

RESIDENT/VISITOR PARKING PERMIT APPLICATION FORM



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

RPS _____

Applicant Details

Title	Given Name/s	Family Name	
No.	Street	Suburb	Postcode
Phone/Mobile	Email		

Vehicle Details

RESIDENTIAL PARKING PERMITS (max of two permits/one per vehicle) – please update details below

VISITOR PARKING PERMITS (max. one permit) - tick if required

- To obtain a parking permit you need to apply by providing proof of vehicle registration and two documents that verify your residency.
- Documents must reflect the name and the address of the eligible property. Please note that documents addressed to a P.O. Box will not be accepted.
- If the vehicle is owned by a company, a letter on the company's letterhead, including the Australian Business Number (ABN), is required to confirm that the nominated vehicle is parked at the address provided on the application form.

Please attach the following documents to this application

Vehicle 1	Registration	Registration Expiry	Model
Vehicle 2	Registration	Registration Expiry	Model

Supporting Documentation

Two of the following documents must be attached

- Current driver's license or photo ID card.
- Utility bills (electricity, gas, water)
- Phone bill
- Bank statement
- Pension or health care card (required for concession applications)
- Current lease agreement
- Council rates notice
- Electoral card

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. The 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 PERMIT

The applicant is responsible for reading and agreeing to these terms and conditions at the time of application.

Eligibility requirements for applicants:

- You need to live within one of the Parramatta resident parking scheme zones.
- To obtain a parking permit you need to apply by providing proof of vehicle registration and two documents that verify your residency.
- Documents must reflect the name and the address of the eligible property. Please note that documents addressed to a P.O. Box will not be accepted.

Benefits and limitations of the resident and visitor parking permit:

- A resident parking permit exempts the vehicle from time limit restrictions, but only in areas indicated on the parking signs within the designated resident parking scheme. The assigned parking zone is listed on your permit.
- The permit does not grant the holder any right to park in violation of road rules.
- A maximum of TWO (2) residents and ONE (1) visitor parking permits can be held.
- City of Parramatta Rangers have the authority to issue infringement notices for vehicles parked outside the designated zones assigned to them.

Eligibility requirements for the vehicle:

- To use a resident parking permit, the vehicle must be registered in New South Wales. It cannot be a truck (with a Gross Vehicle Mass (GVM) of more than 4.5 tonne), bus, caravan, or trailer.
- The current vehicle registration certificate, which serves as proof of ownership, must reflect the same name and mailing address as the applicant and the address listed on the application form.
- If the vehicle is owned by a company, a letter on the company's letterhead, including the Australian Business Number (ABN), is required to confirm that the nominated vehicle is parked at the address provided on the application form.

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

- Once your application is approved, you will receive confirmation and can begin parking in the designated area
- Resident parking permit processing time can take up to 72 hours (business hours) to be uploaded into our system. Please keep your receipt of purchase displayed in the bottom left-hand corner (passenger side) of the front windscreen during this period.
- Visitor parking permits are interchangeable and transferable. Visitor parking permits must be placed on the dashboard, ensuring the expiry date and permit area number are visible from outside the vehicle.
- The fees for parking permits are set by the City of Parramatta Council and may change annually. Refunds are not available once a permit has been issued. A 50% discount on the regular permit fee is offered only at the time of issue for individuals with current identification as pensioners (Pension or Health Card).
- If a permit is lost, it must be reported to the City of Parramatta Council immediately. Replacement permits are available at approximately 50% of the original fee, and the original permit will be cancelled upon issuance of the new permit. If you acquire a new vehicle or move residences, you must notify the Council immediately if the vehicle for which the permit that was granted is disposed of or if you have changed address.
- The permit is the property of the City of Parramatta. Permit holders may not sell, lease, license, alienate, dispose or allow any other party to hold (for any purpose) any parking space they are entitled to on the premises.
- Holding a resident parking permit is a privilege for those who reside in Parramatta, and all terms and conditions must be complied with; failure to do so may result in the withdrawal of the permit. Any false or misleading information is discovered in the application; the permit will be cancelled immediately without a refund.