

City of Newcastle
City Administration Centre
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ABN: 25 242 068 129

Ensure the form has been completed in its entirety. Incomplete forms maybe returned to the applicant. Once completed you can submit this form via mail, email or in person.

Applicants Details

Title First Name

Surname

Residential Address

Postal Address

☎ Home

☎ Business

☎ Mobile

✉ Email

How many parking spaces are available on your property? 0 1 2 2+

Application Details

New Replacement Change of Details

If you apply for a replacement permit, you must either return the damaged permit or provide a statutory declaration stating that your permit was lost/stolen.

Verifying Your Address

To issue you with a Resident Visitor Parking Permit, City of Newcastle needs to view sufficient evidence that establishes the link between the place of residence and the applicant. The most appropriate manner to do this is to present two of the following with the applicant's name and the nominated address.

Please tick the box beside the documents you are submitting.

A MINIMUM OF 2 SUPPORTING DOCUMENTS REQUIRED

Drivers Licence Utility Bills
Rates Notice Tenancy Agreement
Registration Papers Statutory Declaration

Fees

Please refer to the City of Newcastle's [Fees and Charges](#) schedule for application fees.

Payment Types

Cheque Credit Card Cash

A Customer Service Officer will contact you for payment once application has been submitted.

Credit Card Processing Fee

A credit card processing fee will apply, reflecting bank fees charged to City of Newcastle for card payments. This fee is 0.75% per transaction for Visa, Mastercard and American Express

Declaration

By signing this application, I declare that:

The Information I have provided on this application is true and correct.

I have read and understood the Conditions of Use of the Resident Visitor Parking Authority and agree to abide by them.

Applicant Name

Applicant Signature

Date

Office Use Only		
Application No.		
Rec No.		Date:
Amount Paid:		Initials:

Conditions of Use

1. There are a number of parking precincts throughout the Newcastle LGA. Permits are issued for a specific precinct and are valid only within that precinct. The property must be located within the precinct to be eligible. The precinct number will be listed on your permit.
2. A Resident Visitor Parking Permit does not exempt your vehicle from general road signs unless they contain the words 'Permit Holder Excepted' or 'Authorised Residents Vehicles Excepted' and the corresponding Precinct No to that shown on your permit.
3. The applicant must be a permanent resident of the Newcastle LGA, and not a guest of a hotel, hostel, B & B or serviced apartment.
4. The property is not a hotel, hostel, B & B or serviced apartments.
5. It is your responsibility to carefully read all traffic and parking control signs before parking your vehicle.
6. Residents of buildings approved for or converted to, residential use after 21 April 2009 are not eligible for any parking permits.
7. Residential Visitor Parking Permits cannot be granted to non-residents even if they operate a business in the area or are a ratepayer.
8. A maximum of 1 Resident Visitor Permit may be issued to any residence.
9. In the event of relocation to another residence the permit must be returned to City of Newcastle immediately.
10. Permits are not permitted to be used on a trailer, caravan, truck, bus, tractor or motor home.
11. Permits can only be used on registered motor vehicles weighing less than 4.5 tonnes.
12. Any vehicle longer than 7.5 metres, including vehicles with load projection (e.g. a car with a boat/trailer/caravan attached) must not stop on any length of road for longer than 1 hour regardless of permit.
13. Permits are not transferable.
14. In mixed use commercial centres, City of Newcastle will not provide resident visitor parking permits.
15. Permit must be placed only on the dashboard on the passenger side of the vehicle, away from obstruction and in a manner that it is clearly visible from outside the vehicle.



16. Permit must be displayed on a motorcycle or scooter. A permanent holder is suggested.
17. The issuing of a permit does not guarantee availability of a parking space to the holder.
18. It is the responsibility of the resident to renew the permit.
19. The permit may be revoked by members of the Police Service or by an Authorised Officer from City of Newcastle should there be any breach of the conditions.
20. City of Newcastle may withdraw permits at its discretion.
21. The duplication or copying of a permit and displaying it for the purposes of increasing your allocation is considered as a breach of the conditions of use. Breaches of the conditions may result in your permit being revoked. The original permit must be displayed.
22. No fee is refundable once a permit is used. If you return your Parking Permit (in-tact) within one month of the purchase date, City of Newcastle will refund you an amount equal to the cost of the permit less the cost of a replacement permit.
23. If your permit is lost, damaged or your vehicle is stolen, you may be asked to complete a statutory declaration or return the damaged permit.
24. Resident Visitor Parking Permits will be valid for 12 months from the date of approval.
25. In a permit parking space or area, the following situations could result in a parking penalty notice being issued:
 - Parking without a permit for longer than the period (time limit) shown on the signs.
 - Fraudulent use of permits.
 - Use of permits not applicable to the area.
 - Use of defaced or wrongly displayed permits which can not be read from outside the vehicle.
 - Use of an expired permit.
 - Use of a permit not applicable to the address.

Purpose of Collection: Information required for Parking Records
Intended Recipients: Parking Operations
Supply: Mandatory
Consequence of non-provision: Non process of application
Storage: CN Electronic Document Management System
Retention Period: Records to be kept indefinitely.