

How to apply for an authorised car share vehicle permit in the City of Sydney

This permit authorises the driver to park the vehicle in a dedicated on-street car share parking space. Car share operators must display a valid car share vehicle permit for the City of Sydney area on the car share vehicle at all times.

How to apply for a car share parking permit

- 1 Check you have all of the supporting documents below before applying
- 2 Complete the application form, attach the required documents and email your application to parking@cityofsydney.nsw.gov.au

Applying for a new permit

To apply for a new permit, you will need:

- Car share parking space Bay ID number
- Vehicle registration papers
- CTP Insurance certificate
- Comprehensive insurance certificate

Renewing an existing permit

If you are renewing a permit, please do this no later than 10 working days before the current permit expires. To renew an existing permit, you will need:

- Car share parking space Bay ID number
- Permit Licence Number (shown on the renewal notice)
- Vehicle registration papers
- CTP Insurance certificate
- Comprehensive insurance certificate

Terms and conditions

By applying for a car share vehicle permit, you accept the terms and conditions below.

- 1 The car share operator must comply with the City's car sharing policy.
- 2 The car share vehicle permit and car share parking space will be issued and managed in line with the Roads and Maritime Service's Technical Direction TTD 2018/001 and the City's car sharing policy.
- 3 The car share vehicle permit is only valid for the car share parking space to which it was issued. The signposted bay identification reference must correspond to the permit.
- 4 Car share vehicles must be parked in line with NSW parking regulations.
- 5 If you believe a parking infringement notice was issued by the City in error, contact Revenue NSW to request a review.
- 6 The operator must advise its members of the procedure to follow when a vehicle is parked in the dedicated car share parking space. If a car share parking space is not available, the car share member must find alternative legal parking.
- 7 While the City will provide parking enforcement as part of regular patrols, resources will not be dedicated to patrol on-street car share parking spaces. No damages or claim for compensation may be made to or against the City for use of spaces by others.
- 8 The car share vehicle permit must be displayed on the left-hand side of the front windscreen of the vehicle and be clearly visible from outside the vehicle.
- 9 If a permit has been lost, destroyed or stolen, the City may issue a replacement permit at no cost to the permit holder on production of satisfactory evidence of the loss, theft or damage. Evidence may include the relevant police event number, insurance report or the damaged permit.
- 10 The permit must not be sold. Misuse or fraud may be referred to the police and the City may cancel one or all permits issued to your organisation.

Privacy and personal information protection notice

Purpose of Collection: For the issue of an authorised car share vehicle permit

Intended recipients: Council staff and approved contractors of the City of Sydney Council.

Supply: The supply of personal information is voluntary. However, a completed application is required to administer an Authorised Car Share Vehicle Permit within the City of Sydney local government area

Access/Correction: Contact the City of Sydney Council Customer Service Team to access or correct this information

Storage: City of Sydney Council, 456 Kent Street, Sydney NSW 2000

Replacing a lost, damaged or stolen permit

To apply for a replacement permit, you will need:

- Statutory declaration or Police event report
- Car share parking space Bay ID number
- Permit Licence Number
- CTP Insurance certificate
- Comprehensive insurance certificate

Fees and charges

These fees partially recover our administrative costs for the City car share scheme. Current fees are:

| Item | Unit | Fee |
|---|-------------|-------|
| Annual authorised car share vehicle permit | Per vehicle | \$170 |
| Replacement authorised car share vehicle permit | Per vehicle | \$27 |

Application for an authorised car share vehicle permit



The form must be completed and signed by a key personnel of the organisation

1. Applicant details

Car share operator

2. Options for payment

Please specify your preference for payment of the car share vehicle permit(s)

- Invoice
- Credit Card - a Customer Service Operator will contact you for payment over the phone
- Cheque - post your application form, supporting documents and a cheque to:
City of Sydney, GPO Box 1591, Sydney NSW 2001

3. Options for receipt of permit(s)

Please specify your preference for receiving the permit(s):

- Collect from City of Sydney customer service
- Express post - please specify postal address:

Postal Address

Suburb

Postcode

4. Applicant declaration

Signing this document binds the car share operator in part 1 of this application form to the terms and conditions of the car sharing policy and the terms and conditions of the permit

- I am authorised to apply for a car share vehicle permit on behalf of the car share operator in part 1 of this application form
- I have read and understood the City of Sydney car sharing policy and the car share vehicle permit terms and conditions and agree to comply with them
- I have read and consent to the privacy and personal information protection notice on this application
- The information I have provided is true and correct in every detail

Applicant name

Applicant position

Applicant signature

Date

Contact email address

Contact phone number

5. Vehicle & Permit Details

Provide vehicle details below for new, replacement and renewal permit applications

| Permit | Vehicle Rego Plate | Bay ID | Parking Area | Street | Suburb | Permit Type | Permit Licence Number |
|--------|--------------------|--------|--------------|--------|--------|-------------|-----------------------|
| 1 | | | | | | | |
| 2 | | | | | | | |
| 3 | | | | | | | |
| 4 | | | | | | | |
| 5 | | | | | | | |
| 6 | | | | | | | |
| 7 | | | | | | | |
| 8 | | | | | | | |
| 9 | | | | | | | |
| 10 | | | | | | | |