



VISITOR PARKING PERMIT

Application

Under the Road Transport (General) Regulation 2013

Please note applications may take up to 10 working days to be processed.

Applicant details

Title (Mr, Mrs, Miss Ms or other):

Name:

Property Address:

Postal Address:

Home Phone:..... Work:

Mobile Email:

Number of Permits

I am applying for the following:

- Initial five (5) one day visitor parking permits
 - Additional one day visitor parking permits
 - Visitor Parking Permit – extended period for exceptional circumstances
- Note: A general limit of five (5) one day visitor permits will be issued per residence per financial year. Applications for additional permits will be assessed on individual merit (refer to page 2).*

Proof of residential address

An application for Visitor Parking Permits must be accompanied by a minimum of two forms of identification. Only proof of residency from this list will be accepted.

Leased Property: If the property is leased, a copy of your Residential Tenancy Lease with a minimum lease period of 12 months plus any one of the proof of residential status documents below.

Owner/Occupied Property: If the property is owned, any two of the current proof of residential status documents below.

- Driver's Licence
- Bank Statement
- Electricity/Gas Account
- Telephone Account
- Home and Contents Insurance
- Vehicle Registration Papers
- Rates Notice

Eligibility

Residents of Lismore that live in a Residential Parking Area Scheme are eligible for Visitor Parking Permits.

- Businesses, non-resident owners, short stay residents and hotel guests are not entitled to Visitor Parking Permits.
- Each residential property is eligible to a maximum of five (5) one-day single-use Visitor Parking Permits per financial year. Applications for additional permits are to be supported by a statement clearly clarifying the reasons for the request. Applications will be assessed on individual merit.
- Where residents are living within a “share house” arrangement, the property is still only eligible to a maximum of five (5) Visitor Parking Permits and their distribution must be managed amongst the share house residents.
- Council will not issue a renewal notice. If you are applying for your second allocation of permits, then you will only need to supply one form of proof of residency and the applicant must be the same.
- Residents will only be issued with Visitor Parking Permits for the Residential Parking Area in which they live.
- Where the resident is renting the property, an application for Visitor Parking Permits must be accompanied by the Residential Tenancy Lease which shows a minimum lease period of 12 months.
- If a rates notice is provided, it must have the same mailing address as the property which is being applied for.

Note: *residents' visitors* includes: visiting family members, friends, carers, general practitioners, tradespersons who come to work on local residents' houses or any person whom the resident confirms as being a legitimate visitor.

Conditions of Use

The use of Visitor Parking Permits is subject to the following conditions:

- The Visitor Parking Permit exempts the bearer from the time limits and/or meter parking fees for one day only in the parking area written on the front of the Permit, where parking is signposted, “Permit Holders Excepted”.
- The management of the Permits is up to the individual resident and may be utilised by the residents' visitors, guests, tradespeople or carers.
- The Permit is not valid for use on a caravan, box trailer, boat trailer or any vehicle which exceeds 3 tonnes.
- Permits must be displayed on the inside left-hand side of your vehicle's dashboard so that it is visible to an authorised officer. Motorcycles and scooters are required to display permits in a visible location.
- The Permit is valid only if one date, month and year has been scratched off (i.e. the day of use). Unscratched Permits are not valid.

- Misuse of a Permit is an offence. Permits are not transferable and remain the property of Council.
- There will be no replacements issued for permits which have been incorrectly or mistakenly scratched.

Applicant Declaration

Council will not process this application without the signed acknowledgement of the Permit Conditions of Use.

I, (the applicant) have read, understood and accept the conditions. I accept that all these conditions must be complied with. To the best of my knowledge the information I have provided in support of my application for resident visitor parking permit/s is true and correct.

Signature:.....

Date:

Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *Road Transport (Safety and Traffic Management) (Road Rules) Regulation 199 Clause 124 (1)* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Lismore City Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.

Customer Service Checklist: (office use only)

- Street Listing
- Application form and payment
- Proof of residency
- Authority check/update
- Received
- Issued

