

Visitor/Tradesperson Parking Permit Short Guide & Application Form

Effective 1 July 2023 to 30 June 2024

ABOUT THIS GUIDE AND APPLICATION FORM

Use this application guide and form to apply for Visitor/Tradesperson Parking Permit. Please read this guide before completing the form.

HOW VISITOR/TRADESPERSON PARKING PERMITS WORK

1. Visitor/Tradesperson Parking Permits are available for residents living in Resident Parking Scheme areas.
2. Visitor/Tradesperson Parking Permits allow non-residents to park their vehicle beyond the signposted limit in Resident Parking scheme areas labeled "Permit Holders Excepted" signage.
3. There are multiple Resident Parking Scheme Areas in Randwick Council. Parking permits are issued for a specific area and are valid only within the area shown on the permit.
4. If the area number on their permit matches the area number on the street sign, your visitor or tradesperson (who displays a valid permit) is exempt from the time restrictions in that location.
5. Not all streets in your parking area will have parking spaces which exempt permit holders from time restrictions. A parking permit does not guarantee a parking space.
6. A parking permit does not exempt the vehicle from general road signs such as "No Parking" etc.
7. It is the driver's responsibility to carefully read any signs before parking their vehicle.
8. A maximum of two (2) concurrent Visitor/Tradesperson Parking Permits can be issued to a single residential property at any one time.
9. Permits are issued for a minimum of one (1) month to a maximum of three (3) months.
10. The resident must be the applicant for the permit, with the permit given to the visitor or tradesperson to display on their vehicle.
11. Permits are issued to the specific registration number of the visitor or tradesperson. A Visitor/Tradesperson Parking Permit cannot be transferred amongst different visitors or tradespeople who may be visiting your address.

ELIGIBILITY CRITERIA - GENERAL

To be eligible for a Visitor/Tradesperson Parking Permit in Randwick City, you will need to prove:

- You are the resident (not the visitor or tradesperson) and you reside within a designated parking scheme area.
- You live at the address stated on the application form. (see **Part A for supporting documents you must provide**)
- You have the registration number and details (make and model) of the vehicle to which this permit will apply.
- That the vehicle is not registered at your home address. (see **Part B for supporting documents you must provide**)
- The vehicle is not over 4.5 tonnes or longer than 7.5 metres, or a bus, truck, tractor, tram, boat & caravan trailer or unregistered.

PART A: PROOF OF RESIDENCE

To prove you live at the address stated on the application form, you must provide any **TWO** of the following documents:

- Driver's Licence
- Residential Lease Agreement
- Rental Bond Receipt
- Real Estate Letter
- Utility Bill (gas, electricity) *Sydney Water bills are not accepted*
- Bank Statement
- Phone Bill

GET IN CONTACT

Randwick City Council
30 Frances Street
Randwick NSW 2031
ABN: 77 362 844 121

Phone 1300 722 542
council@randwick.nsw.gov.au
www.randwick.nsw.gov.au

PART B: PROOF THAT THE VEHICLE IS NOT REGISTERED AT YOUR ADDRESS

To prove that the vehicle is not registered at your address you must provide **ONE** of the following documents:

- The current vehicle registration papers.

OR

- A letter or quote/contract on company letterhead from a licensed tradesperson that includes the address where work will be carried out and the vehicle registration number and duration of stay.

INELIGIBLE PROPERTIES

Not all residential properties within Council's designated parking areas are eligible for a parking permit:

- 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 Visitor/Tradesperson 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 Visitor/Tradesperson Parking Permit.

Check your development consent or contact Council on 1300 722 542 for more information. Development consents are also available online: www.randwick.nsw.gov.au.

PERMIT FEES (1 JULY 2023 TO 30 JUNE 2024)

Visitor/Tradesperson Parking Permit	\$35.00 per month (maximum of 3 months)
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HOW TO LODGE THE APPLICATION FORM

You can lodge your completed application form and supporting documents:

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.

OR

BY POST: Address the application to 30 Frances Street, Randwick NSW 2031. Do not send original documents, they will not be returned.

OR

BY EMAIL: council@randwick.nsw.gov.au

If you submit your form by email or post, you will be contacted by a Council officer for payment once your application has been approved, the application process can take up to 10 business days to process.

