

Business Parking Permit Guide & Application



About this form

You may use this form to apply for a Business Parking Permit in the City of Sydney. Business Parking Permits can only be used for essential business purposes and may not be used to provide for day to day employee commuting. While permit holders benefit from exemptions to time restrictions in their parking precinct, the City cannot guarantee the availability of a parking space.

Part A of this form is your Application and Part B is your Guide.

How to complete this form

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

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

Part A

Part 1: Applicant Details

Are you applying for a: New Permit Renewal Permit Replacement Permit

How many parking spaces are available for vehicles to park on your property? * 0 1 or more

Title * Given Name/s * Family Name *

Business/Company Name *

Business Address *

Postal Address *

Note: Before this application can be lodged at least one of the modes of contact below must be supplied.

Home Number Business Number Mobile Number

Email Address

Office Use Only

Application Date	Permit Number	Emissions Checked	Licence Number	Receipt Number	Area	Date Received
Permit						

Receiving Officer Centre Date Received

Part 2: Vehicle Details

Registration Number

GVM (e.g. 3 Tonne)

Year

Manufacturer (e.g. Ford, Toyota)

Model (e.g. Falcon, Corolla)

Part 3: 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 and tick the applicable box in the table below. The emissions will also be checked by the Customer Service Officer assessing your application. 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, which is the same as a vehicle with emissions of 186.6 - 261.1. Motorcycles and scooters pay the lowest fee.

Business Permits	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)
Business Permit	<input type="checkbox"/> \$28	<input type="checkbox"/> \$41	<input type="checkbox"/> \$54	<input type="checkbox"/> \$107	<input type="checkbox"/> \$54

Part 4: Proof of Business Address

Please refer to the Evidence Guide in the Business Parking Permit Guide for further information

- (A) Current Vehicle Registration Papers (B) Certificate of Business Registration
(C) One of the following documents: Current Commercial Lease Business Utility Bill

Part 5: Description of goods or equipment carried

Please provide a description of the goods or equipment the vehicle carries on a daily basis

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Part 6: Applicant Declaration

- I declare that I am a principal of the business at the address listed in Part 1 of this form and that the information I have provided is true and correct in every detail.
- I understand that the City may withdraw and cancel the permit(s) if the information I have supplied is not true and correct.
- I declare that I have read and understood the conditions of operation of the scheme as outlined in the Business Parking Permit Guide and agree to abide by them.
- I acknowledge that the permit remains the property of the City and undertake to keep the permit secure at all times.
- I will ensure that the permit is not sold, transferred or assigned to another party and will return the permit to the City if my eligibility or place of business changes.
- I have used the Green Vehicle Guide at www.greenvehicleguide.gov.au to identify the emissions of my vehicle(s) and have indicated and will pay the correct Business Parking Permit fee for my vehicle.
- I understand I am responsible for the renewal of parking permits.

Applicant Name

Applicant Signature *

Date

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Part 7: Lodgement Details

You can lodge the completed application by:

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

MAIL: City of Sydney, GPO Box 1591, Sydney NSW 2001 **DX Address:** 1251 Sydney

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.

For further information regarding your application please contact us by:

EMAIL ENQUIRIES: parking@cityofsydney.nsw.gov.au

TELEPHONE: (02) 9265 9333

WEBSITE: www.cityofsydney.nsw.gov.au

Part 8: Privacy & Personal Information Protection Notice

Purpose of Collection: For the issue of parking permits and for road & traffic management in the City of Sydney Council area.

Intended recipients: Council staff and approved contractors of the City of Sydney Council.

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: Contact the City of Sydney Council Customer Service Team to access or correct this information.

Storage: City of Sydney Council, 456 Kent Street Sydney NSW 2000.

Business Parking Permit Guide



About this form

The purpose of the Business Parking Permit Scheme is for the carriage of goods or equipment.

Business permits are not provided for vehicles primarily used for staff travel, attending business appointments, or commuting to a place of employment or business.

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

Part 1: Areas/ Properties not included in the Business Parking Permit Scheme

Not all properties within the City's Parking Precincts are eligible to participate in the City's parking schemes. Council Officers are able to check whether a property is eligible for Business Parking Permits. Please see our contact details in Part 12 of this guide.

