by CHEQUE ONLY**

**Please note:**

Your application will **NOT** be processed until **FULL** payment has been received.  
If paying by CREDIT CARD, an additional 1.0% processing fee will apply.  
If paying by AMEX CARD, an additional 1.0% processing fee will apply.

Use this application form to apply for a Resident Parking Permit only. For Visitor, Parks and Business Permits see the parking permit application forms for each of these other types of parking permits. Note: The permit year for Resident permits is 2 March 2017 – 28 February 2019. **Please complete and submit pages 1-3 of this form and copies of any required documents to Council.**

**Office Use**

Fee Paid: \$

Receipt No:

Date:

To determine whether you are eligible for a resident parking permit and the number of permits for which you are eligible see the table below. This does not include Visitor Permits (see the Visitor Parking Permit application form).

### Eligibility Table

NOTE: When you have multiple vehicles registered to your premises you are required to produce copies of the vehicle registration papers for each of these vehicles.

Example: If you have 3 vehicles registered to your premises and you have 1 off-street parking space then you will have to produce copies of registration papers for all 3 vehicles to obtain 2 permits.

Number of off-street spaces at your premises	Number of vehicles registered to your premises	Number of resident parking permits allowed
3 or more	0, 1, 2, 3, or more	0
2	3	1
2	0, 1 or 2	0
1	3 or more	2
1	2	1
1	0 or 1	0
0	3 or more	3
0	2	2
0	1	1
0	0	0

### Applicant details

Surname:  First Name:

Email:

Contact Number:

Street address:

Suburb:  Postcode:

Postal address:

Suburb:  Postcode:

**Permit area (please select one - see page 4)**

**Area 1** – Drummoyne     
  **Area 2** – Chiswick     
  **Area 3** - Strathfield  
 **Area 4** – Concord West     
  **Area 5** – Concord West

**Vehicle/ Permit details**

Vehicle Registration No.:	<input type="text"/>	Make:	<input type="text"/>	Model:	<input type="text"/>
<b>Office Use</b>	<b>Application Number:</b>	<input type="text"/>	<b>CSO:</b>	<input type="text"/>	<input type="text"/>
Vehicle Registration No.	<input type="text"/>	Make:	<input type="text"/>	Model:	<input type="text"/>
<b>Office Use</b>	<b>Application Number:</b>	<input type="text"/>	<b>CSO:</b>	<input type="text"/>	<input type="text"/>
Vehicle Registration No.:	<input type="text"/>	Make:	<input type="text"/>	Model:	<input type="text"/>
<b>Office Use</b>	<b>Application Number:</b>	<input type="text"/>	<b>CSO:</b>	<input type="text"/>	<input type="text"/>

**Is your vehicle over 4.5 tonne GVM?**

Yes     
  No

Note: Trucks, buses, trams, tractors, caravans, box trailers, horse floats, boat trailers or any other vehicle over 4.5 tonne GVM are not eligible for the issue of a resident parking permit.

**Fees for 2017/2018**

Permit fees are in accordance with Council's Annual Fees & Charges

**Permit Parking (for residence with no eligible onsite parking space)**

On-Street resident permit (permit for 1st car)	Free
On Street resident permit (permit for 2nd car)	Free
On Street resident permit (permit for 3rd car)	\$60 each

**Permit Parking (for residence with 1 eligible onsite parking space)**

On-Street resident permit (permit for 1st car)	Free
On Street resident permit (permit for 2nd car)	\$60 each
On Street resident permit (permit for 3rd car)	Not Eligible

**Permit Parking (for residence with 2 eligible onsite parking spaces)**

On-Street resident permit (permit for 1st car)	Free
On Street resident permit (permit for 2nd and 3rd car)	Not Eligible
Permit Parking (for residence with 3 eligible onsite parking spaces)	Not Eligible

**Note: Resident pensioners receive 50% reduction for all the above fees**

**Off-Street Parking**

*Please tick*

	Yes	No	0	1	2	3	Over 3
Do you have any off-street parking at your premises?	<input type="checkbox"/>	<input type="checkbox"/>					
If yes, how many off-street parking spaces do you have?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many vehicles are registered to your premises?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
How many permits have been issued to your premises this permit year?			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Documents to be supplied by applicant

The applicant is required to present the following documents:

The applicant must establish residential status at the address stated on the application form and in the applicant's name as stated on the application form by providing copies of:

#### Proof of Residence

Please tick

- |   |  |                          |
|---|--|--------------------------|
| <i>(The applicant must provide 2 of these documents )</i> | Rates notice for the current year                                  | <input type="checkbox"/> |
|   | Current Residential Tenancy Lease (minimum 6 months)               | <input type="checkbox"/> |
|   | Current Driver's Licence   | <input type="checkbox"/> |
|   | Bank Statement (dated within 3 month of date of this application)  | <input type="checkbox"/> |
|   | Utility Account (dated within 3 month of date of this application) | <input type="checkbox"/> |

#### Proof of Ownership

Please tick

- |  |   |                          |
|--|---|--------------------------|
| Applicant Owner                                | Vehicle registration papers in applicant's name and address | <input type="checkbox"/> |
| Company Vehicle<br><i>(both are required )</i> | Company vehicle registration papers                         | <input type="checkbox"/> |
|  | Company letter authorising the applicant's use              | <input type="checkbox"/> |

### Declaration

I declare that I have read and accept the CONDITIONS OF USE & ELIGIBILITY attached and that the above information is true and correct.

Applicant signature:

Date:

## STREET LISTING FOR PARKING PERMITS AS OF 28th February 2017

DRUMMOYNE - AREA 1	
Albert Street	Park Avenue
Arcadia Avenue	Queen Victoria Street
Alexandra Street	Renwick Street
Bowman Street	Roseby Street
Cambridge Road	Seymour Street
Cary Street	Sisters Crescent
Church Street	St Georges Crescent
College Street	Tavistock Street
Day Street	Therry Street
Edwin Street	Thornley Street
Formosa Street	Tranmere Street
Lyons Road (East of South Street)	Victoria Road
Marlborough Street	Wrights Road

CHISWICK - AREA 2	
Blackwall Point Road	

STRATHFIELD - AREA 3	
Ada Street	Lloyd George Avenue
Alexandra St	Manson Road
Coles Street	Melbourne Street
Cooper Street	Parramatta Road
Daly Avenue	Swan Avenue
Franklyn Street	

CONCORD WEST - AREA 4	
Boronia Street	Loch Maree Parade
Colane Street	Merville Street
Concord Road	Moala Street
Currawang Street	Nullawarra Avenue
Fremont Street	Phoenix Avenue (South of Concord Road)
Hospital Road	Tulloch Avenue
Killoola Street (East of Concord Road)	

CONCORD WEST - AREA 5	
Bangalla Road	Killoola Street (West of Concord Road)
Castlestead Street	Phoenix Avenue (North of Concord Road)
Concord Road	Queen Street (north of Bangalla Road)
Coonong Road	Wallaroy Street
Harrison Avenue	

**NOTE:**

**Some premises in these streets are not eligible for parking permits.**

**Please check with Council if you are not sure whether your premises is eligible for a permit.**

**Resident Permits may only be issued to residential dwellings.**

# RESIDENT PARKING PERMIT CONDITIONS OF USE & ELIGIBILITY

1. Applicants for a resident parking permit must complete Council's Resident Parking Permit Application Form. Failure to complete this form in full may result in the application not being processed.
2. Applicants must reside at an eligible property within an existing Resident Parking Scheme in the City of Canada Bay.
3. An eligible residence includes a house, a home-unit, flat, apartment or boarding house. A boarding house is considered to be a single residence for the purpose of this policy. A hotel, business or commercial property is not an eligible premises.
4. The applicant must establish residential status at the address stated on the application form and in the applicant's name as stated on the application form by providing copies of two(2) of the following documents:
  - Rates notice (for the current year),
  - Residential Tenancy Lease (must be for a minimum of 6 months and must be current),
  - Driver's Licence (current year),
  - Bank Statement (dated within 3 month of date of application), and
  - Utility Account (dated within 3 month of date of application).
5. If the applicant is seeking a pensioner fee reduction for a permit a current pensioner concession card must be produced in the name and address of the applicant.
6. Applications from non-residents will not be accepted. Non-resident owners, commercial or business operators and owners and staff, short term residential leases (i.e. less than 6 months), tradespeople and visitors are not eligible for a resident parking permit.
7. Applicants are only eligible for permits for the parking scheme in which they reside.
8. Applicants must provide a copy of the vehicle registration papers showing the vehicle is registered to the applicant at the residential property stated on the application form, except as provided below:
  - For company cars, applicants must provide a copy of the vehicle registration papers and a letter on company letterhead stating that the vehicle is for the private use of the applicant.
  - For private vehicles that are registered interstate a temporary 6 month permit may be issued. The fee for this temporary permit is the same as a normal resident 12 month permit. Permits for interstate vehicles cannot be renewed after the initial 6 month period has expired.
9. Interstate registered company vehicles are not eligible for the issue of a resident parking permit.
10. Pool or Hire cars are not eligible for the issue of a resident parking permit.
11. The vehicle is not a truck, bus, tram, tractor, caravan, box trailer, horse float, boat trailer or any other vehicle 4.5 tonnes GVM and over.
12. As part of the assessment of the application Council may undertake a physical inspection of the subject property and may review the development approval and/or the title deeds of the property. Council may cancel the parking permit without notice if any of the details provided in the application form are proven to be incorrect.
13. To obtain exemption from parking restrictions, parking permits must be permanently affixed to the vehicle and must be clearly visible to an authorised officer viewing from the outside of the vehicle. Permits must be affixed on the inside of the left-hand side of the front windscreen or on the inside of a window on the left-hand side of the vehicle.
14. Residences which have been excluded from participation in an RPS by a condition of development approval shall not be eligible for a parking permit.
15. Residences which have been excluded from participation in an RPS by Part 6, Residential, Off-street Parking Requirements, City of Canada Bay Development Control Plan shall not be eligible for a parking permit.
16. A maximum of three(3) permits may be issued per eligible residence with the number of permits reduced by one(1) for every off-street parking space available at the residence.
17. An off-street parking space includes a garage, a carport or a hardstand area and also includes up to one stacked parking space (for clarification of stacked parking see Examples at the end of this form).
18. In the case of motorcycles, the parking permit should be displayed in a special holder attached to the motorcycle and the onus is on the rider to safely secure the permit.

19. If a permit is lost, stolen, damaged or destroyed or a vehicle is sold the permit holder may apply for a replacement permit by completing a Replacement Application Form.
  - The permit holder must remove and return the permit to Council or provide a Statutory Declaration stating that the permit has been lost or destroyed.
  - If the nominated vehicle has been sold then the permit holder must also provide documentation of the sale (i.e. An RMS Notice of Disposal).
20. Resident parking permits are valid for 2 years. Permits are valid from date of issue, until 28 February 2019.
21. Council does not issue renewal notices. It is the permit holder's responsibility to renew a permit prior to its expiry date.
22. Current proof of residency and vehicle registration shall be provided by the permit holder each year when permit renewal is requested.
23. The holder of a permit is not guaranteed a parking space within the parking scheme.
24. Permits are non-refundable.
25. Permit fees are in accordance with Council's Annual Fees & Charges.
26. Permits remain the property of Canada Bay Council at all times.
27. Permits only provide exemption from time restrictions or charges when the vehicle is parked in a parking space located within the Resident Parking Scheme area specified on the permit. Permits do not give exemption in any other parking scheme areas or from any other parking restrictions (e.g. LOADING ZONE, BUS ZONE, MAIL ZONE, NO STOPPING, NO PARKING, CLEARWAY, DISABLED PARKING ZONE, etc.).
28. Misuse of a permit is an offence.
29. Permits are not transferable. Sale, copying or alteration of a permit is an offence.

**Privacy of Information:**

In accordance with the Provisions of the Privacy and Personal information Protection Act 1998, it is advised that:

- Collection of this information is to facilitate the issuing of street parking permits
- Collection of this information is to ensure that only persons entitled to a parking permit receive such permits
- The City of Canada Bay Council is the agency collecting the information and will hold the information

Upon request of the person to whom the information relates, Council will provide to that person, access to the information collected in order to ascertain that the information is accurate and current.

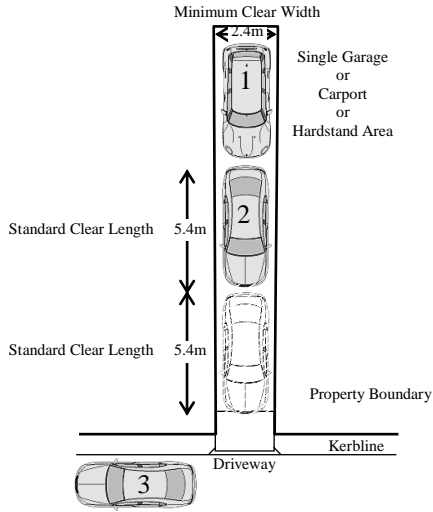
**If Council considers that there is misuse, all and any permits issued to a residence may be cancelled without refund and the subject residence may be excluded from participating in the parking scheme for a period not exceeding five (5) years.**

**A parking permit obtained through a dishonest act of deception may be considered to be fraud under Section 192E of the Crimes Act, which can carry a penalty of up to ten(10) years imprisonment and/or a penalty of up to \$11,000 for individuals in the Local Court.**

**Example No. 1**

The diagram below shows a residence with 3 off-street parking spaces that can accommodate 3 cars.

In accordance with Council's Permit Parking Policy if 3 cars are registered to this property the resident is entitled to 1 Resident Parking Permit.



How is this calculated:

A maximum of 3 resident parking permits may be issued per residence reduced by 1 for every off-street parking space available at the residence. In this case, however, whilst 3 off-street parking spaces are available, Council's allowance for stacked driveway parking only counts 2 of these spaces. The maximum of 3 permits is therefore reduced by 2 off-street parking spaces.