Visitor/Tradesperson Parking Permit Application Form VPP/ AREA/

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APPLICATION DETAILS

How many months is this permit for? ☐ 1 months ☐ 2 months ☐ 3 months
Has a permit previously been issued for the **same vehicle**? ☐ Yes ☐ No
If you answered 'Yes' to the above, what was the permit number? VPP/ _____

APPLICANT DETAILS (THE APPLICANT MUST BE THE RESIDENT)

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Applicant's Name: _____
Address: _____
Suburb: _____ Post Code: _____
Email: _____
Phone No: _____ Mobile: _____

PROOF OF RESIDENCE (DOCUMENTS YOU MUST PROVIDE)

Provide any **TWO** of the following documents, showing the same name and address as above (under 'Applicant Details').

- | | | |
|--|---|--|
| <input type="checkbox"/> Driver's Licence | <input type="checkbox"/> Real Estate Letter | <input type="checkbox"/> Bank statement |
| <input type="checkbox"/> Lease | <input type="checkbox"/> Utility Bill (Gas/electricity) | <input type="checkbox"/> Phone Bill |
| <input type="checkbox"/> Rental Bond Receipt | Sydney Water Bills are not accepted. | <input type="checkbox"/> Other Formal Identification |

Office Use Only
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VISITOR/TRADESPERSON DETAILS

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other: _____
Name: _____
Address: _____
Company (if applicable): _____
Suburb: _____ Post Code: _____
Email: _____
Phone No: _____ Mobile: _____

VEHICLE DETAILS TO WHICH THIS PERMIT WILL APPLY

Registration number	Make (e.g Ford, Toyota)	Model (e.g. Falcon, Corolla)	Tare Weight (tonne)

PROOF OF VEHICLE REGISTRATION (DOCUMENTS YOU MUST PROVIDE)

Provide **ONE** of the following documents to prove that the vehicle is not registered at the applicant's address.

- ☐ Current Registration Papers of the vehicle, **OR**
☐ A letter or quote/contract on company letterhead from a licensed tradesperson that includes the address where work will be carried out and the vehicle registration number and duration of stay.

Office Use Only
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TERMS AND CONDITIONS

1. A Visitor/Tradesperson Parking Permit is only valid in the Resident Parking Scheme Area shown on the permit.
2. A Visitor/Tradesperson Parking Permit is issued to a single vehicle registration only. The permit is only valid for the vehicle registration shown on the permit. Visitor/Tradesperson Parking Permits are non-transferrable.
3. The holder of a Permit is not exempt from any other statutory or signposted parking controls and is required to comply with all relevant NSW legislation.
4. A Permit does not guarantee the availability of a parking space.
5. 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. Note, the Permit is only valid if the vehicle is registered.
6. The issuing and continued use of a Permit shall be at the absolute discretion of Randwick Council. Council reserves the right to amend, alter, and / or rescind the Permit, signage and / or the scheme.
7. The Permit must be affixed to the inside of the windscreen, on the front passenger side, of the vehicle.
8. The Permit must be clearly visible from the outside of the vehicle. Motorbikes must display the permit in a tube/mounted display case.
9. Permits are issued for a minimum one (1) month, to a maximum of three (3) months.
10. A maximum of two (2) concurrent Visitor/Tradesperson Parking Permits can be issued to a single residential property at any one time.
11. Fees are non-refundable once the Permit is issued.
12. Misuse of a Permit is an offence.

DECLARATION

I declare that the above information is true and correct in every detail. I have read and understood the terms and conditions of use. I accept the conditions of use under Randwick City Council's Parking Permit Scheme. I understand that a permit may be revoked if any of the information declared on this form is incorrect or any condition of use is breached.

Signature:

Office Use Only

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Name: Date:

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PRIVACY NOTIFICATION

The purpose of collection of this information is for processing your application. Provision of this information is voluntary and is required to help process your application. You are entitled to have access to this form to correct or amend it after you have given it to Council. This form will be stored electronically in Council's electronic document management system. Access to this information is restricted to Council officers. Members of the public will not be provided with access to the personal details contained on this form.

OFFICE USE ONLY

Issued/Completed by: Date:

Receipt No: ☐ Posted Date Posted:

Fee: \$ Audit Code:

Comment: