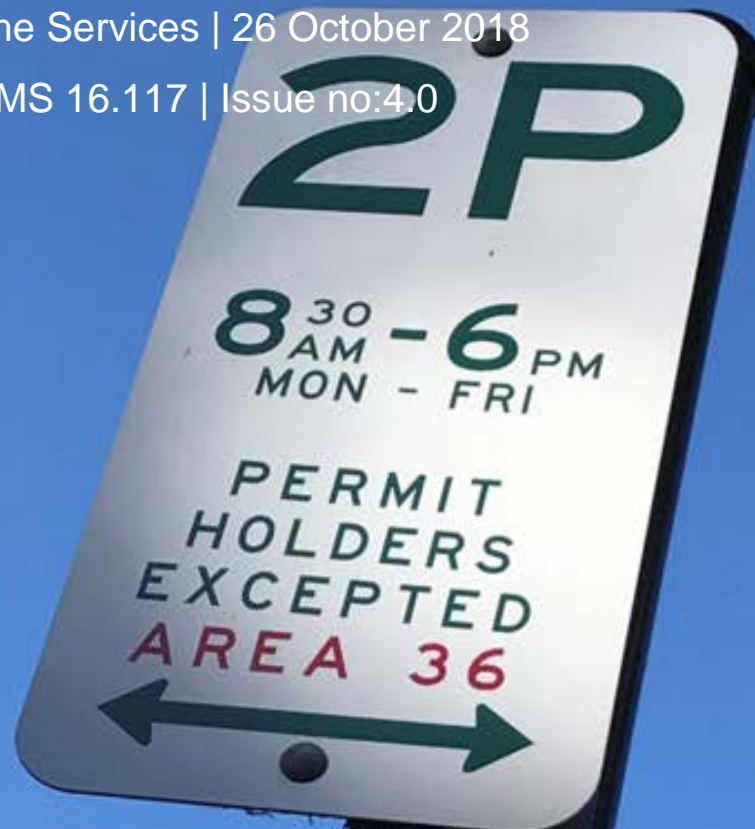


Permit parking guidelines

Roads and Maritime Services | 26 October 2018

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About this release

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2.0	August 2001	
2.1	April 2005	Page 12: Section 9.6 – updated.
2.2	June 2010	Page 10: Section 9.3 - Number of permits that can be issued expanded to include more than three, subject to RTA approval.
3.0	November 2012	<p>Corporate identity and branding updated.</p> <p>Legislative references updated.</p> <p>Page 8: Section 6.5 added.</p> <p>Page 22: Section 12 about interstate registered vehicles added.</p>
3.1	January 2014	<p>Various: Legislative references updated</p> <p>Page 2: Definition of Business included</p> <p>Page 13: Section 9.5 clarified</p>
3.2	February 2014	<p>Page 12: Section 9.4 corrected to reflect earlier versions.</p> <p>Page 22: Section 12 corrected to reflect earlier versions.</p>

Issue	Date	Revision description
3.3	March 2015	Page 1 & 3: Update legislative references. Page 12, 16 & 23: Sections 9.4, 10.4 and 15.0 updated to provide councils with discretion to issue Resident Parking Permits to residents with boat trailers.
3.4	March 2016	Page 1-2: An Operating policy for Permit Parking Guidelines Various: Clarify mandatory and guidance aspects of the Guidelines and the role of the Local Traffic Committee in applying the Guidelines
4.0	October 2018	Corporate branding updated. Duplication within the document and with Austroads guidelines removed. Car share operations and visiting trades included in business parking permits. Short term rental accommodation included in resident's visitor parking permits.

