

Business Parking Permit Guide & Application

About this form

You may use this form to apply for a Business Parking Permits.

Permits are valid only in your numbered parking area and not all streets have permit 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 and 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 businesses.
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 business address. Some streets and areas of the City do not have business parking schemes.

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 C: Eligibility - General

You may be eligible for a Business Parking Permit if;

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

Part D: Eligibility - Ineligible properties

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

- If you operate a temporary business in the City of Sydney Council area (i.e, for less than three months) you will not be eligible
- If 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) you will not be eligible.
- If the business occupies premises that have been excluded from participation in the parking scheme by a condition of development consent and/or the Neighbourhood Parking Policy

Part E: Permit fees

Fees: 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 www.cityofsydney.nsw.gov.au

Refund: There is no refund available for Business parking permits

Part G: Your responsibilities

1. As the Permit holder you are personally responsible for all permits issued to you.
2. 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.
3. If you move from your premises for which you have a business parking permit, you need to inform Council.
4. Please be aware that business parking permits must not be sold, transferred or allocated to another business.
5. Fraudulent use or misuse of parking permits is an offence. It will result in the cancellation of a Permit and offenders may be prosecuted.
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:** This information is being collected for the purpose of issuing parking permits and for road and traffic management in the Council area.
- Intended recipients:** City of Sydney employees. Any approved contractors required to provide this service.
- Supply:** The supply of this information is voluntary. If you are unwilling to provide this information, the City of Sydney may be unable to provide access to City of Sydney services.
- Access/Correction:** Please contact Customer Service on 02 9265 9333 or at council@cityofsydney.nsw.gov.au to access or correct your personal information.
- Storage:** The Customer Service Unit at the City of Sydney, located at 456 Kent Street, Sydney NSW 2000, is collecting this information and the City of Sydney will store it securely.
- Other uses:** The City of Sydney will use your personal information for the purpose for which it was collected and may use it as is necessary for the exercise of other functions.

For further details on how the City of Sydney manages personal information, please refer to our Privacy Management Plan (<https://www.cityofsydney.nsw.gov.au/policies/privacy-management-plan>).

Part I: 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.
- TELEPHONE:** (02) 9265 9333
- WEBSITE:** www.cityofsydney.nsw.gov.au

Business Parking Permit Application

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



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.

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](http://see.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

Part 1: Applicant Details

1. I am applying for ?

New Permit

Expired/Expiring

Replacement Permit*

*If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your permit was stolen. See Part 6 of the Guide.

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

0

1 or more

Title *

Given Name/s *

Family Name *

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Business/Company Name *

Business Address *

Postal Address *

Home Number

Business Number

Mobile Number

Email Address

Part 2: Vehicle Details

Vehicle 1

Registration Number

Year

Manufacturer (e.g. Ford, Toyota)

Model (e.g. Falcon, Corolla)

Office use only
(tick to verify)

Vehicle 2 (if applicable)

Office use only
(tick to verify)

Part 3: Proof of Business address

Refer to the Evidence Guide in the Business Parking Permit Guide for further information.

I have provided:

- A current certificate of registration showing the name and address of the property listed in Part 1 of the application form. (A screenshot from MyService NSW showing the applicant name, address and vehicle details is also acceptable)
- Certificate of Business Registration

One of the following documents: Current Commercial Lease Business utility bill

Part 4: Description of goods or equipment carried

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

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 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"/> \$30	<input type="checkbox"/> \$44	<input type="checkbox"/> \$57	<input type="checkbox"/> \$113	<input type="checkbox"/> \$57

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 required in Part 4: Proof of business address

1. Proof of residency type: _____ Reference number:

2. Proof of residency type: _____ Reference number: