

CITY OF PARRAMATTA

Resident / Visitor Parking Permit Application Form



Please read the terms and conditions of use carefully before completing the application form.

1. APPLICANT DETAILS

RPS/____/____

Title	Given Name/s	Family Name	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
No.	Street	Suburb	Postcode
Address <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Contact	Daytime Phone / Mobile Number	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	

2. RESIDENTIAL PARKING PERMITS (maximum of two permits)

PLEASE ATTACH FOLLOWING DOCUMENTS TO THIS APPLICATION

- ☐ **Current NSW Driver's licence** (NSW Photo Card if no licence held)
- ☐ **Current Vehicle Registration Certificate** (If Company-owned vehicle a Letter on company letterhead with ABN from the company.)
- ☐ **Recent Electricity, Gas, Water, Internet, Home Phone bill, Rates Notice or current Rental Lease Agreement as same address.**

Vehicle 1:	Registration	Registration Expiry Date	Make	Model
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Vehicle 2:	Registration	Registration Expiry Date	Make	Model
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

3. VISITOR PARKING PERMITS (max. one permit)

PLEASE ATTACH FOLLOWING DOCUMENTS TO THIS APPLICATION

- ☐ **Current NSW Driver's licence** (NSW Photo Card if no licence held)
- ☐ **Recent Electricity, Gas, Water, Internet, Home Phone bill; current Rental Lease Agreement or Rates Notice.**
- ☐ **Concession Card** (Pensioner or NSW Student identification card) for 50% discount.
- ☐ **Applicable Fee/s as per on current Fee and Charges.**

4. APPLICANT DECLARATION

I declare I am a resident at the address listed on this application and that the information provided is true and correct. If not, City of Parramatta is not obligated to provide parking permit(s). I have read and understand the conditions of use of this application (see back of this form) and agree to abide by them, failing which, I understand that the permit(s) may be cancelled.

Applicant's Signature

Date

IMPORTANT:

The information you provide will be used to process your application for resident parking. City of Parramatta cannot grant a permit until all required documents are received. According to the Council's "Access to Information Policy" and "Privacy Management Plan", your details are held in confidence and can only be accessed by you, unless there are special circumstances, where legislation requires or where you give permission for third party access.

OFFICE USE ONLY

Current Resident Evidence: ☐

Current Vehicle Ownership: ☐

Permit Area: _____ Date: _____

Permit No. _____

Approved _____ Receipt No. _____

TERMS AND CONDITIONS for RESIDENT/ VISITOR PARKING PERMITS

It is important that you take time to review these conditions:

Eligibility requirements for applicant:

- You need to live within one of the Parramatta resident parking scheme zones
- To obtain a parking permit you need to complete an application and provide these supporting documents (documents must be no less than 3 months old, and in the name of the applicant which shows the property address)
 - A valid NSW Driver's Licence or NSW Photo Card
 - A current NSW vehicle registration certificate
 - A recent Electricity, Gas, Water, Internet, Home Phone bill, Current Rental Lease agreement or Rates notice.

Benefits and limitations to the resident and visitor parking permit:

- A resident parking permit exempts the vehicle on which it is displayed from the time limit restrictions only where indicated on the parking signs in the designated resident parking scheme area. Exemptions from the need to purchase a parking ticket may also apply.
- Assigned zone you may park in is listed on your parking permit.
- The permit does not give the permit holder any rights to park their vehicle contrary to the road rules.
- A maximum of TWO (2) resident and ONE (1) visitor parking permits can be held.
- City of Parramatta Rangers are empowered to issue infringement notices to vehicles parking in zones other than those specifically assigned.

Eligibility requirements for the vehicle:

- The vehicle using a resident parking permit must be registered in New South Wales. It may not be a truck (i.e. Gross Vehicle Mass (GVM) of not more than 4.5 tonne), bus, caravan or trailer.
- Current vehicle registration certificate (required as proof of vehicle ownership) needs to show the same name and mailing address as the applicant and premises nominated on the application form.
- If the vehicle is owned by a company, a letter from the company on company letterhead with an ABN Number is required to confirm that the nominated vehicle is housed at the address on the application form.

Here are the specific conditions that cover your Parking Permit(s):

1. Resident parking permit takes 72 hours to upload into our system please keep your receipt of purchase displayed at the bottom left hand side (passenger side) of the front windscreen for this time period.
2. Visitor parking permit is interchangeable.
3. Visitor parking permits must be placed on the dashboard so the expiry date and permit area number are visible from outside the vehicle.
4. The fees payable for parking permits are established and set by City of Parramatta council and are subject to change annually. Refunds of any kind are not available once a permit is issued.
5. A 50% concession discount of the regular permit fee is granted at the time of issue only for those who have current identification as full pensioners (hold a current pensioner concession card (PCC)) or full-time students who hold a current NSW student identification card).
6. If a permit is lost, this must be reported to the City of Parramatta council immediately. Replacement permits are available at approximately 50% of the original fee. The original permit is cancelled at the time the new permit issued.
7. New Vehicle or Move - Notify Council immediately if the vehicle for which the permit has been granted is disposed or and/ or if you have moved residences.
8. The permit is the property of City of Parramatta. The permit holder may not sell, lease, licence, 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.
9. Holding a resident parking permit is a privilege for those who reside in Parramatta and all the terms and conditions are to be complied with, failing to do so the permit may be withdrawn.
10. The resident, who completes an application for the parking permit, is responsible to read and agree to these terms and conditions at the time of application.
11. Should false or misleading information be discovered within the answers in the application, the permit will be immediately cancelled without refund.

How obtain a permit:

- Processing takes approximately three (3) business days and will be mailed back to the applicant.
- **By on-line submission** of the application with the required supporting documentation as detailed on City of Parramatta's website at www.cityofparramatta.nsw.gov.au and registering for on-line services.
- **Over the counter** – resident and/or visitor parking permit can be processed by completing the application form and lodging it in person, together with the required documentation at Council's customer contact centre located at 126 Church Street, Parramatta from **Monday to Friday** between **8.30am and 5.00pm**.
- **By mailing** to City of Parramatta, PO Box 32, Parramatta 2124 the completed application form together with the required documentation, completed credit card authorisation form/money order or cheque (made payable to City of Parramatta).
- **By faxing** the application form together with the required supporting documentation and credit card authorisation form to City of Parramatta on 9806 5904
- **By e-mailing** the Application Form together with the required supporting documentation and credit card authorisation form to City of Parramatta to council@cityofparramatta.nsw.gov.au.