Part 2: Use of Business Parking Permits

Your parking permit is only valid in the particular parking precinct in which your business is located in and it will not be valid in other Parking Precincts. You need to ensure that the Parking Permit is affixed to the passenger side of the vehicle. It must be clearly visible from outside the vehicle.

Any vehicles displaying a Business Parking Permit is exempt from the time limits as well as meter and ticket parking fees in parking permit zones within the particular Parking Precinct, signposted as "Authorised Residents Vehicles Excepted (Area Identifier)", "Permit Holders Excepted (Area Identifier)". Parking Permits do not provide exemptions from other parking zones signposted as, LOADING ZONE, TRUCK ZONE, WORKS ZONE, NO STANDING, NO STOPPING, NO PARKING, BUS ZONE, CLEARWAYS, etc.

Part 3: Eligibility Criteria

You are eligible to apply for a Business Parking Permit if:

- You operate a business permanently located in the City of Sydney (outside the city centre)
- The vehicle be registered for business use
- The vehicle is registered in your business name and address within a specific parking precinct
- Your Business does not have any on-site car spaces, or space that could reasonably be converted to on-site parking

You are Not eligible to apply for a Business Parking Permit if:

- You operate a temporary business in the City of Sydney Council area (i.e, for less than three months)
- The vehicle for which you are seeking a parking permit is a passenger vehicle, boat, caravan, other trailers or a heavy vehicle (a truck, bus, tram or tractor)
- Occupies premises that have been excluded from participation in the parking scheme by a condition of development consent and/or the Neighbourhood Parking Policy

Businesses with off street parking

If you have one or more on-site parking spaces then no parking permits are issued under the City's Business Parking Permit Scheme.

Strata titled properties

In the case of strata titled properties the business premises in each unit are entitled to apply for 1 permit each, subject to eligibility criteria.

Part 4: Proof of Business Address

You are able to obtain parking permits under Council's Business Parking Scheme if you meet the Eligibility Criteria and can provide us with current documentation verifying the address of your business premises and verifying that the car is registered to your business name or a principal of the business.

Required: (A) + (B) + (C)

(A) Current Vehicle Registration Papers (B) Certificate of Business Registration (C) One of the following documents:

- Current Commercial Lease or · Business Utility Bill

Part 5: Your responsibilities as a Permit Holder

- As the Permit holder you are personally responsible for all permits issued to you.
- If you sell your car to which a parking permit applies, we require you to remove the parking permit and inform Council of the action you have taken.
- If you move from your premises for which you have a business parking permit you need to inform Council.
- Please be aware that business parking permits must not be sold, transferred or allocated to another business
- Fraudulent use or misuse of parking permits is an offence. It will result in the cancellation of a Permit and offenders may be prosecuted.
- 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 6: What happens if you move or sell your vehicle(s)

- If you dispose of the vehicle to which the permit applies, as the permit holder you are responsible for the removal of the parking permit and are required to advise Council. In order to issue a replacement Permit we require that you return the original permit.
- If you move from your premises for which you have a business parking permit you need to inform Council.
- Please note that if the new tenants/owners of a property for which you hold permits, apply to Council for a permit and they can prove occupancy by providing a new residential lease agreement or proof of ownership, any existing permit/s will be CANCELLED.

Part 7: What happens if your permit is lost, damaged or stolen

Council requires that you provide us with the damaged permit, or complete a statutory declaration stating that the permit is lost or damaged; where the Permit is stolen we require the Police report Event Number.

Council Officers will review the information prior to issuing a replacement Permit.

Part 8: Fees for Business Parking Permits

Fees are applicable to any permits that the Council provides and are used to partially defray the cost of the administration and operation of the scheme. The current fees for Parking Permits are displayed on the Application Form for Business Parking Permits.

Councils review their Fees & Charges every financial year and the current Fees for City of Sydney including those for Parking Permits are available on our Website www.cityofsydney.nsw.gov.au, from one of our Offices or via telephone.

Part 9: Refund of Parking Permit fees

There is no refund available for Business Parking Permits

You can get more information about Parking Permits in various ways.

1. Check our Website www.cityofsydney.nsw.gov.au,
2. Call us on 9265 9333
3. Send us an email either from our Website or via council@cityofsydney.nsw.gov.au
4. Visit one of our Offices

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>