

# Residential Parking Permit Guide and Application

## About this form

You may use this form to apply for Residential Permits.

Permits are valid only in your numbered parking area and not all streets have resident exemptions.

The City of Sydney also has an easy, online application process for your parking permits. Applications can be made at any time and once approved, payment can be made securely online.

Register at <https://online.cityofsydney.nsw.gov.au/ParkingPermit>

If mailing your application, please supply copies of documents not originals.

## Part A: How permits work

1. There are 16 parking areas in the City of Sydney. Permits are issued for a specific area and are valid only within that area. The area number will be listed on your permit.
2. If the area number on your permit matches the area number on the sign (see example sign to the right) your vehicle is exempt from restrictions in that location.
3. A Parking Permit does not exempt your vehicle from general road signs such as "No Parking" or "Loading Zone".
4. Not all streets in your parking area will have special arrangements for residents.
5. It is the responsibility of the driver to carefully read any signs before parking their vehicle.



## Part B: Which parking area and zone are you in?

To find out which area you are in you can contact the City on 9265 9333, or check on the City's website at [www.cityofsydney.nsw.gov.au/parking-permits](http://www.cityofsydney.nsw.gov.au/parking-permits).

**Please note:** Permits can be issued only for the area corresponding to your permanent residential address. Some streets and areas of the City do not have resident parking schemes. Where the number of residents exceeds the number of parking spaces, the area is classified as Zone A. All other areas are classified as Zone B.

## Part C: Eligibility - General

You may be eligible for a Resident Parking Permit if:

1. You are a resident of the City, and not a guest of a hotel, hostel or serviced apartment;
2. Your property has no on-site parking, and no space that could reasonably be converted to parking;
3. Your vehicle is registered in your name at your residential address or you have full private use of a company vehicle (your employer must confirm this in writing on company stationery and supply company registration papers in company name and address);
4. Your vehicle is not a trailer, caravan, truck, bus or tractor.

## Part D: Eligibility - Parking on your property

Resident Parking Permits are intended to cater for residents with no off-street parking. If you have off-street parking, you are required to utilise it, regardless of the difficulty of parking in that space. For example:

- If you do not have any on-site parking spaces, up to two permits may be issued.
- If you have one on-site space and two cars, you may be eligible for one permit, provided registration papers show both vehicles are registered at your address.
- If you reside in a property within Zone A of the City's parking scheme and have one or more on-site spaces, you are not eligible for a residential permit
- Even if the vehicle you own is too large to fit into the off-street parking space, you are still deemed to have off street parking and this may affect your eligibility for a permit.

## Part E: Eligibility - Ineligible properties

Not all residential properties within the City's Parking Precincts are eligible for permits.

If you live in a building approved or converted to residential use after 8 May 1996 (or 1 May 2000 in the CBD) you will not be eligible. Residents of Ultimo and Pyrmont living in buildings approved after 2 November 1998 may be eligible for one permit at a higher fee. Call (02) 9265 9333 to enquire about eligibility of your property.

## Part F: Permit fees and refunds

<b>Fees:</b>	Current fees are shown in Part 5 of the application form. For more information on fees, call the City on 9265 9333 or go to <a href="http://www.cityofsydney.nsw.gov.au">www.cityofsydney.nsw.gov.au</a>
<b>Concession:</b>	If you are an eligible pensioner you are entitled to concession rates for most Parking Permits. To be eligible you must hold a current Pensioner Concession Card issued by Centrelink or the Commonwealth Department of Veterans' Affairs. An armed services widow or a recipient of a war-related pension may also be eligible.
<b>Refund:</b>	If you return your Parking Permit to the City more than 3 months before the expiry date we will refund half of the cost. Refunds are by direct deposit only and take 10 working days to process.

## Part G: Your responsibilities

1. You are responsible for all permits issued to you.
2. If you sell your vehicle or move house, you must inform Council and you may have to return the permit. Refunds may apply.
3. If your permit is lost, stolen or damaged, you may be asked to complete a statutory declaration, provide a Police Event Number or return the damaged permit. These requirements minimise the risk of fraud.
4. If this permit has been issued as a residential parking permit, it must be permanently affixed to the lower passenger side of the windscreen of the vehicle for which it has been issued.
5. Permits must not be sold, transferred or allocated to another person. Misuse or fraud may be referred to Police. In the event of fraud or misuse, the City may also cancel one or all permits issued to your household.
6. The City will endeavour to send out an expiry notice 4-6 weeks prior to your permit expiry date. We cannot guarantee every expiry notice will be received and it's your responsibility to renew your permit before it expires. Not receiving the notice is not an acceptable excuse for failing to renew your permit.

## Part H: 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>	Voluntary, however Applicants need to complete an application form and must fulfil RMS and Council requirements as outlined in conditions in order to be assessed as being eligible for a permit.
<b>Access/Correction:</b>	Contact the City of Sydney Council Customer Service Team to access or correct this information.
<b>Storage:</b>	City of Sydney Council, 456 Kent Street Sydney NSW 2000.

## Part I: Lodgement Details

You can lodge the completed application by:

**ONLINE:** <https://online2.cityofsydney.nsw.gov.au/ParkingPermit/Eligibility>

**MAIL:** City of Sydney, GPO Box 1591, Sydney NSW 2001

**IN PERSON:** Town Hall House - Level 2, 456 Kent Street, Sydney  
See our website for details of all customer service centres and opening hours:  
<https://www.cityofsydney.nsw.gov.au/council/contact-us/customer-service-centres>

**WHAT NOW:** When lodging your application you must attach or present current copies of the required documents, including current vehicle registration papers. Do not submit original documents. Payment can be made by cheque, money order, EFTPOS or credit card. For mailed applications please 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 processed and any permit(s) for which you are eligible will be posted to you within 10 working days.

