

# Resident Parking Permit Guide

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# 1. Introduction

Council's aim in placing parking restrictions is to create a balance between the needs of all road users, which includes residents, commuters, shoppers, workers and local businesses.

The Resident Parking Scheme allows residents who have inadequate off-street parking to apply for permits to park in their street or neighbouring streets without time restrictions.

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# 2. Objective

The objective of the Randwick Resident Parking Scheme is to:

- Manage the availability of on-street parking in 'high pressure' areas for those residents with no, or limited, off-street parking.
- Give local residents with no off-street parking preferential access to the available on-street parking and, therefore, a reasonable likelihood of parking an eligible vehicle in reasonable proximity to their home.
- Achieve a sensible balance between the needs of all road users, which includes residents, commuters, shoppers, workers and local businesses etc.

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# 3. Definitions

In this guide the following definitions apply:

- A **Resident Parking Permit (RPP)** is a permit that allows a resident to park their vehicle for longer than the signposted time limit when parked in a Resident Parking Scheme Area to which the permit applies if the signs state "Permit Holders Excepted". A RPP is issued to residents with no/few off-street parking spaces and have difficulty parking near their residence.
- **Resident Parking Scheme Area** refers to individually numbered areas which define the neighbourhood within which a local resident can park without time limit. They are separately numbered with a 3 character Area Code (e.g. C03, RA2 etc) and most resident parking permits are issued for a single area only. The relevant parking signs within an area each display this Area Code. Residents with parking permits issued for one area cannot use it to exceed time limits in another area. For example, a resident of the northern section of Coogee beach who has a resident parking permit issued for area C01 cannot use that resident parking permit to then park longer than the signposted limit in the resident parking area of Maroubra Junction, known as MJ2.
- **Resident Parking Zone** This describes the many parking zones which are within a resident parking area. For example Grosvenor Street, which is located within the boundaries of the KN2 Resident Parking Area, contains a Resident Parking Zone which is 6 car spaces long.
- **Council** refers to Randwick City Council.
- **Owner occupier** refers to a person who owns the residential property in which they live.
- A **renter** refers to a resident who is living in a property under a formal lease agreement as a tenant.

## 4. Eligibility

### 4.1. Criteria

To be eligible for a Resident Parking Permit:

- The applicant must live in a residential property located within a designated Resident Parking Scheme Area.
- The applicant must own or use the vehicle and park it at their home address (stated on the application form).
- The property does not have 3 or more off-street parking spaces.
- The vehicle is not a bus, truck, tractor, tram, boat or caravan trailer or an unregistered vehicle. The vehicle must not exceed 4.5 tonnes tare weight or is more than 7.5 metres in length.

### 4.2. Entitlements

A maximum of two (2) permits shall be available per residential property, subject to assessment of car ownership and available off-street parking (refer to Table 1). The number of permits a household may be entitled to is limited by the number of off-street parking spaces available and the number of cars registered to that address. Council will consider all garages, carports and other off-street parking spaces.

**Table 1: Resident Parking Permit entitlements**

Number off-street spaces at property	Number of vehicles at residence	Max. number of permits that can be issued
0	1	1
0	2 or more	2
1	1	0
1	2	1
1	3 or more	2
2	1	0
2	2	0
2	3 or more	1

In summary:

- If a resident does not have any off street parking, they may be eligible for up to two permits
- If a resident has one off-street parking space and two cars, they may be eligible for one permit (provided registration papers show both vehicles are registered at the same address)
- If a resident has one off-street parking space and three or more cars, they may be eligible for up to two permits (provided registration papers show all vehicles are registered at the same address)
- If a resident has two off-street parking spaces and three or more cars, they may be eligible for one permit (provided registration papers show all vehicles are registered at the same address)
- If a resident has three or more off-street parking spaces, they are ineligible for a resident parking permit.

Permits will not be issued where the resident has made off-street parking unavailable due to a change of use (i.e. using a garage for storage), granted usage to a third party or where the vehicle is too large to fit into the off-street space.

As of 1 July 2019, Randwick City Council will cease issuing a third Resident Parking Permit. Residents who have hold a third Resident Parking Permit at 1 July 2019 will be eligible to renew that permit in perpetuity, however this permit will not be able to be transferred to another name.

### 4.3. Ineligible properties

Residents residing in new residential flat developments, or developments where significant alterations and additions were approved by Council on or after 14 June 2013 are **not** eligible to obtain a Resident Parking Permit.

Student housing and other forms of residential development such as boarding houses approved by Council on or after 14 June 2013 are also **not** eligible to obtain a Resident Parking Permit.

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## 5. Life of Permit

1. Permits issued to owner occupiers are valid for either 12 or 24 months and must be renewed within 3 months of the expiry date.
2. Permits issued to tenants are valid for 12 months and must be renewed within 4 weeks of the expiry date.

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## 6. Use of Permit

### 6.1. General terms and conditions

1. A Resident Parking Permit is only valid in the designated Resident Parking Scheme Area shown on the permit.
2. A Resident Parking Permit is issued to a single vehicle registration only. The permit is only valid for the vehicle registration shown on the permit.
3. A Resident Parking Permit is only valid until the expiration date shown on the permit. Once expired the permit is void and must be removed from the vehicle.
4. Council must be notified if the vehicle is disposed of, or if the resident moves from the area. The permit will then become void and must be removed from the vehicle and returned to Council.
5. Resident Parking Permits are transferrable upon completion of an application form, return the original permit to Council and issuing of a new permit. A transfer fee will apply.
6. Council must be notified if the permit is lost or damaged. A permit may be replaced at the discretion of Council, however a replacement fee may apply.
7. The issuing and continued use of a Resident Parking Permit shall be at the absolute discretion of Council.
8. Council reserves the right to amend, alter and/or rescind the Resident Parking Permit, signage and/or Resident Parking Scheme Area.
9. Misuse of a Resident Parking Permit is an offence.

### 6.2. Display of permit

1. The permit must be affixed to the inside of the windscreen, on the front passenger side of the vehicle.
2. The permit must be clearly visible from the outside of the vehicle (do not the affix permit to any tinted area of the windscreen).
3. The permit must reflect the registration number of the vehicle in which it is displayed and the designated Resident Parking Scheme Area in which it is parked.
4. Motorbikes must display the permit in a clear tube.

### 6.3. Exemption from parking restrictions

A permit holder will be exempt from parking restrictions only if:

- The signage state "Permit Holders Excepted" and the area.
- The permit is clearly displayed on the vehicle.
- The permit is valid and corresponds to the vehicle registration it is displayed on.

It should be noted:

- The issue of a permit does not guarantee a parking space to the permit holder.
- A parking permit does not exempt the vehicle from general road signs such as “No Parking” or “Loading Zones”.
- It is the driver’s responsibility to carefully read any signs before parking their vehicle.

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## 7. Permit Fee

1. Fees for a Resident Parking Permit apply, as set out in Council’s annual Fees and Charges.
2. Fees are non-refundable once a Resident Parking Permit has been issued.

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## 8. Responsibility

1. Council’s Customer Service division are responsible for the processing of applications for Resident Parking Permits.
2. Council’s Integrated Transport division are responsible for policy, guide and strategy management pertaining to on-street parking as well as assessing escalated applications.
3. Council’s Ranger Services are responsible for the enforcement of parking control in Resident Parking Scheme Areas.
4. Council’s Traffic Committee is responsible for reviewing regulatory changes for new or existing Resident Parking Schemes.

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## 9. Exemptions to this guide

Applications for a Resident Parking Permit will be assessed and managed according to this guide.

Requests for an exemption to this guide must be submitted in writing by the applicant to Council’s General Manager, and will be assessed on a case-by-case basis.

Any exemption to this guide approved by the General Manager will be for a maximum 12 month period only and must be reapplied for each year and assessed on a case-by-case basis.

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## 10. Procedure

To obtain a Resident Parking Permit, applicants must complete the relevant form and submit to Council with the appropriate supporting documentation and pay the applicable fees.

### 10.1. How to apply for/renew a Resident Parking Permit

To obtain a Resident Parking Permit, an applicant must:

- **Complete an application form:** Application forms are available for download from Council’s website or available at Council’s Customer Service Centre. One form is required to be completed in full for each requested permit. You can not apply for multiple permits on one application form.

- **Provide proof of residence:** An applicant must prove they live at the address stated on the application form by providing any two of the following documents:
  - Drivers Licence
  - Residential Lease Agreement
  - Rental Bond Receipt
  - Real Estate Letter
  - Electoral Roll
  - Utility Bill (gas or electricity; Sydney Water bills are not accepted)
  - Bank Statement
  - Phone Bill
- **Provide proof of vehicle ownership or use:** To prove an applicant owns or uses the vehicle to which the permit will apply, an applicant must provide one of the following documents:
  - **If the vehicle is registered in the applicant's name:** The applicant must provide the current vehicle registration papers (in the name and address shown on the application)
  - **If the vehicle is not registered in the applicant's name:** The applicant must provide current registration papers and a letter from the vehicle owner confirming the applicant's use the vehicle and that it is normally parked the home address of the applicant. The letter must include the registration number of the vehicle and the vehicle details (make, model and type).
  - **If the vehicle is a company car:** The applicant must provide a letter on company letterhead that includes the business ABN, confirms the applicant's use the vehicle and that it is normally parked the home address of the applicant. The letter must include the registration number of the vehicle and the vehicle details (make, model and type of vehicle).
- **Provide proof of use of existing off-street parking:** An applicant must provide proof that all off-street parking spaces at the residence are occupied with other vehicles. An applicant must provide the registration papers of other vehicles registered at the same address shown on the application form.
- Council must be notified if the permit is lost or damaged. A permit may be replaced at the discretion of Council, however a replacement fee may apply.

## 10.2. How to apply for a Resident Parking Permit Transfer

To obtain a Resident Parking Permit Transfer, an applicant must return the original permit to Council, then follow the steps to reapply for a parking permit and as per 10.1.

## 10.3. Where to apply for a Resident Parking Permit

Applications for a Resident Parking Permit can be lodged by:

- **On Line:** Visit <https://onlineservices.randwick.nsw.gov.au/epathway/production/web/Default.aspx> to complete the application on line
- **Post:** A completed Resident Parking Permit application form with and copies of the required supporting documentation (originals will not be returned) can be addressed to: 30 Frances Street, Randwick NSW 2031. If approved, a Council Officer will contact the applicant to process payment online via MasterCard, Visa or American Express.
- **In person** at Council's Customer Service Centre at: 30 Frances Street, Randwick. Open 8.30am – 5.00pm, Monday to Friday. Fees may be paid by cash, cheque, MasterCard, Visa, American Express and EFTPOS.

A completed Resident Parking Permit application form (obtained from the Randwick City Council website or Council's Customer Service Centre) must be provided and supporting documentation provided.

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