

# Visitor Parking Permit Guide and Application

## About this form

You may use this form to apply for Visitor Parking Permits for your guests.

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 are classified as Zone B.

## Part C: Eligibility - General

You may be eligible for a Visitor Parking Permit if;

1. You are a 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](http://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 you must hold a current Pensioner Concession Card issued by Centrelink or the Commonwealth Department of Veterans' Affairs. Eligible pensioner concession cards: aged, disability, service, widow, carers supporting parent or service repatriation.

## Part F: Annual calendar year allocation

Most households are in zone B. The annual calendar year 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 calendar year 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.

## Part H: Privacy & Personal Information Protection Notice

<b>Purpose of collection:</b>	This information is being collected for the purpose of issuing parking permits and for road and traffic management in the Council area.
<b>Intended recipients:</b>	City of Sydney employees. Any approved contractors required to provide this service.
<b>Supply:</b>	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.
<b>Access/Correction:</b>	Please contact Customer Service on 02 9265 9333 or at <a href="mailto:council@cityofsydney.nsw.gov.au">council@cityofsydney.nsw.gov.au</a> to access or correct your personal information.
<b>Storage:</b>	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.
<b>Other uses:</b>	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:

<b>ONLINE:</b>	<a href="https://online.cityofsydney.nsw.gov.au/ParkingPermits">https://online.cityofsydney.nsw.gov.au/ParkingPermits</a>
<b>MAIL:</b>	City of Sydney, GPO Box 1591, Sydney NSW 2001
<b>IN PERSON:</b>	Town Hall House - Level 2, 456 Kent Street, Sydney See our website for details of all customer service centres and opening hours: <a href="http://www.cityofsydney.nsw.gov.au/customer-service">http://www.cityofsydney.nsw.gov.au/customer-service</a>
<b>WHAT NOW:</b>	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.
<b>TELEPHONE:</b>	(02) 9265 9333 or visit our <b>WEBSITE:</b> <a href="http://www.cityofsydney.nsw.gov.au">www.cityofsydney.nsw.gov.au</a>



## 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

Licence Number

### Permit Details

Permit Range

From:

To:

Provide relevant reference numbers to the copies of ID selected in Part 3: Proof of residency (E.g. account number, licence number etc.)

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

Reference number:

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

Reference number: