

Conditions of Use For Business Parking Permit Application

Please read the following conditions carefully before completing the application form.

- (a) A vehicle displaying a parking permit exempts the vehicle from the time limit restrictions and parking charges shown on signs in permit parking spaces designated for use by holders of such permits only in the Permit Parking Scheme area allocated (if any). The permit does not give the applicant any rights to park the vehicle contrary to the Australian Road Rules. Note that the permit is not valid in the Marion Street (east) from Station Street to Harris Street, Harris Park. Permit holders who reside within Marion Street (east) must park their vehicle elsewhere in Area 01A.
- (b) **A maximum of 2 Business Parking Permits** may be held for each business street number address or strata number address. Exemptions apply to premises that have Development Application Approval prior to the Strata Schemes (Freehold Development) in 1973. Where 2 or more businesses operate from the same street or strata number address, the businesses will be treated as 1 business for the issue of permits. Permits are not available if there are 1 or more off-street parking spaces available at the premises. The permits are not available if the residential premises also operate as a business in which case a maximum of 2 Resident Parking Permits and 1 Transferable Visitor Parking Permit may be applied for.
- (c) **Eligibility Requirements**
- (i) **Applicant**
- An applicant for a Business Parking Permit must be a permanent operator or employee of a business located within a Business Parking Scheme area and the premises must have direct frontage to a section of street within the Permit Parking Scheme area. The following documents showing the same mailing address as the premises on the application form are required as a proof of permanent operator or employee of the business:
- **Current ABN Registration Certificate**
 - A recent **Utility bill** (*electricity/gas/land phone/rates notice with the business or business owner's name and current address in the permit scheme area; a current rental lease agreement issued not more than 3 months prior to the date of applying for a Business Parking Permit is acceptable for new tenants only*).
 - **Proof of employment** (*a letter from the company on letterhead with an ABN No. confirming the applicant is an employee of the business*).
- (ii) **Vehicle**
- The vehicle must not be a truck (Gross Vehicle Mass must not be more than 4.5 tonne), a bus, caravan or trailer and **must be registered in New South Wales**. The following documents are required showing the applicant's name as proof of vehicle ownership:
- **Vehicle Registration Paper**
 - If the vehicle is not owned by the applicant, **a letter from the company on company letterhead with ABN No.** confirming the nominated vehicle is used by the applicant.
- (d) **All permits are issued subject to the following conditions:**
- (i) The **Business Parking Permit must be firmly affixed on the bottom left hand side (passenger side) of the front windscreen**. The expiry date, Vehicle Registration Number and permit area number must be clearly visible from the outside and not within any tinted area. **The permit is not valid unless displayed on the windscreen**. Any permit displayed incorrectly will be considered not valid and the owner of the vehicle will be liable for any Infringement Notice issued.
- (ii) The permits are valid for 1 year from the date of issue and to be **renewed** each year prior to the expiry date on the permit. The applicant must submit a completed application form and relevant documents to Council when renewing a permit. **Note that Parramatta City Council does not send out renewal letters. It is the responsibility of permit holders to renew permits annually.**
- (iii) The fees payable for parking permits are set by Council. Refunds of any kind are not available once a permit has been issued. Business Parking Permit holders are not entitled to pro-rata discounts
- (iv) Replacement permits may be obtained at a cost of 50% of the original full fee. The original permit will be cancelled and a new permit will be issued.
- (v) Permit must be returned to Council if the vehicle which the permit applies to is disposed of and/or your eligibility or place of business changes.
- (vi) The permit holder must not lease, license, alienate, dispose of, or permit any other party to hold (for any purpose) any parking space that the permit holder is entitled to hold, or use on the premises.
- (e) The Declaration on the application form must be read and signed by the applicant. Making a false or misleading application is an offence and will result in the immediate withdrawal of the permit without refund.