

# Care Worker Parking Permit Guide and Application



## About this form

Use this form to apply for Care Worker Parking Permits for use within the City of Sydney, Leichhardt and Marrickville Council Areas.

**Note:** Not all streets within these Council Areas have permit exemptions.

## Part A: How permits work

1. Care Worker Permits are issued for use within the City of Sydney, Leichhardt and Marrickville Council Areas.
2. A Care Worker Parking Permit does not exempt your vehicle from general road signs such as "No Parking" or "Loading Zone".
3. Not all streets have special arrangements for permit holders.
4. It is the responsibility of the driver to carefully read any signs before parking their vehicle.



## Part B: Eligibility - General

An organisation may be eligible for Care Worker Parking Permits if it:

1. Is routinely engaged in the provision of in-home care services; and
2. Conducts, or is expected to conduct, more than 60 home visits per year in total to local clients.
3. Provides a Plan of Management for all Care Worker Parking Permits; and
4. Has appropriate accreditation or written support from:
  - the Department of Family and Community Services - Ageing, Disability & Home Care;
  - an Area Health Service of the NSW Department of Health, or
  - any other Commonwealth, State or non-government health body, as may be determined by the City of Sydney.

A Care Worker Parking Permit is not valid for use on a caravan, bus, truck, trailer or any vehicle which exceeds 3.5 tonnes tare weight, unless such vehicle is necessary for the specific health or aged care service provided.

## Part C: Permit fees and refunds

**Fees:** The current fees are shown in Part 5 of the application form.

For more information on fees, call the City of Sydney on 9265 9333 or go to [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au).

## Part D: Your responsibilities

1. The organisation applying for Care Worker Parking Permits is responsible for all permits issued to it.
2. A Care Worker Parking Permit must only be used for the purposes of a home visit by the Carer registered in the application.
3. A Care Worker Parking Permit must not be used for permanent and overnight accommodation of the vehicles of service providers.
4. When in use, the Care Worker Parking Permits must be displayed on the left hand side of the vehicle's front windscreen. If this is impractical, it must be displayed on another prominent window. This permit must not be used for parking unless making an in-home care visit.

## Part D: Your responsibilities...continued

5. A Care Worker Parking Permit must only be used on the vehicle bearing its registration.
6. If a permit is lost, stolen or damaged, the organisation must notify the City of Sydney.
7. If there are changes in staff registered to use a Care Worker Parking Permit, the organisation must notify the City of Sydney and update these details.
8. It is the permit holders responsibility to ensure a valid permit is displayed. While the City will endeavour to send a notice 4-6 weeks prior to the expiry date of your permit; not receiving a notice is not an acceptable excuse for failing to renew your permit.

## Part E: Privacy & Personal Information Protection Notice

<b>Purpose of Collection:</b>	For issue of parking permits and for road and traffic management in the Council area.
<b>Intended recipients:</b>	Officers of the Council of the City of Sydney.
<b>Supply:</b>	Applicants must fulfil RMS and Council requirements as outlined in conditions.
<b>Access/Correction:</b>	Council Officers or Government Information (Public Access) Act requests.
<b>Storage:</b>	Customer Service Centres, document management systems and Archives.

## Part F: Lodgement Details

You can lodge the completed application by:

**EMAIL:** [parking@cityofsydney.nsw.gov.au](mailto:parking@cityofsydney.nsw.gov.au)

**WHAT NOW:** When lodging your application you must attach current copies of the required documents, including:

- Current vehicle registration papers
- Plan of Management
- Proof of appropriate accreditation as listed in Part B, point 4.

Do not include payment with your application. Customer Service will assess all documentation and advise you of the total fee payable.

**TELEPHONE:** (02) 9265 9333

**WEBSITE:** [www.cityofsydney.nsw.gov.au](http://www.cityofsydney.nsw.gov.au)

# Care Worker Parking Permit Application



## About this form

Use this form to apply for Care Worker Parking Permits.

While permit holders benefit from exemptions to time restrictions in a parking area, a parking space is not guaranteed.

## How to complete this form

- 1: Read the Care Worker Parking Permit Guide before completing this form.
- 2: Ensure that all fields have been filled out correctly and the form is fully completed. Incomplete forms will be returned to the applicant.
- 3: Once completed you can submit this form by email. Please refer to the Lodgement Details section (Part F in the Guide) for further information.

### Part 1: Application Type

**Are these new, renewal or replacement permits?** New  Renewal  Replacement  ► **see below**

If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your permit was stolen.

### Part 2: Applicant Details

Care Provider Organisation

Care Provider Organisation Contact Person

Care Organisation Contact Person Phone Number

Mailing Address

Email Address

### Part 3: Vehicle Details

	Carer's Name	Contact Number	Registration Number	Year of Manufacture	Make	Model
Permit 1						
Permit 2						
Permit 3						
Permit 4						
Permit 5						
Permit 6						
Permit 7						
Permit 8						
Permit 9						
Permit 10						

## Part 4: Documentation Requirements

To apply for a Care Worker Parking Permit you must supply:

- A copy of the Care Provider's Plan of Management
- Appropriate accreditation, or written support from:
  - the Department of Family and Community Services - Ageing, Disability & Home Care,
  - an Area Health Service of the NSW Department of Health, or
  - any other Commonwealth, State or non-government health body, as may be determined by the City of Sydney.
- The current registration certificate of the vehicle the permit is for. If the vehicle is in a private name, the Care Provider must supply a letter explaining that the permit will be used for the purpose of providing care only.

## Part 5: Fees

Care Worker Parking Permits are valid for 12 months and the fees are:

Cost:                      New Permit / Permit Renewal:      \$53.00                      Replacement Permits:      \$27.00

## Part 6: Applicant Declaration

I declare that:

- \* The information I have provided on this application is true and correct in every detail.
- \* I have read and understood the conditions of operation of the scheme as outlined in the Care Worker Parking Permit Guide and agree to abide by them.
- \* I have provided acceptable plan of management, vehicle registration documentation and accreditation or written support of an approved organisation.
- \* I understand I am responsible for the renewal of parking permits.

Applicant Name

Applicant Signature

Date

Organisation Name

## Office Use Only

	Permit Number	Licence Number	Receipt Number	Receipt Date	CSO
Permit 1					
Permit 2					
Permit 3					
Permit 4					
Permit 5					
Permit 6					
Permit 7					
Permit 8					
Permit 9					
Permit 10					