Contents

Introduction	6
Legislation	6
Definitions and abbreviations used in this manual	6
Parking permits	8
Terms and conditions.....	8
Roads and Maritime’s responsibilities	10
Councils’ responsibilities	10
Declared organisations’ responsibilities	11
Parking strategies	11
Fees	12
Enforcement	12
Eligibility criteria and other features common to all permit parking schemes	12
Classes of parking permits	13
Business parking permits.....	13
Commuter parking permits.....	13
Resident parking permits	13
Resident’s visitor parking permits.....	14
Special event parking permits.....	14
Declared organisation parking permits.....	14
Parking signs	15
References	16
Appendix A – Commuter parking trials	17

List of Figures

Figure 1. Examples of long term printed permit parking labels.....	9
Figure 2. Example of a short term printed permit parking card.....	10
Figure 3. Examples of permissive parking signs	15
Figure 4. Examples of special event parking signs	16

Introduction

Permit parking schemes help to improve amenity for particular classes of road users in locations where there is insufficient off-street parking and where on-street parking is restricted. Permit parking also helps to balance the needs of the local community with those of the broader community in high demand areas.

There are six classes of permit parking scheme prescribed in clause 95 of the Road Transport (General) Regulation 2013:

- Business
- Commuter
- Resident
- Resident's visitor
- Special event
- Declared organisation.

Parking authorities (local councils and declared organisations) are under no obligation to establish any or all of these permit parking schemes in their areas of operations. However, if they do propose to establish a permit parking scheme, it must comply with the Regulation and this mandatory guideline.

Legislation

The following legislation provides the framework for permit parking schemes:

Transport Administration Act 1988	Section 50 gives RMS the authority to delegate functions to an authorised person.
Transport Administration (General) Regulation 2013	Clause 87 prescribes additional classes of people to whom RMS may delegate functions. (Refer also to RMS' Delegation to Councils: Regulation of Traffic.)
Road Transport Act 2013	Sections 121 to 126 set out the requirements relating to traffic control devices and the authority for installing, displaying or removing them.
Road Transport (General) Regulation 2013	<p>Clauses 94 to 116 prescribe the regulations relating to special event, permit parking and mobility parking schemes.</p> <p>Clauses 145 and 146 provide offence provisions for failing to comply with requirements or giving false or misleading information, eg misuse of permits.</p> <p>Schedule 2 lists declared organisations.</p> <p>Schedule 4 prescribes authorised officers for the purposes of the Regulation.</p> <p>Schedule 5 prescribes penalty notice offences for the purposes of the Act.</p>
NSW Road Rules 2014	Rules 204 to 207-9, 317 and 318 describe the application of signs and driver responsibilities relating to permissive parking signs and fees.

Definitions and abbreviations used in this manual

Area of operations	<p>a) A council's local government area.</p> <p>b) A declared organisation's area of operations as specified in Schedule 2 of the Road Transport (General) Regulation 2013.</p>
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Authorised officer	A police officer or a person employed by a parking authority as an enforcement officer as specified in Schedule 4 of the Road Transport (General) Regulation 2013.
Business	Commercial or retail organisation, including institutions.
Business services	Tradespeople or other essential services that visit businesses from time to time.
Car share operations	<p>Car share schemes may operate on the basis of fixed parking spaces or non-fixed parking spaces, or a mixture of both. In order to comply with regulations, fixed and non-fixed parking spaces are administered differently:</p> <ul style="list-style-type: none"> • Fixed space – vehicle is picked up from and returned to the same designated car space. Parking is administered by signage (refer to TDT 2018/xxx). • Non-fixed space – operates without designated parking spaces. Depending on the terms and conditions of the scheme, vehicles may have to be returned to a designated neighbourhood or they may be used for one way journeys. Parking is administered within a permit parking scheme. <p>A parking authority may choose to allow a car share vehicle to park in fixed and non-fixed parking spaces. In these cases, the vehicle must be both authorised and part of a permit parking scheme.</p>
Classified road	Roads declared under Part 5 of the Roads Act 1993 and published from time to time on the RMS website.
Commuter	A person who drives to and parks close to public transport for the purpose of using the public transport.
Council	Local government authority.
Declared organisation	An organisation that has been declared the parking authority for an area of operations in Schedule 2 of the Road Transport (General) Regulation 2013.
Electronic parking permit	A parking permit issued in electronic form.
Household	A house, home-unit, flat or apartment where one person resides alone or a group of people reside together. A hotel is not considered a household.
Motor vehicle	A vehicle (other than a bicycle) that is built to be propelled by a motor that forms part of the vehicle.
Park, parking or parked	To stop and allow the vehicle to stay (whether or not the driver leaves the vehicle).
Parking area	A pay parking area, permissive parking area or a special event parking area.
Parking authority	A council or declared organisation.
Parking permit	A parking permit may be an electronic or other database that contains all relevant information about the permit, permit holder and vehicle. A permit might be issued in printed or electronic form.
Pay parking area	A coupon, metered, ticket or phone parking area.
Permissive parking area	The part of a road to which a permissive parking sign applies.
Permissive parking sign	A traffic sign that permits parking for a specified period of time - as referred to in rule 204 of the NSW Road Rules 2014.