**TELEPHONE:** (02) 9265 9333

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

# Residential Parking Permit Application

## About this form

You may use this form to apply for Residential Permits. While permit holders benefit from exemptions to time restrictions in their parking area, the City cannot guarantee the availability of a parking space.

Please read the terms and conditions of use on page 1 carefully and check your eligibility before completing the application. To apply online, [see online.cityofsydney.nsw.gov.au/Account](https://online.cityofsydney.nsw.gov.au/Account)  
For more information about this permit, eligibility and our Neighbourhood Parking Policy, see [cityofsydney.nsw.gov.au/live/residentsparking-permits](https://cityofsydney.nsw.gov.au/live/residentsparking-permits)

Office use only	
Date:	_____
ID sighted	<input type="checkbox"/>
Permit #:	_____
Staff initials:	_____



## Part 1: Application Details

**1. I am applying for ?**    New     Expired/Expiring     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. See Part G of the Guide.

**2. How many off street parking spaces (e.g. garage/carport) does your property have?**    0     1     2

**I have provided a current certificate of registration for the vehicle/s using the off-street parking spaces**  
(A screenshot from MyService NSW showing the applicant name, address and vehicle details is also acceptable)

## Part 2: Applicant Details

Title *	Given Name/s *	Family Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Residential Address (please include number, street name, suburb and postcode) *		
<input type="text"/>		
Daytime Contact *	Alternative Contact	
<input type="text"/>	<input type="text"/>	
Email Address		
<input type="text"/>		

## Part 3: Vehicle Details

	Vehicle 1	Office use only (tick to verify)	Vehicle 2 (if applicable)	Office use only (tick to verify)
Registration Number	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Year	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Manufacturer (e.g. Ford, Toyota)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>
Model (e.g. Falcon, Corolla)	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>

I am the registered owner of the vehicle and have provided:

A current certificate of registration showing the name and address of the property listed in Part 2 of the application form.  
(A screenshot from MyService NSW showing the applicant name, address and vehicle details is also acceptable)

**OR**

I have full use of a company vehicle and have provided:

A current certificate of registration and a letter on company letterhead stating I have full private use of the company vehicle.

## Part 4: Proof of residency

I have provided two copies of ID from the below documents that are both current and addressed to me at the property listed in Part 2\*\*

- |   |   |
|---|---|
| <input type="checkbox"/> Rates Notice (I give authority to check my rates notice) | <input type="checkbox"/> Phone account                                      |
| <input type="checkbox"/> Utility bill   | <input type="checkbox"/> Centrelink health care card                        |
| <input type="checkbox"/> Electoral roll card (online verification)                | <input type="checkbox"/> Rental bond board receipt                          |
| <input type="checkbox"/> Drivers Licence  | <input type="checkbox"/> Current lease                                      |
| <input type="checkbox"/> NSW ID Card  | <input type="checkbox"/> Pension Card                                       |
| <input type="checkbox"/> Bank statement   | <input type="checkbox"/> Official government correspondence (excluding RMS) |

## Part 5: Available Permits and Fees

To encourage the use of cleaner cars, parking permits are now priced according to the environmental impact of your vehicle. Please check your vehicle's emissions at [www.greenvehicleguide.gov.au](http://www.greenvehicleguide.gov.au) and tick the applicable box in the table below. If your car was manufactured before 2004, it may not be in the Green Vehicle Guide. In this case, it will be charged the standard fee. Motorcycles and scooters pay the lowest fee.

Pensioner discounts are shown in brackets in the table below. To claim a Pensioner Discount, you must provide your current Pension Concession Card or provide us with a copy of both sides of the card.

Type of Permit	111.9 or less Emissions (Tailpipe CO2 g/km comb)	112 - 186.5 Emissions (Tailpipe CO2 g/km comb)	186.6 - 261.1 Emissions (Tailpipe CO2 g/km comb)	261.2 or more Emissions (Tailpipe CO2 g/km comb)	Standard Fee (not in Green Vehicle Guide)
1st residential permit	<input type="checkbox"/> \$42 (\$6)	<input type="checkbox"/> \$61 (\$10)	<input type="checkbox"/> \$81 (\$13)	<input type="checkbox"/> \$162 (\$25)	<input type="checkbox"/> \$81 (\$13)
2nd residential permit	<input type="checkbox"/> \$63 (\$27)	<input type="checkbox"/> \$94 (\$39)	<input type="checkbox"/> \$124 (\$54)	<input type="checkbox"/> \$246 (\$108)	<input type="checkbox"/> \$124 (\$54)

## 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 City of Sydney neighbourhood parking policy and the permit(s) terms and conditions and agree to comply with them
- I have provided acceptable verification of address, vehicle registration and pensioner card details (where applicable).
- I understand I am responsible for the renewal of parking permits.

Applicant Name \*

Applicant Signature \*

Date \*

## Office Use Only

Provide relevant reference numbers to the copies of ID selected in Part 4: Proof of residency (E.g. account number, licence number etc.)

1. Proof of residency type: \_\_\_\_\_ Reference number: \_\_\_\_\_

2. Proof of residency type: \_\_\_\_\_ Reference number: \_\_\_\_\_