

On-Street (temporary) Parking Application Form



PO Box 489, Newcastle NSW 2300
Phone (02) 4974 2000
Email traffic@ncc.nsw.gov.au

This permit allows the applicant to reserve or book parking bays on the roadway within the City of Newcastle area to park for longer than the signposted parking restriction (ie. 15 Min, 1 hour, 2 hour, Loading Zone, etc), in accordance with the Local Government Act 1989 and the Roads Act 1993. Applications must be submitted more than 4 days before the required date. **NOTE:** The permit issued cannot be used to park in No Stopping zones. The issue of a permit does not guarantee availability of on-street parking spaces for the required day. The applicant may need to reserve the parking spaces by the placement of witches hats or by arranging with businesses/clients on the day.

Name: _____

Company: _____

Postal Address _____

Telephone: _____ Mobile: _____

Email: _____

On-street (Temporary) Parking Permit is required for the following purpose (please tick option)

- | | |
|---|--|
| <input type="checkbox"/> Building/office maintenance work | <input type="checkbox"/> Loading/unloading |
| <input type="checkbox"/> Renovation works | <input type="checkbox"/> Event |
| <input type="checkbox"/> VIP visit (reserve parking) | <input type="checkbox"/> Charity fundraising/event |
| <input type="checkbox"/> Wedding - (reserve parking) | <input type="checkbox"/> Filming |
| <input type="checkbox"/> Removalist van | <input type="checkbox"/> Skip bin |
| <input type="checkbox"/> Other (specify) _____ | |

Site details

Street: _____ Suburb: _____

Between side streets: _____ and _____

Side of street (north, south, east, west): _____ Proposed Day: _____

Date: _____ Times: _____

No. of parking spaces required: _____

PERMIT NO: _____
(CN OFFICE USE ONLY)

COMMENTS / CONDITIONS

Application approved by: _____ Date: _____

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Fees:

\$24.00 application fee

\$35.00 per space per day for paid parking spaces.

\$13.50 per parking space per day outside of the paid parking area and where time parking restrictions exist (ie. 15 Min, 1 hour, 2 hour Parking).

The table below will assist you to calculate the fees payable for the permit:

Application Fee					\$24.00
No. of parking spaces inside the metered parking area:	_____	@ \$35/day X	_____	days =	_____
No. of spaces outside the metered parking area:	_____	@ \$13.50/day X	_____	days =	_____
TOTAL DUE					\$ _____

Complete this form, scan and send to traffic@ncc.nsw.gov.au and an officer will reply to your email providing the 4-digit permit reference number and confirmed total amount to pay via one of the following options:

Online at <https://www.bpoint.com.au/pay/>

Enter biller code 1424811, 4-digit reference number (TPP/xxxx), job address and amount payable. You should provide your email address to receive your receipt then forward to traffic@ncc.nsw.gov.au to confirm payment and an officer will reply with your permit attached to print and place on dashboard(s).

Phone by calling 1300 276 468 and following the prompts

Enter biller code 1424811, 4-digit reference number (TPP/xxxx), and amount payable. Once paid please send an email to traffic@ncc.nsw.gov.au and an officer will check for payment received and reply with your permit attached to print and place on dashboard(s).

CN OFFICE USE ONLY: PAYMENT APPROVED BY: _____ Yes No

Paid parking area Job No. 600907-8008-43559 - T30 - GST EXEMPT Amount _____

Unpaid parking area Job No. 10-5120-1001-43514 - T30 - GST EXEMPT Amount _____

Protecting your privacy

Purpose & supply: City of Newcastle (CN) collects this information for the sole purpose of processing payment for the application/permit you are applying for. While the supply of this information is voluntary, we will not be able to process your application if this information is not provided.

Intended recipients: The relevant CN Officer/s processing payments. The CN Officer will process the application and delete the financial details once payment has been receipted by us.

Storage and security: The financial information will be deleted following payment processing.

Access: You can contact City of Newcastle on 4974 2000 if you wish to access your information for accuracy.