Printed parking permit	A parking permit issued in printed form.
RMS	Roads and Maritime Services
Road and road related area	Has the same meaning as rules 12 and 13 of the NSW Road Rules 2014. References to a road also include a road related area unless otherwise stated.
The Regulation	The Road Transport (General) Regulation 2013
Trailer	A vehicle that is built to be towed, or is towed, by a motor vehicle, but does not include a motor vehicle that is being towed.
Truck	A motor vehicle with a GVM over 4.5 tonnes, except a bus, tram or tractor.

Parking permits

For the purposes of this guideline, a parking permit may be a virtual product held in an electronic or other database that contains all relevant information about the permit, permit holder and vehicle (eg class of permit, applicant's name, residential or business address, vehicle registration, area or road to which the permit applies, expiry date, unique alpha-numeric code, any other relevant information, terms or conditions of use).

There is no requirement in law to issue printed permits. Parking authorities may choose to administer parking permits electronically if satisfied that permit users can easily understand the terms and conditions of use and how the scheme applies to them, and if the scheme can be enforced effectively.

RMS notes however that printed permits may provide a layer of assurance, may assist in enforcement and may avert possible discontent from non-permit holders who are issued with a penalty notice.

If a permit is printed, it does not have to include all the information in the permit database. However, it must include enough information to ensure it can be readily understood by the user of the permit and enforced effectively.

Long term parking permits may be issued under all permit parking schemes. They are appropriate when the length of stay and/or frequency of use are expected to be very high. Refer to Figure 1 for examples of printed long-term permits.

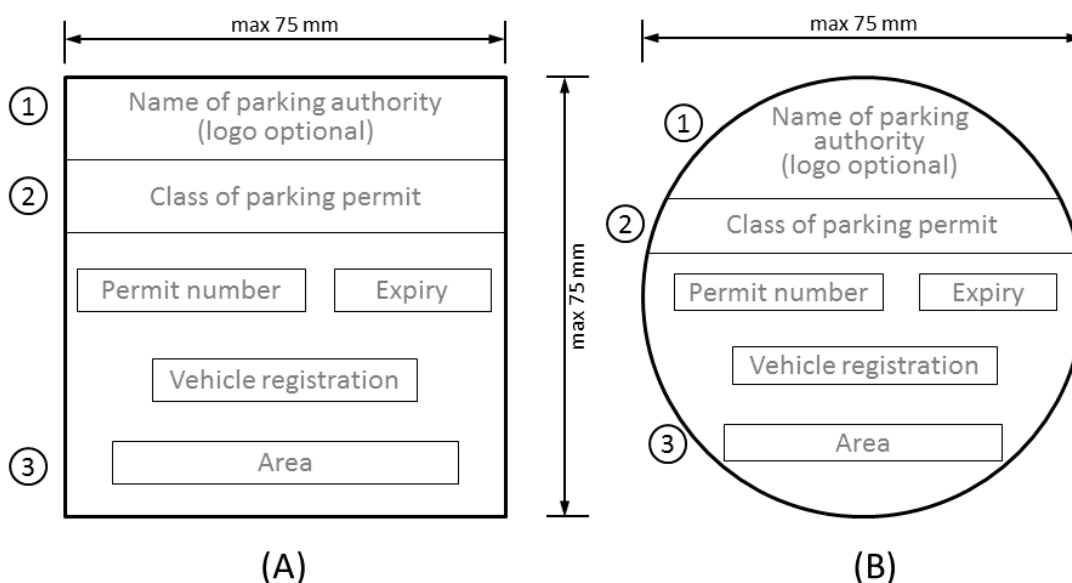
Short term parking permits may also be issued under all permit parking schemes. They are appropriate for casual or one-off uses, for durations of a few hours to a maximum of 30 days. At the discretion of the parking authority, short term permits may be issued directly to a user or in bulk to a resident or business who can, in turn, issue them to their visitors or business services respectively as required. Refer to Figure 2 for an example of a short term permit.

Note: Under clause 95(4)(b) of the Regulation, the vehicle registration number must be specified in all permits other than resident's visitor permits. This means, for printed short term permits, the vehicle registration number must be written on the permit when it is used. For electronic permits, the vehicle registration number must be able to be entered into the parking authority's electronic system when the permit is used.

Terms and conditions

Instructions and conditions of use must be made available to the permit holder, for instance by printing on the rear of a printed permit or communicated by some other suitable means. Terms and conditions should include but are not limited to:

- Eligibility requirements for participating in a permit parking scheme
- Requirements for displaying printed permits, eg inside the front left windscreen of a car, in a special holder for motorcycles
- How to use the permit
- Printed permits must be clearly visible from outside the vehicle
- A valid permit exempts a vehicle from time restrictions and parking fees only when parked in an area to which the permit applies
- A parking permit does not guarantee a parking space within a permit parking area
- A parking permit does not provide exemptions from other parking restrictions or laws, for example bus zone, loading zone, no stopping, no parking
- Printed permits are not transferrable
- Onus is on the driver/rider to ensure the permit is valid and used correctly. If circumstances change and the permit holder no longer meets the eligibility criteria, the permit is no longer valid and must be returned to the parking authority
- Misuse of the permit is an offence
- A description of what will occur when the permit expires, eg whether the parking authority will issue renewal notices or whether the onus is on the user to renew.



Notes:

- ① The parking authority is responsible for the final design, layout and colour of the permit. The colour should be different from the registration label (still required on some vehicles), which follows a 6 year cycle: orange – blue – red – purple – brown – green. The permit may be either a label or a card.
- ② Class of permit, ie business, resident, resident’s visitor, commuter, special event or declared organisation.
- ③ Area identifier/s may be preceded by an alphabetic code to identify the parking authority.

Figure 1. Examples of long term printed permit parking labels.

①	Name of parking authority (logo optional)					
②	Class of parking permit					
	Permit number			Expiry		
③	Area					
④	Space for vehicle registration					
	Scratch date, month and year:					
	Date					
	1	2	3	4	5	6
	7	8	9	10	11	12
	13	14	15	16	17	18
	19	20	21	22	23	24
	25	26	27	28	29	30
	31					
	Month					
	Jan	Feb	Mar	Apr	May	Jun
	Jul	Aug	Sep	Oct	Nov	Dec
	Year					
	2019		2020		2021	

Notes:

- ① The parking authority is responsible for the final design, layout and colour of the permit.
- ② Class of permit, ie business, resident, resident’s visitor, commuter, special event or declared organisation. OR a generic term, eg Visitor Permit, Temporary Permit, as long as the class of permit is recorded in the permit database.
- ③ Area identifier/s may be preceded by an alphabetic code to identify the parking authority.
- ④ A blank space may be provided so the vehicle registration can be written on the permit as required for all permits other than resident’s visitor permits.

Figure 2. Example of a short term printed permit parking card

Roads and Maritime’s responsibilities

Councils or declared organisations must obtain RMS approval for permit parking schemes on classified roads.

In any other case, RMS will provide advice on matters relating to traffic management, traffic efficiency and road safety, including proposals involving parking schemes on roads and road related areas. Parking authorities may engage with RMS either directly or through the local traffic committee.

