

City of Newcastle
City Administration Centre
12 Stewart Avenue Newcastle West

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ABN: 25 242 068 129

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

Declaration from the registered owner of the vehicle. Please tick the box beside the documents you are submitting.

**A MINIMUM OF 2 SUPPORTING DOCUMENTS
REQUIRED WITH REGISTRATION PAPERS
MANDATORY**

Applicants Details

Title First Name
Surname
Residential Address

Postal Address

 Home
 Business
 Mobile
 Email

Application Details

New Replacement Change of Details

If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your permit was stolen.

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

How many vehicles are registered to the above address that are owned by members of the household?

How many Resident Parking Permits are currently held by residents of the above address?

Vehicle Details

Current Registration papers of vehicle requiring a permit must be provided.

Registration	Make	Model

Verifying Your Address

In order to issue you with a Resident Parking Permit, City of Newcastle needs to view sufficient evidence that establishes the link between the nominated vehicle, the place of residence and the applicant. The most appropriate manner to do this is to present the vehicle's current registration papers provided that the applicant is the registered owner and resides at the nominated address plus any one of the following documents.

If you are not the registered owner, you must provide a copy of the vehicle/s current registration papers plus any one of the following documents along with a Statutory

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

Fees

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

Please note: to obtain the pensioner rate for resident permits, you must supply your current Pension Concession Card.

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 Parking Authority and agree to abide by them.

Applicant Name

Applicant Signature

Date

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

Conditions of Use

- 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.
- A Resident Parking Permit does not exempt your vehicle from general road signs unless they contain the words 'Permit Holder Exempted' or 'Authorised Residents Vehicles Exempted' and the corresponding Precinct No to that shown on your permit.
- The applicant must be a permanent resident of the Newcastle LGA, and not a guest of a hotel, hostel, B & B or serviced apartment.
- The property is not a hotel, hostel, B & B, serviced apartment or property available for short term accommodation.
- It is your responsibility to carefully read all traffic and parking control signs before parking your vehicle.
- Residents of buildings approved for, or converted to, residential use after 21 April 2009 are not eligible for any parking permits.
- Permits will not be issued where the applicant has off street parking which has been made unavailable through a development, subdivision, change of use or granting usage to a third party.
- Residential Parking Permits cannot be granted to non-residents even if they operate a business in the area or are a ratepayer.
- A maximum of 2 permits may be issued to any residence (conditions apply). The maximum number of permits is reduced by the number of off-street parks available.
- In the event of relocation to another residence, the disposal/sale of the nominated vehicle or off-street parking at the residence becoming available, the permit must be returned to City of Newcastle immediately.
- Vehicles must be registered in NSW, exemptions may apply.
- Vehicle must be registered in your name at your permanent residential address or you have full private use of a work vehicle. (Confirmation is required in writing from your employer together with registration papers).
- Permits are not available to a trailer, caravan, truck, bus, or tractor.
- In mixed use commercial centres, City of Newcastle will not provide resident parking permits.
- Permits can only be issued to registered motor vehicles weighing less than 4.5 tonnes.
- 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.
- Permits are not transferable and can only be used on the nominated vehicle.



- Permits must be placed only on the front windscreen on the passenger side of the vehicle, away from the tint and in a manner that it is clearly visible from outside the vehicle.
- Permits must be displayed on a motorcycle or scooter. A permanent holder is suggested.
- The issuing of a permit does not guarantee availability of a parking space to the holder.
- It is the responsibility of the resident to renew the permit.
- 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.
- City of Newcastle may withdraw permits at its discretion.
- 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.
- If your permit is lost, damaged or your vehicle is stolen, you will be asked to complete a statutory declaration or return the damaged permit.
- 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.
- Resident Parking Permits will be valid for 12 months from the date of approval.
- 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 vehicle or 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