

Application Guide for Tradespersons Parking Permit

About this form

This permit allows tradespersons to park their vehicle for longer than the signposted time limit and exempts the tradesperson from parking fees when parked in an area to which the permit applies if the signs state 'permit holders excepted'.

For trades parking associated with construction work at a development site refer to the [City's Works Zone](#) page.

How this permit works

- We issue this permit to the resident rather than the tradesperson. The tradesperson will then need to attach the permit to the vehicle.
- The permit is held by the resident and given to their tradesperson to display on their vehicle.
- Permits are only valid in the area printed on the permit and parking sign.
- The permit does not allow a tradesperson to park in a Clearway, No Stopping, No Parking, Bus, Loading, Works, Trucks or Disabled Parking zones.
- Permits do not guarantee the availability of a space to the permit holder.
- A tradesperson visitor parking permit does not exempt you from requiring a temporary works permit to use in the public way.



Definitions

Tradesperson - means a person holding a current contractor licence issued by NSW Fair Trading to work in a particular field in the home building industry in NSW.

Resident - means the owner or occupier of a residential dwelling.

Occupier - means a person residing in a residential dwelling and its owner or tenant.

Eligible Properties

Most households are eligible for tradespersons parking permits.

These dwelling/property types are **not** eligible:

- a) A residential flat building approved since:
 - 8 May 1996 for former South Sydney Council areas
 - 1 May 2000 for former Sydney City Council areas
 - 12 May 2014 for all remaining areas of the City of Sydney.
- b) A dwelling approved with the condition that no parking permits are to be issued
- c) A dwelling with an on-site visitor parking space, including shared visitor parking spaces in multi-unit dwellings
- d) A dwelling not approved for residential use
- e) A dwelling in the Central Sydney parking area.

Eligibility

General

A tradespersons permit may be issued to a resident who:

- a) requires alterations, additions, minor maintenance and improvement work at their place of residence; and
- b) provides proof of residency; and
- c) provides a quote or contract that includes the address where the work will be done, and the type and duration of the work.

Vehicles

This permit cannot be used for a caravan, bus, truck, trailer or vehicle that exceeds 4.5 tonnes.

Quantity of permits

You can apply for up to six one-week permits per calendar year. Permits are valid for one week. The permit will display the dates and address it is valid for.

Fees and charges

Each permit costs \$60 per vehicle per week and is only valid on the dates specified on the permit.

The pensioner discount does not currently apply to this permit. This permit is not refundable.

How to apply

Residents must apply for permits on behalf of a tradesperson. Check you have all of the supporting documents below before applying. To apply for a permit, a resident must provide:

- a) proof of residency; and
- b) a quote or contract from a licensed tradesperson that includes the address of the place where the work will be done, and the type and duration of the works.

EMAIL: parking@cityofsydney.nsw.gov.au

MAIL: Complete the application form, attach the required documents and post your application to:
City of Sydney
GPO Box 1591
Sydney NSW 2001

You must include either a cheque or money order. Cheques should be made payable to the "City of Sydney Council".

Once your form and payment are received and if complete, your application will be assessed and any permit(s) for which you are eligible will be posted to you within 10 working days.

IN PERSON: Complete the application form and bring the supporting documents to one of our customer service centres below.
Payment can be made by cheque, money order, EFTPOS or credit card.

Town Hall	Town Hall House 456 Kent St Sydney NSW 2000	Monday to Friday 9am to 5pm
Glebe	186 Glebe Point Road Corner Wigram Road Glebe NSW 2037	Monday to Friday 10am to 4:30pm
Green Square	355 Botany Road Zetland NSW 2017	Wednesday 10am to 4:30pm
Kings Cross	50-52 Darlinghurst Road Kings Cross NSW 2011	Monday to Friday 10am to 4:30pm

For further information regarding your application please contact us by visiting cityofsydney.nsw.gov.au/contact-us

Your responsibilities

By applying for a tradesperson permit, you accept these terms and conditions:

1. The tradespersons parking permit is issued and managed in line with the Roads and Maritime Service's Permit Parking Guidelines and the City's Neighbourhood Parking Policy.
2. The resident and tradesperson must comply with the City's Neighbourhood Parking Policy.
3. The permit can only be used by a tradesperson to carry out maintenance and improvement work at the address specified on the parking permit.
4. Permits are valid for use only on the dates printed on the permit.
5. Vehicles must be parked in line with NSW parking regulations.
6. The permit must be displayed on the left side of the front windscreen of the vehicle and be clearly visible from outside the vehicle.
7. If a permit has been lost, destroyed, stolen or the proposed works are prevented or interrupted, the City may issue a replacement permit at no cost to the permit holder if provided with satisfactory evidence of the loss, theft, damage or interruption. Evidence may include the relevant police event number, insurance report or damaged permit.
8. 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 you.
9. If you believe a parking infringement notice was issued by the City in error, you should contact Revenue NSW to request a review.

Privacy & Personal Information Protection Notice

Purpose of Collection:	For issue of a tradesperson permit
Intended recipients:	City of Sydney staff and approved contractors
Supply:	The supply of personal information is voluntary. However, a completed application is required for us to process this permit
Access / Correction:	Contact our customer service team to access or correct this information
Storage:	City of Sydney, 456 Kent Street, Sydney NSW 2000

More information

For more about this permit and our Neighbourhood Parking Policy, see cityofsydney.nsw.gov.au/tradespersons-parking-permits or email parking@cityofsydney.nsw.gov.au

Application for a Tradesperson Parking Permit

The form must be completed and signed by the resident applying for the permit.

While permit holders benefit from exemptions to time restrictions in their parking area, the City cannot guarantee the availability of a parking space.

A tradesperson visitor parking permit does not exempt you from requiring a temporary works permit to use the public way.

Part A: Application type

1. Permit type New ☐ Extension of existing permit ☐

2. Specify the number of vehicles, weeks and dates required for the works.

Vehicles Weeks Date from: Date to:

Part B: Applicant details

Given name/s *	Family name *
<input type="text"/>	<input type="text"/>
Address *	
<input type="text"/>	
Daytime contact *	Alternative contact number
<input type="text"/>	<input type="text"/>
Email address	
<input type="text"/>	

Part C: Proof of residency

☐ I am the owner and I give the City authority to check my rates account
OR

☐ I have provided copies of 2 current documents addressed to me at the property from the list below

Utility bill	<input type="checkbox"/>	Phone account	<input type="checkbox"/>	Current lease	<input type="checkbox"/>	Drivers licence	<input type="checkbox"/>
Electoral roll card	<input type="checkbox"/>	Rental bond board receipt	<input type="checkbox"/>	Pension card	<input type="checkbox"/>	Bank statement	<input type="checkbox"/>
NSW ID card	<input type="checkbox"/>	Centrelink health care card	<input type="checkbox"/>	Official government correspondence (excluding RMS)	<input type="checkbox"/>		

If mailing your application, please do not mail original documents.

Part D: Description of works

Provide a description of the alterations, additions, minor maintenance and improvement works to be carried out at the address stated in Part B:

Part E: Proof of works

Attach a quote or contract which sets out the address of the place where the work will be carried out for each licensed contractor.

Part F: Options for receipt of permit(s)

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

☐ Collect from City of Sydney customer service office location (a customer service officer will contact when the permit is ready)

☐ Town Hall ☐ Glebe ☐ Green Square ☐ Kings Cross

☐ Please post to the address above on this form

☐ Please post to this alternate address:

Part G: Applicant declaration

Signing this document binds the resident in part B of this application form to the terms and conditions of the tradespersons parking policy and the terms and conditions of the permit.

☐ I have read and understood the City of Sydney tradespersons permit policy and the 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 signature *

Date *

Office use only

Tradesperson visitor parking permit fees									
Weeks	1	2	3	4	5	6			
Vehicles									
1	\$60	\$120	\$180	\$240	\$300	\$360			
2	\$120	\$240	\$360						
3	\$180	\$360							
4	\$240								
5	\$300								
6	\$360								

Receiving officer	Receipt number	Receipt date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Permit details

Area	Zone	Amount paid
<input type="text"/>	<input type="text"/>	<input type="text"/>
Licence number	Number of permits	
<input type="text"/>	<input type="text"/>	
Permit number	Permit number	Permit number
<input type="text"/>	<input type="text"/>	<input type="text"/>
Permit number	Permit number	Permit number
<input type="text"/>	<input type="text"/>	<input type="text"/>