Councils’ responsibilities

In accordance with RMS’ Delegation to Councils and these guidelines, councils are responsible for:

- Referring all proposed permit parking schemes to the local traffic committee for consideration

- Establishing and operating permit parking schemes on roads and road related areas within their area of operations, except on classified roads unless approved by RMS
- Developing a parking strategy that includes proposed permit parking schemes, supported by parking studies and community consultation
- Installing and maintaining parking control signs associated with the permit parking scheme
- Installing parking control signs associated with declared organisations' permit parking schemes, if and as required.
- All installation, maintenance, enforcement and other administrative costs associated with the permit parking scheme.
- Keeping records of the types of traffic control devices installed, time and date of installation, and display, alteration or removal of signs.

For more information on RMS' delegation to councils and the operation of traffic committees, refer to A Guide to the Delegation to Councils for the Regulation of Traffic.

Declared organisations' responsibilities

Declared organisations are listed in Schedule 2 of the Regulation. As parking authorities, declared organisations are able to issue all classes of parking permits in accordance with the Regulation and this guideline. However, declared organisations are not delegated the authority to install, display, alter or remove prescribed traffic control devices, so they must work with local council/s or RMS to implement a permit parking scheme in their area of operations.

Declared organisations are responsible for:

- Establishing and operating permit parking schemes on roads and road related areas within their area of operations, except on classified roads unless approved by RMS
- Developing a parking strategy that includes proposed permit parking schemes, supported by parking studies and community consultation
- Liaising with local council/s to install and maintain parking control signs associated with the permit parking scheme. This will involve referral to the local traffic committee.
- Bearing all installation, maintenance, enforcement and other administrative costs associated with the permit parking scheme.
- Keeping records of the types of traffic control devices installed, time and date of installation, and display, alteration or removal of signs.

Parking strategies

Key to the NSW government's congestion management, urban planning and liveability strategies are the promotion of enhanced public transport usage and the encouragement of walking and cycling as a form of transport. A well developed parking strategy is one of the tools available to local authorities to help realise these objectives, balanced with the local community's needs for mobility, access and equity.

Parking authorities should develop their parking strategies to align with state government and other planning and transport strategies, and with reference to Australian Standard 2890: Parking facilities, the Austroads Guide to Traffic Management Part 11: Parking, RMS supplements to the Australian Standard and Austroads Guide, and in consultation with all relevant stakeholders.

In developing parking strategies, councils and declared organisations are strongly encouraged to work together where car share operations may benefit from cross boundary policies.

Parking authorities and car share operators may be required from time to time to share parking information with Roads and Maritime Services and/or Transport for NSW. This will help the NSW Government develop evidence-based traffic and transport plans and strategies.

Fees

A parking authority may charge fees for its permit parking schemes at its own discretion. Pricing should be based on cost recovery, eg for administration of the scheme/s and the provision of infrastructure, taking into account the parking authority's return on investment policy (if it has one).

Fees levied by councils should be fixed by a council resolution.

Fees levied by declared organisations may be subject to review by RMS.

Enforcement

Parking authorities are responsible for the enforcement of permit parking schemes in their areas of operation and should not rely on the NSW Police for enforcement.

Schedule 4 of the Regulation sets out the relevant classes of officers that are authorised by councils and declared organisations as enforcement officers.

Eligibility criteria and other features common to all permit parking schemes

- High demand for parking in the area
- Inadequate off-street parking and no potential to modify premises or create off-street parking
- Little or no unrestricted on-street parking close by
- Vehicle is not a truck, bus, tram, tractor or trailer (boat or caravan)
- Vehicle is registered in NSW or classified as a vehicle temporarily in NSW under clause 9 of Schedule 1 of the Road Transport (Vehicle Registration) Regulation 2017
- In NSW, there are no areas set aside exclusively for permit parking
- Parking authorities have discretion over the total number of permits issued in their area of operations and how they will distribute these permits across the relevant classes of permit parking schemes
- Permit parking schemes that only operate within a single council's or declared organisation's area of operations must be distinct from other parking authorities' schemes
- Permit parking schemes that cross council or declared organisation boundaries may have a common identification code across all areas of operation, but must be distinct from other permit parking schemes
- Permit parking schemes must be established and administered so users can readily identify which scheme applies to them or to their vehicle
- Scheme identification codes must be displayed on permissive or pay parking signs. More than one scheme identification code may be displayed if different schemes overlap.
- Under clause 95(4)(b) of the Regulation, all permits other than resident's visitor permits must specify the vehicle registration to which they relate (note: it is sufficient for an electronic parking permit to specify the vehicle registration number electronically, whether held in a central database or otherwise).

