

STREET PARKING PERMIT BUSINESS APPLICATION FORM (1 JULY 2017–30 JUNE 2018)



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

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



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 Business Parking Permit only. For Resident, Visitor and Parks Permits see the parking permit application forms for each of these other types of parking permits.

Office Use

Fee Paid:

\$

Receipt No:

Date:

A maximum of two (2) business permits reduced by the number of off-street parking spaces on the property can be issued to a property, to an eligible business, per permit year. The permit year for Business permits is 1 July – 30 June of the following year. Applications for additional permits will not be accepted.

Should more than one business occupy a property that has not been subdivided into lots, a maximum of two (2) business permits reduced by the number of off-street parking spaces still applies. In this case, the owner of the property must apply for permits on behalf of the business owner, or the applicant provide a letter from the owner of the property, nominating which business(s) is to receive the business permit(s). Businesses operating from a property, which has not been subdivided into lots, will not be eligible for permits once the maximum of two (2) permits has been issued.

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 parking permit. Permit fees are in accordance with Council's Annual Fees and Charges.

Fees for 2017/2018

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

Business parking permit (1st car) \$219 each

Business parking permit (2nd car) \$434 each

Note: Pensioners do not receive a reduction in fees for business permits.

Applicant details

Name of business:

Business address:

Suburb: Postcode:

Email:

Surname: First Name:

Postal address:

Suburb: Postcode:

Position type: *Please tick (1 only)* Property Owner Business Owner Business Manager

Contact Number:

Permit area (please select one - see page 3)

Area 1 – Drummoyne **Area 2** – Chiswick **Area 3** - Strathfield

Area 4 – Concord West **Area 5** – Concord West

Vehicle/ Permit details

Vehicle Registration No.: Make: Model:

Office Use **Application Number:** **CSO:**

Vehicle Registration No. Make: Model:

Office Use **Application Number:** **CSO:**

Property details *Please tick*

		0	1	2	Over 2
How many off street parking spaces at this property?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
How many businesses at this property?	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Documents to be supplied by applicant

The applicant is required to present the following documents:

Please tick

A letter from the owner of the property (if required)

Proof of Business status **Please tick**

Registration of Business Name

OR

A letter on company letterhead verifying applicants company status

Proof of Ownership **Please tick**

Company vehicle registration papers

Company Vehicle **OR**

Company letter authorising the applicant's use

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 1 Sept 2014

DRUMMOYNE - AREA 1	
Arcadia Avenue	Park Avenue
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.
Business Permits may only be issued to business/commercial premises.**

BUSINESS PARKING PERMIT CONDITIONS OF USE & ELIGIBILITY

1. Applicants for a business parking permit must complete Council's Business Parking Permit - Application Form. Failure to complete this form in full may result in the application not being processed.
2. A maximum of two (2) business permits reduced by the number of off-street parking spaces on the property can be issued to a property, to an eligible business premises, per permit year. The permit year for Business permits is 1 July – 30 June of the following year.
3. An eligible business premises refers to a single business within the Business Parking Scheme area including an institution. If a business is operating from one large site that covers a range of addresses (i.e. more than one parcel) then this is considered to be one business premises for the purpose of issuing permits and only a maximum of two (2) business permits can be issued per permit year, reduced by the number of off-street parking spaces. Should more than one business occupy a property that has not been subdivided into lots, the maximum of two (2) business permits still applies.
4. Application forms are to be completed by the Property Owner/Business Owner/Business Manager. Applications from employees (other than the manager) will not be accepted. The property owner will need to apply on behalf of business owners, if more than one eligible business is operating from a property that has not been subdivided into lots, or the applicant provide a letter from the property owner, nominating which business(s) is to receive a business permit(s).
5. The applicant must establish business status at the address stated on the application form and in the applicant's name by providing either of the following documents:
 - Registration of Business Name
 - A letter on company letterhead verifying applicant's company status
6. 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.
7. Interstate registered company vehicles are not eligible for the issue of a permit. Interstate registered vehicles must be transferred to NSW registration to be eligible for a business permit.
8. The vehicle must be registered to the business name and business address stated on the Application Form. Vehicle registration papers or a registration renewal notice must be provided.
9. Applications for additional permits will not be accepted.
10. If a permit is lost or destroyed or a vehicle is sold the permit holder may apply for a replacement permit by completing a Replacement Application Form. Only two (2) replacement permits can be issued to a single business premises within one permit year.
 - 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).
11. 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.
12. 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.).
13. To obtain exemption from parking restrictions permits must be displayed on the inside of the vehicle. Permits must be permanently 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. 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
14. The holder of a permit is not guaranteed a parking space within the parking scheme.

15. Permits are non-refundable.
16. Permit fees are in accordance with Council's Annual Fees & Charges.
17. Permits remain the property of Canada Bay Council at all times.
18. Misuse of a permit is an offence.
19. Permits are not transferable. Sale, copying or alteration of a permit is an offence.