

STREET PERMIT APPLICATION FORM

RESIDENT & BUSINESS REPLACEMENT

1 JULY 2018 – 30 JUNE 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

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.

Please complete this application form to apply for a replacement Resident Permit or Business Permit only.
For replacement Parks Permits see the applicable application form, click [link](#).
Replacement Visitor Parking Permits are not issued.

Please complete and submit pages 1 and 2 of this form and copies of any required documents to Council.

Office Use

Fee Paid

\$

Receipt No:

Date:

Application Number:

CSO:

Fees for 2018/2019 - Permit fees are in accordance with Council's Annual Fees & Charges

Replacement Resident	\$26 each
Replacement Resident	\$13 each
Replacement Business	\$62 each

Replacement permit type (Please tick one only)

Resident

OR

Business

Applicant details

Surname:

First Name:

Email:

Contact Number:

Postal address:

Suburb:

Postcode:

Permit area (please select one)

Area 1 – Drummoyne

Area 2 – Chiswick

Area 3 – Strathfield

Area 4 – Concord West

Area 5 – Concord West

You must complete SECTION A or SECTION B

NOTE: 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.

SECTION A - Complete this section only if you have changed vehicles

Previous vehicle and permit details

Vehicle Registration No. Permit Number:

Has the permit been returned? Yes No

If **NO**, then you must supply one of the following documents. A Statutory Declaration **OR**
Please tick one. An RMS Notice of Disposal

New vehicle details

Vehicle Registration No. Make: Model:

You must supply one of the following documents. Current Vehicle Registration Papers **OR**
Please tick one. A Letter on Company letterhead

SECTION B - Complete this section only if your permit has been lost, stolen, damaged or destroyed.

Previous vehicle and permit details

Vehicle Registration No. Permit Number:

Has the permit been returned? Yes No

If **NO**, then you must supply a Statutory Declaration. Is this attached? Yes No

This form must be completed in full. Please answer all questions truthfully.

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.

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:

REPLACEMENT PARKING PERMIT CONDITIONS OF USE & ELIGIBILITY

1. Replacement parking permits may be issued for Resident Parking permits, Business Parking permits and Parks Parking permits. Visitor Parking permits shall not be replaced.
2. Applicants for a replacement resident or business parking permit must complete Council's Replacement Application Form for Resident and Business Permits. Failure to complete this form in full may result in the application not being processed.
3. For vehicles which have been sold or disposed of, replacement vehicles must comply with the Conditions of Use and Eligibility for the respective class of permit. See the Conditions of Use and Eligibility attached to the Resident Parking Permit Application Form or the Business Parking Permit Application Form.
4. 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.
5. All applicants must establish residential status at the address stated on the Application Form. The applicant must provide two (2) of the following documents in the applicant's name and residential address:
 - Rates notice - Notice must be for current year
 - Residential tenancy lease - Minimum 6 Months lease and must be current
 - Driver's Licence - Licence must be current
 - Bank Statement - Dated within 3 month of the date of application
 - Utility Account - Dated within 3 month of the date of application
6. If a permit is lost or destroyed or a vehicle is sold the resident 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).
7. Vehicles must be registered to the address stated on the Application Form and in the applicant's name (except for company vehicles). If you have changed vehicles you need to provide vehicle registration papers OR in the case of a company vehicle a letter on company letterhead authorising the applicant's private use of the vehicle.
8. Interstate registered company vehicles are not eligible for the issue of a permit.
9. Applicants with Pool or Hire cars are not eligible for the issue of a permit.
10. Parking Scheme permits must be permanently affixed to the vehicle.
11. Permits must be displayed on the inside of the vehicle to obtain exemption from parking restrictions. Permits must be permanently affixed on the left-hand side of the front windscreen.
12. In the case of motorcycles, the parking permit should be displayed in a special holder attached to the vehicle and the onus is on the rider to safely secure the permit.
13. Permits must be clearly visible to an authorised officer viewing from the outside of the vehicle.
14. A permit is valid only if it is affixed or displayed in accordance with the above.
15. Council does not issue renewal notices. It is the permit holder's responsibility to renew a permit prior to its expiry date.
16. Permits only provide exemption from time restrictions or charges when the vehicle is parked in a permit parking space located within the Parking Scheme area specified on the permit. Permits do not give exemption from any other parking restrictions (e.g. BUS ZONE, LOADING ZONE, MAIL ZONE, NO STOPPING, NO PARKING, CLEARWAY, DISABLED PARKING ZONE, etc.).
17. The holder of a permit is not guaranteed a parking space within the parking scheme.
18. Permit fees are in accordance with Council's Annual Fees & Charges. Irrespective of the date of issue, all replacement permits shall be charged the replacement permit rate.
19. Only two (2) replacement business permits shall be issued in one permit year.
20. Permits remain the property of Canada Bay Council at all times.

21. Permits are non-refundable.
22. Permits are not transferable. Sale, copying or alteration of a permit is an offence.
23. Misuse of a permit is an offence.