

Visitor Parking Permit Guide and Application



About this form

Residents living within the City of Sydney (excluding the City Centre) can use this form to apply for Visitor Parking Permits for your guests.

Part A: How permits work

1. Permits are issued for a specific area and are valid only within that area. The area number will be listed on the permit.
2. If the area number on your permit matches the area number on the sign (see example signs 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

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 are classified as Zone B.

Part C: Eligibility - General

1. You may be eligible for a Visitor Parking Permit if you are a permanent resident of the City (excluding the City Centre), and not a guest of a hotel, hostel or serviced apartment.
2. Permits cannot be used for a trailer, caravan, truck, bus or tractor.
3. The number of visitor permits a property is eligible for is affected by the number of Residential permits already issued and the permit zone in which you live. The number reduces when an on-street parking space is used. The number of visitor permits issued will be assessed at the time of application.
4. Households with an on-site visitor parking space, including shared visitor parking spaces in multi-unit dwellings such as strata townhouses or residential flat buildings are not eligible for parking permits

Part D: 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 you will not be eligible.
 - A household with an on-site visitor parking space, including shared visitor spaces in multi-unit dwellings you will not be eligible.
- Call 9265 9333 to enquire about eligibility of your property.

Part E: Permit fees

Fees: current fees are shown in Part 4 of the application form. For more information on fees, call the City on 9265 9333 or go to www.cityofsydney.nsw.gov.au

Concession: If you are an eligible pensioner you are entitled to concession rates for most Parking Permits. To be eligible for a concession, you must hold a current Pensioner Concession Card issued by Centrelink or the Commonwealth Department of Veteran Affairs. An armed services widow or a recipient of a war-related pension may also be eligible.

Part F: Annual allocation

Most households are in zone B. The annual allocation of visitor permits for eligible households is:

1. 20 permits for those households with 2 resident parking permits
2. 40 permits for those households with 1 resident parking permit
3. 60 permits for those households with no resident parking permits.

For households in zone A (currently only new area 19 Kings Cross and some areas around Ultimo and Pyrmont), the annual allocation of visitor permits for eligible households is:

1. 10 permits for those households with 2 resident parking permits
2. 30 permits for those households with 1 resident parking permit
3. 40 permits for those households with no resident parking permits.

Note: Some properties in Ultimo and Pyrmont are classified as restricted properties however they may be eligible for visitor parking permits if they do not have on-site parking.

These properties will be classified as Zone A and will be subject to the same entitlement when it comes to visitor parking permits. Call 9265 9333 to enquire about eligibility of your property.

Part G: Your responsibilities

1. You are responsible for all permits issued to you.
2. If you move house, you must inform Council and return your permits.
3. If your permits are 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. Visitor Parking Permits must be displayed on the passenger side of the vehicle and be readily visible from outside the vehicle.
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. 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 H: Privacy & Personal Information Protection Notice

Purpose of Collection:	For issue of parking permits and for road and traffic management in the Council area.
Intended recipients:	Officers of the Council of the City of Sydney.
Supply:	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.
Access / Correction:	Council Officers or Government Information (Public Access) Act requests.
Storage:	Customer Service Centres, document management systems and Archives.

Part I: Lodgement Details

You can lodge the completed application:

ONLINE: <https://online.cityofsydney.nsw.gov.au/ParkingPermits>

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:
<http://www.cityofsydney.nsw.gov.au/customer-service>

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

Visitor Parking Permit Application



About this form

You may use this form to apply for Visitor Permits within an approved Parking Permit Scheme area.

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

How to complete this form

- 1: Read the Visitor Parking Permit Guide before completing this for and ensure that all fields have been filled out correctly.
- 2: Please note, all sections of this form must be fully completed. Incomplete forms may be returned to the applicant.
- 3: Once completed you must submit this form in person, by mail or via our Online Services. Please refer to the Lodgement details section (Part I in the Guide) for further information.

Our online services website location: <https://online.cityofsydney.nsw.gov.au/ParkingPermits>

Part 1: Permit details

1. Are these new, renewal or replacement permits?

New Renewal Replacement **

Replacement Permits: If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your permit was stolen. See Part F of the Guide.

2. How many residential parking permits are issued to your property?

** refer to Part C & D of the Guide. 0 1 2

Part 2: Applicant details

Title *	Given Name/s *	Family Name *
<input type="text"/>	<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 3: Verifying your address

All Applicants must verify their residential address by providing copies of two current documents from the list below:

- | | | | |
|--|--|--|--|
| Utility Bill <input type="checkbox"/> | Phone Account <input type="checkbox"/> | Current Lease <input type="checkbox"/> | Drivers Licence <input type="checkbox"/> |
| Pension Card <input type="checkbox"/> | Electoral Roll Card <input type="checkbox"/> | Rates Notice <input type="checkbox"/> | Bank Statement <input type="checkbox"/> |
| Centrelink Health Care Card <input type="checkbox"/> | Rental Bond Board Receipt <input type="checkbox"/> | Official Govt. Correspondence (excluding RMS) <input type="checkbox"/> | |

Part 4: Permit Fees

Application Fee: Visitors Parking Permit - \$2.00 each (Pensioner* \$1.00)

Note: The minimum allotment of permits is 10.

The annual allocation of Visitor Parking Permits depends on the zone of your property (see Part F of the Visitor Parking Permit Guide).

Pensioner Concessions: The Pensioner discounted fee is shown above. To claim a Pensioner Discount, you must provide your current Pension Concession Card or provide us with a copy of both sides of card
No concession applies to replacement fees.

Part 5: 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 Visitor Parking Permit Guide and Application, and agree to abide by them.
- I have provided acceptable verification of address and pensioner card details (where applicable).
- There is no off-street visitor parking available at the property where I live
- I understand I am responsible for renewal of parking permits.

Applicant Name *

Applicant Signature *

Date *

Office Use Only

Receiving Officer

Receipt Number

Receipt Date

Permit Details

Permit Range

From:

To:

Licence Number

Number of Permits

Area

Zone