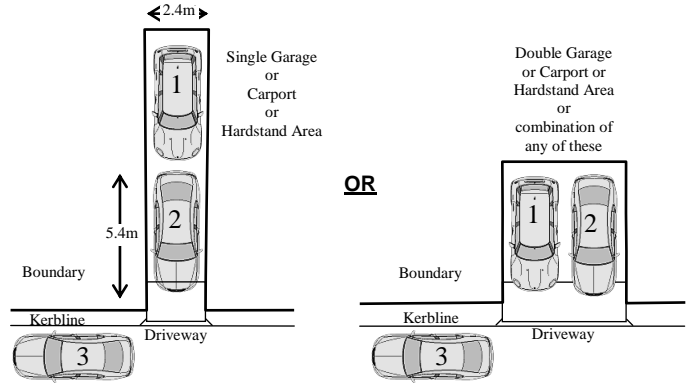
Note: The resident is also be entitled to 1 Visitors Parking Permit

**Example No. 2**

The diagrams below show residences with 2 off-street parking spaces that can accommodate 2 cars.

In accordance with Council's Permit Parking Policy if 3 cars are registered to either of these properties then the resident is entitled to 1 Resident Parking Permit.

If less than 3 cars are registered to these properties the resident would not be entitled to any Resident Parking Permits.



How is this calculated:

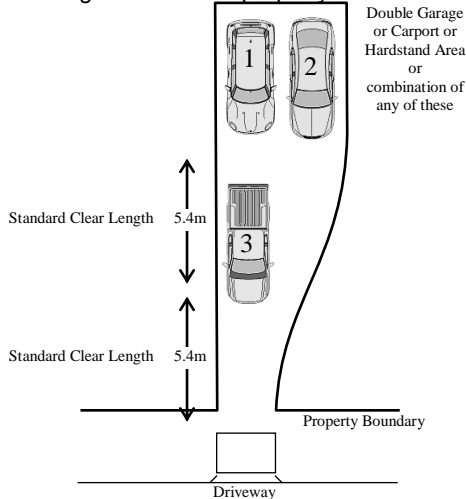
A maximum of 3 resident parking permits may be issued per residence reduced by 1 for every off-street parking space available at the residence. In this case 2 off-street parking spaces are available. Therefore if 3 cars are registered to this residence the maximum of 3 permits is reduced by 2 off-street parking spaces.

Note: The resident is also be entitled to 1 Visitors Parking Permit.

**Example No. 3**

The diagram below shows a residence with 3 off-street parking spaces that can accommodate 3 cars.

In accordance with Council's Permit Parking Policy the resident is not entitled to any Resident Parking Permits irrespective of the number of cars registered to this property.



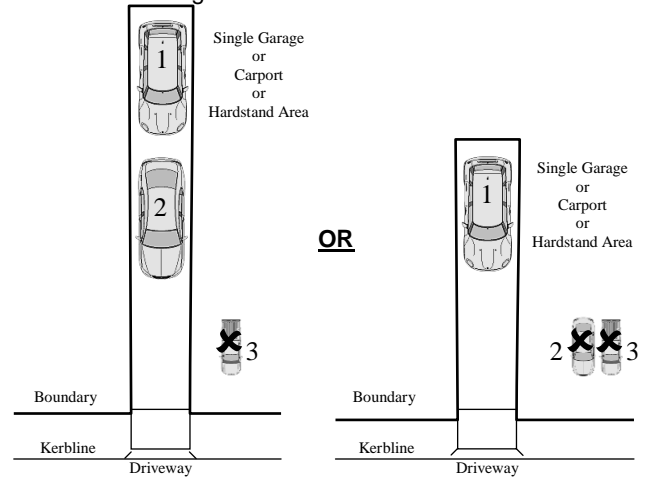
How is this calculated:

A maximum of 3 resident parking permits may be issued per residence reduced by 1 for every off-street parking space available at the residence. In this case 3 off-street parking spaces are available (including 1 stacked parking space) and therefore no permits may be issued.

Note: The resident is still be entitled to 1 Visitors Parking Permit.

**Example No. 4**

In accordance with Council's Permit Parking Policy if the number of cars registered to a residence is equal to or less than the number of available off-street parking spaces then the resident is not entitled to a Resident Parking Permit.



How is this calculated:

A maximum of three resident parking permits may be issued per residence reduced by one for every off-street parking space available at the residence. In these above cases the number of off-street parking spaces is equal to or greater than the number of cars registered to this address. Therefore no permits can be issued.

Note: The resident is still be entitled to one (1) Visitors Parking Permit