Classes of parking permits

Business parking permits

Business parking permits are issued to businesses that are located or operate within a parking authority's area of operations. Business parking permits may be issued to:

- Business principals and employees
- Car share operations, eg for vehicles that do not have a fixed on-street car share parking space or for vehicles that do have a fixed on-street parking space but may need to park elsewhere because someone has illegally parked in their designated space. Refer to technical direction TTD 2018/001 for information about fixed space car share parking. Note, some car share vehicles may be covered by resident parking permits.
- Short term permits for essential business services, eg tradespeople

Commuter parking permits

Commuter parking schemes are established to encourage people to use public transport. They can only be established after a 12 month commuter parking trial. Refer to Appendix A for more information about commuter parking trials.

Commuter parking permits may be issued as follows:

- Applicants must be able to demonstrate to the satisfaction of the parking authority that they are legitimate commuters
- Commuters do not have to reside in the area of operations
- Vehicle does not have to be registered to the commuter, but the commuter should be able to demonstrate to the parking authority's satisfaction that the vehicle is normally used by the commuter
- One permit per commuter
- The parking authority should ensure there is a reasonable chance the commuter will find a parking space within the commuter permit parking area.

Resident parking permits

- Applicants must be able to demonstrate to the satisfaction of the parking authority that they are legitimate residents
- Vehicle does not have to be registered to the resident, but the resident should be able to demonstrate to the satisfaction of the parking authority that the vehicle is normally used by the resident, eg company car
- The number of permits issued for an area should not exceed the number of available on-street parking spaces in the area
- A maximum of one permit per bedroom in a boarding house, or two permits per household. In exceptional circumstances, the number of permits may be increased
- When issuing permits to eligible residents who have off-street parking, the number of permits which may be issued is the difference between the maximum number per household in the scheme and the number of off-street spaces available to the household

- Where the number of requests for permits exceeds the number of available on-street parking spaces, only residents who do not have access to unrestricted parking along their kerbside are eligible to apply for a resident parking permit. Applications should be prioritised as follows:
 - No off-street parking space
 - One off-street car space
 - Two or more off-street car spaces.

Note: a car share vehicle that is adequately covered by a resident parking permit scheme does not require a separate parking permit.

Resident's visitor parking permits

Residents may apply for visitor parking permits so their visitors can park within the permit area without time or fee restrictions.

- Applicants must be able to demonstrate to the satisfaction of the parking authority that they are legitimate residents
- Where a property is permitted to be leased for short term rental accommodation (STRA) and complies with relevant State Government policies and codes of conduct for STRA, applicants for parking permits must be able to demonstrate to the satisfaction of the parking authority that they are the legitimate resident or the owner of the property
- There is no off-street visitor parking at the resident's address
- There are no unrestricted on-street parking spaces in front of the residence or along the kerbside
- The parking authority may offer long term and/or short term visitor parking permits

Note: when a carer requires a resident's visitor permit and the resident is unable to apply, the carer may apply directly to the parking authority with the following supporting documentation:

- Written consent of the resident or their representative
- The resident's address
- Expected duration and frequency of use of the permit.

Special event parking permits

Special event parking permits may be issued to residents or businesses that are affected by special event traffic management. They can be issued for individual events and the permit must include the date/s and location of the special event. Alternately, they may be issued as an annual permit for areas where there are a large number of special events, eg Homebush near Sydney Olympic Park.

Declared organisation parking permits

Declared organisation parking permits may be issued to people who require access to the area of operations on a frequent basis, eg hospital staff, and where suitable parking alternatives are not available. As a parking authority, a declared organisation may issue other classes of parking permit in accordance with these guidelines.

Parking signs

Permissive parking signs as prescribed in clause 32 of the Regulation and rule 204 of the NSW Road Rules 2014 must be used in the implementation of permissive parking, permit parking and pay parking schemes.

For all new permit parking schemes, the permissive parking signs must have the words PERMIT HOLDERS EXCEPTED and an area identifier - to allow permit holders to be excepted from the period restrictions or charges for parking.

For existing resident parking schemes and where a resident's visitor parking scheme is being introduced to an existing resident parking scheme, permissive parking signs displaying the words AUTHORISED RESIDENTS VEHICLES EXCEPTED may be retained as the Regulation provides for their continued use.

While these old AUTHORISED RESIDENTS VEHICLES EXCEPTED parking signs remain enforceable, they should be replaced through normal maintenance practice with new signs using the words PERMIT HOLDERS EXCEPTED. Refer to Figure 3 for examples of permissive parking signs.

The class of permit, eg resident, is not shown on the parking sign but will be identified on the permit. The parking sign will show the area identifier. This must correspond with the area identifier shown on the permit.

The exception is that a special event parking sign will include the words SPECIAL EVENT PARKING AREA. Refer to Figure 4 for examples of special event parking signs.

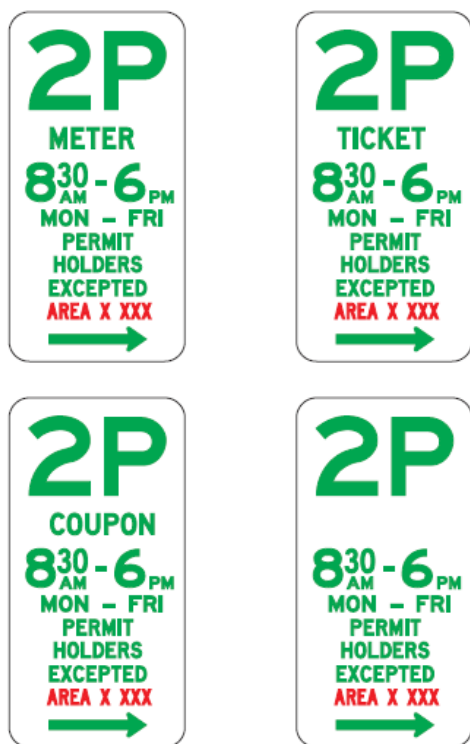
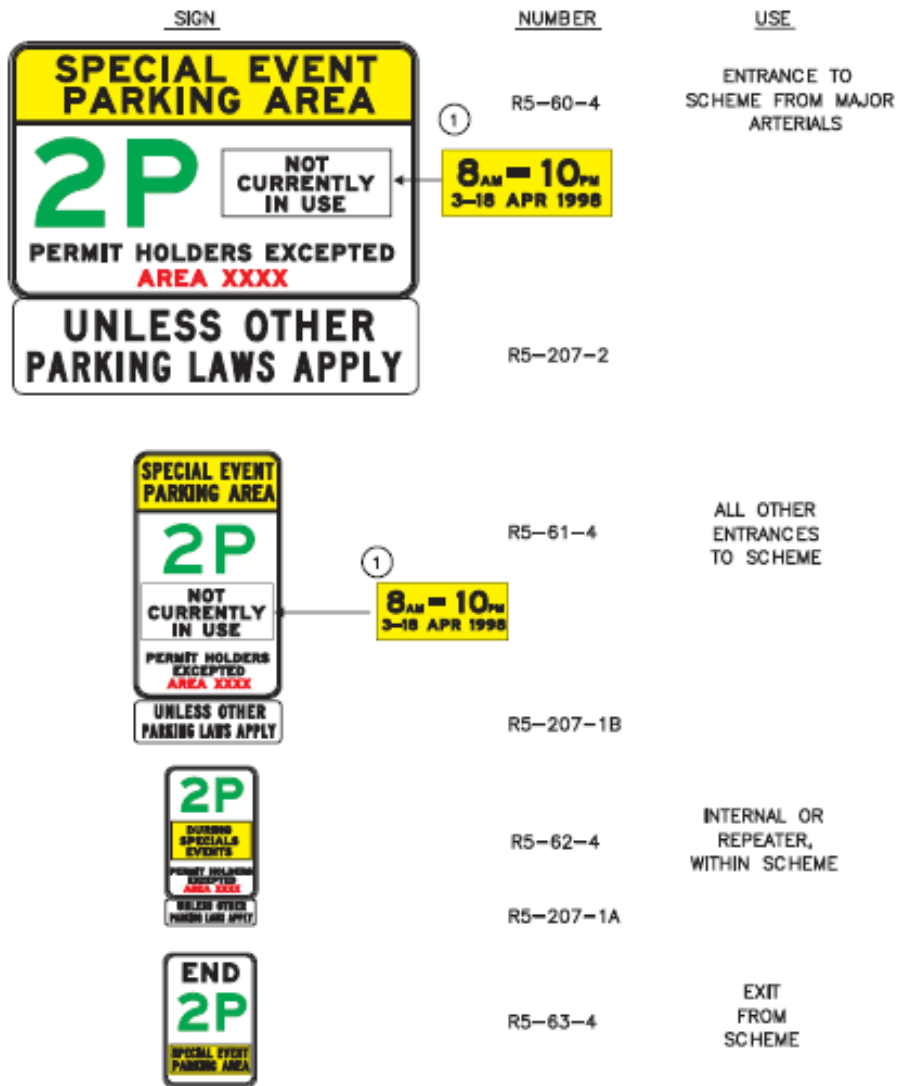


Figure 3. Examples of permissive parking signs



NOTES: ① TIME PANELS ARE REMOVABLE TO SUIT EVENT AND TO DISPLAY 'NOT CURRENTLY IN USE' PANEL, SAMPLES ONLY

Figure 4. Examples of special event parking signs

References

- Australian Standard 2890: Parking facilities
- Australian Standard 1742: Manual of uniform traffic control devices
- Austrroads Guide to Traffic Management Part 11: Parking
- RMS Supplement to AS 2890
- RMS Supplement to AS 1742
- RMS Supplement to the Austrroads Guide to Traffic Management Part 11
- TTD 2018/001 Guidelines for on-street car share parking

Appendix A – Commuter parking trials

Parking authorities can only introduce commuter parking schemes after a 12 months trial. It is important to assess the public transport usage prior to the trial and monitor the scheme during the trial period. At the end of nine months, market research is to be carried out to assess the impacts the commuter parking scheme has on public transport usage, commuters and local residents. Final evaluation should be carried out at the end of the trial period with RMS being advised of the results of the evaluation.

The parking authority must consider carrying out all the preliminary work, including a parking study of the areas where commuter parking is planned to be introduced and discussions with various stakeholders, eg RMS, Transport for NSW, NSW Police Force, adjoining parking authorities, and local residents and commuter groups if appropriate.

This appendix provides the details that the parking authority must submit to RMS prior to implementing a commuter parking trial and criteria to be used in its evaluation.

- Purpose of the scheme
- How the scheme is expected to influence modal split and increase public transport usage
- Extent of the scheme, length of kerbside to be changed from unrestricted parking to period parking, meter parking or pay parking
- Total number of parking spaces available within the scheme and the maximum number of parking permits to be issued
- Estimate of the number of parking permits to be issued to motorists working in the nearby areas versus the number of motorists using public transport to get to their work place
- Sample of the actual parking permit (including whether it is long-term or short-term,).
- Eligibility criteria
- How and where the parking permits are to be obtained
- How the trial is going to be monitored and evaluated
- Benefits to the community.

RMS' criteria for evaluation of the trial commuter parking scheme(s) will include:

- Ease of use of the parking permits
- Ease of understanding of the scheme by motorists
- Ease of display of the parking permit on or inside a vehicle
- Ease of enforcement
- Fraud proof features
- Administrative simplicity
- Impacts on the public transport
- Benefits to the community.



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