

# Resident 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 a Resident Parking Permit. Please read this guide before completing the form. Please complete one application form for each permit request.

## HOW RESIDENT PARKING PERMITS WORK

1. 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.
2. If the area number on your permit matches the area number on the street sign, your vehicle is exempt from the time restrictions in that location.
3. 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.
4. A parking permit does not exempt the vehicle from general road signs such as "No Parking" etc.
5. It is the driver's responsibility to carefully read any signs before parking their vehicle.

## ELIGIBILITY CRITERIA - GENERAL

To be eligible for a parking permit in Randwick City, you will need to prove:

- 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 own or use the vehicle and park it at your home address. (see **Part B** for supporting documents you must provide)
- Your address does not have 3 or more off-street parking spaces. (see **Part C** for supporting documents you must provide)
- Your 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

## PART B: PROOF OF VEHICLE OWNERSHIP OR USE

To prove you own or use the vehicle to which the permit will apply, you must provide:

- The current vehicle registration papers (showing the same name and address on this application form).
- OR**

- **If the vehicle is not registered in your name:** You must provide current registration papers **AND** a letter from the vehicle owner confirming you use the vehicle and it is normally parked at your home address. The letter must include the registration number of the vehicle and the vehicle details (make, model and type).
- OR**

- **If the vehicle is owned by your employer:** You must provide a letter on company letterhead that includes the business ABN, confirms you use the vehicle, and that it is normally parked at your home address. The letter must include the registration number of the vehicle and the vehicle details (make, model and type of vehicle).
- OR**

- **If the vehicle is leased:** You must provide the rental agreement that includes the vehicle registration and details.

## 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](mailto:council@randwick.nsw.gov.au)  
[www.randwick.nsw.gov.au](http://www.randwick.nsw.gov.au)

## PART C – PROOF OF USE OF OFF-STREET PARKING

You must provide the registration papers of other vehicles registered at the same address shown on this application form to show that any existing off-street parking is in use by another vehicle.

The maximum number of parking permits issued per household is 2. 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. Randwick City Council will review the number of garages, carports and other off-street parking spaces at the applicant's property. Council will also assess whether the property can be reasonably modified to provide off-street parking facilities.

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.

Number of off-street spaces available	Number of vehicles at the residence	Maximum 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
3 or more	Not eligible for a Resident Parking Permit	

## 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 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.

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](http://www.randwick.nsw.gov.au).

PERMIT FEES (1 JULY 2023 TO 30 JUNE 2024)	1 YEAR
1st Permit	\$54.50
2nd Permit	\$139.00
3rd Permit (Valid only to existing 3rd resident permit holders as at 2018/19)	\$242.00
Pensioner - 1st Permit per household	Exempt
Replacement or Transfer of Permit (lost or damaged)	\$24.00

## 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**

**ON LINE:** <https://onlineservices.randwick.nsw.gov.au/epathway/production/web/Default.aspx>

If you submit your form on line or by post, assessment of your application can take up to ten business days. You will be contacted by a Council officer for payment once your application has been approved.

# Resident Parking Permit Application Form RPP/ AREA/

Effective 1 July 2023 to 30 June 2024

## APPLICATION DETAILS

- Is this application for a new, renewal or transfer permit? ☐ New ☐ Renewal ☐ Transfer \*  
\*Must return permit to qualify
- How many parking spaces are available on your property? ☐ 0 ☐ 1 ☐ 2
- How many permits have already been issued to your property? ☐ 0 ☐ 1 ☐ 2
- Is the property a boarding house/Hotel/Student Accommodation? ☐ Yes ☐ No

## APPLICANT DETAILS

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 on this application form.

- ☐ Driver's Licence ☐ Real Estate Letter ☐ Bank statement  
☐ Lease ☐ Utility Bill (Gas/ ☐ Phone Bill  
☐ Rental Bond Receipt ☐ electricity) ☐ Other Formal Identification
- Sydney Water Bills are **not** accepted.

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## 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 OWNERSHIP OR USE (DOCUMENTS YOU MUST PROVIDE)

- ☐ Current Registration Papers, showing the same name and address on this application form, **OR**
- ☐ **If the vehicle is not registered in your name:** provide the current registration papers **AND** a letter from the vehicle owner confirming you use the vehicle and it is normally parked at your address. The letter must include the vehicle registration number and details (make, model & type), **OR**
- ☐ **If the vehicle is a company car:** provide a letter on company letterhead (inc. the ABN) confirming you use the vehicle and it is normally parked at your address. The letter must include the vehicle registration number and details (make, model & type), **OR**
- ☐ **If the vehicle is leased:** provide the rental agreement that includes the vehicle registration and details.

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## OTHER VEHICLE(S) AT THIS ADDRESS

VEHICLE 1	VEHICLE 2
Registration number(s): (if applicable)	

## PROOF OF USE OF OFF-STREET PARKING (DOCUMENTS YOU MUST PROVIDE)

☐ Vehicle 1 – Current registration papers

☐ Vehicle 2 – Current registration papers

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## TERMS AND CONDITIONS

1. Your Resident Parking Permit allows you to park your vehicle longer than the signposted time limit ONLY in the designated Resident Parking area as indicated on the Permit.
2. 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.
3. A Permit does not guarantee the availability of a parking space.
4. Council must be notified if the vehicle is disposed of, or if the owner 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.
5. 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.
6. The Permit must be affixed to the inside of the windscreen, on the front passenger side, of the vehicle.
7. The Permit must be clearly visible from the outside of the vehicle. Motorbikes must display the permit in a tube.
8. Fees are non-refundable once the Permit is issued.
9. 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: .....

Name: .....

Date: .....

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## PERMIT FEES (1 JULY 2023 TO 30 JUNE 2024)

### 1 YEAR

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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: .....