



# **POLICY ON RESIDENT PARKING SCHEME**

**Adopted 5 June 2007**

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## 1.0 INTRODUCTION

There is strong competition among commuters, business employees, visitors and other non-resident users for available on-street parking spaces in residential streets. As a result, residents who have no or limited off-street parking are disadvantaged by others taking the limited on-street parking space available.

One of the options to address this issue is to introduce periodic parking in residential streets and grant exemptions to eligible residents. This arrangement is known as a Resident Parking Scheme.

The Roads and Traffic Authority has published a manual titled "Permit Parking" (August 2001). The procedures specified in this manual are mandatory and must be followed by Council in order to obtain approval of any Resident Parking Schemes.

This policy document is prepared based on the procedures specified in the RTA manual and feedback received over the years. This policy outlines aspects of responsibility, planning, operation, approval, eligibility criteria and enforcement.

## 2.0 DEFINITIONS

**Council** means Mosman Municipal Council.

**Resident Parking Scheme** means a parking area established in accordance with RTA's Permit Parking Manual (August 2001) and Council Policy on Resident Parking Scheme.

**Resident Parking Permit** means a permit issued by Council that exempts the vehicle recorded on the permit, from the time limit shown on the parking signs that designate the RPS.

**Resident Visitor Parking Permit** means a permit issued by Council that exempts the vehicle recorded on the permit, from the time limit shown on the parking signs that designate the RPS.

**Carer** means someone who provides childcare, the act of caring for and supervising minor children or someone who provides the care and support for a person who has a disability or an illness.

**Dwelling House** means a building which contains one, but not more than one, dwelling on its own allotment.

**Semi-detached dwelling** means a dwelling on its own allotment which is attached to not more than one other dwelling.

**Multiple Dwellings** means two or more dwellings, whether attached or not.

**RPS** – Resident Parking Scheme

**RTA** – Roads and Traffic Authority

### **3.0 OBJECTIVES**

The main objectives of the Resident Parking Policy are:

- To enhance residential amenity by reducing opportunities for non-residents and commuters to park all day in residential streets.
- To provide equitable on-street parking spaces for road users.
- To support regional transport objectives and strategies that have been framed with commuters in mind.
- To increase public transport usage by converting those unrestricted parking spaces in residential street into restricted parking.

### **4.0 PLANNING**

If the need for a RPS has arisen in a street or an area due to problems created by commuters and non-residents (looking for all day parking), Council will undertake a parking study to determine the need for a scheme.

A parking study should cover the following items:

- an inventory of the existing number of on-street parking spaces
- survey of off-street parking spaces
- survey of on-street parking demand during weekdays
- survey of on-street parking demand during weekends (if applicable)
- duration of parking during the survey period

Once the results of the parking survey are obtained they must be supplied to the Local Traffic Committee for its consideration.

### **5.0 STREET SUITABILITY**

Experience has shown that the necessity for Resident Parking Schemes in Mosman arises due to business people, shoppers and commuters looking for long term parking near the commercial precincts and Mosman Ferry Wharfs. Generally, people will park no further than 400 metres from their intended destination. This means that RPS will be introduced within 400 metres of:

1. Spit Road (section between Military Road and Ourimbah Road);
2. Military Road (section between Spofforth Street and Raglan Street); and
3. Mosman Wharf and Musgrave Wharf.

If the need for a RPS has arisen in a street or area outside 400 metres of Spit Road and Military Road, special consideration may be given to introduce a RPS.

## **6.0 PUBLIC CONSULTATION**

The proposal to introduce a RPS must be notified in writing to all affected residents and/or property owners of the street proposed for permit parking. A questionnaire survey on the scheme and/or some other form of communication such as neighbourhood street meetings may be used to assess resident's acceptance and willingness to participate in the scheme.

In addition, Council will advertise the proposal to introduce a RPS. One or all of the following channels may be used to advertise the proposal:

- Local Newspaper
- Council's Website
- Public Exhibition

The advertisement must state that any person can make a submission on the proposal to Council within the notification period.

## **7.0 APPROVAL PROCEDURE**

Council will discuss any proposal to introduce a RPS with its Traffic Committee. Approval of any new RPS by Council shall be in accordance with the current instrument of RTA delegations to Councils.

## **8.0 ELIGIBILITY CRITERIA**

It is a requirement for Council to set a list of eligibility criteria before issuing a permit and these should be incorporated in the permit application form. The eligibility criteria applicable to Resident Parking Permits are as follows:

- the property is categorised as residential
- the resident has no on-site parking or limited on-site parking and also has no unrestricted on-street parking available near their premises
- the place of residence could not easily be converted to provide on-site parking space(s)
- the vehicle is registered to the resident's Mosman residential address. If the vehicle is not registered in the name of the applicant then proof is required from the registered owner stating that the applicant has exclusive and complete private use of vehicle. Vehicles registered interstate may be issued with a permit for a maximum of 3 months. No further permits shall be issued for that vehicle when the original permit expires
- the vehicle is not a truck, bus, caravan, box trailer, boat trailer and must not exceed 3 tonnes
- the residential status within the RPS is established to the satisfaction of Council

- The number of resident parking permits which may be issued to a household is the difference between the maximum number of permits that can be issued to a household and the number of on-site parking spaces available or which may be reasonably provided at the household.
- The number of permits to be issued for an area should not exceed the number of available on-street parking spaces in the area. If the requests for permits exceeds the number of available on-street parking spaces, the following priority order would be used to issue permits:
  1. Residents with no on-site parking space
  2. Residents with one on-site parking space
  3. Residents with two or more on-site parking spaces

## 9.0 RESIDENT PARKING PERMIT ENTITLEMENTS

- 9.1 **Dwelling House** is eligible to receive a maximum of two permits, provided that there are two cars registered at the address and the property has no on-site parking. This maximum will be reduced by the number of on-site car spaces available to the property.
- 9.2 **Semi-detached dwelling** is eligible to receive a maximum of two permits, provided that there are two cars registered at the address and the property has no on-site parking. This maximum will be reduced by the number of on-site car spaces available to the property.
- 9.3 **Multiple dwellings** (Strata or Non-Strata title) are eligible to receive a maximum of one permit per unit provided that there is a car registered to the unit and there is no on-site parking allocated to the unit. The total of number of permits that may be issued to multiple dwellings will be reduced by the number of on-site parking spaces available at the premises.
- 9.4 **Schemes implemented prior to 1998** - For Resident Parking Schemes in existence prior to the adoption of the initial policy in 1998, Council will continue to issue a maximum of two parking permits per dwelling (both dwelling house and multiple dwellings). This maximum is reduced by the number of on-site parking spaces available at the premises.

It is intended that this system will be deleted to ensure that uniform procedures are being adopted for permits valid from 1 October 2009.

- 9.5 **New dwellings** - Resident Parking Permits will not be issued to occupants of new dwellings approved since July 1998. This does not apply to redevelopment of existing dwelling that does not involve the creation of additional dwelling in areas where such schemes exist.

## **10.0 SHORT TERM PARKING PERMIT ENTITLEMENTS**

### **10.1 RESIDENT VISITOR PARKING PERMIT**

A resident within the RPS is eligible to apply for a Resident Visitor Parking Permit provided the resident has no on-site parking space for the visitor's vehicle. The number of residents visitors parking permits issued to a resident is a matter for Council, including the possibility of not issuing such permits.

Only one resident visitor parking permit per household may be issued at any time.

The maximum number of resident visitor parking permits that can be issued to an area at any given time is a matter for Council.

Resident's Visitors Parking Permits can be obtained on a weekly basis or for a maximum of three months at a time. To obtain a resident visitor permit, the resident, who satisfies the eligibility criteria, must apply to Council with the visitor's car registration details and the expected duration of parking required by the visitor. The usual proof of residency is also required.

### **10.2 SHORT TERM RESIDENT PARKING PERMIT**

Many properties within Mosman undergo various alterations and extensions. During the work, access to the property and the off-street parking associated with the property may be unavailable. If this occurs the resident is eligible to apply for a short term Resident Parking Permit provided that:

- i. A Resident Parking Scheme exists on the kerb in directly front of their property.
- ii. the resident is completely restricted from using the on-site parking during the construction period.
- iii. the on-site work could not be reasonably modified to provide or maintain access to the available on-site parking.
- iv. the property is used for residential purposes only.

Dwelling houses and Semi-detached dwellings are eligible to receive a maximum of two permits per household per annum at one time. In the case of residential units, a maximum of one parking permit may be issued. As with Resident Parking Permits, the maximum is reduced by the number of off-street parking spaces still available within the premises.

The total number of temporary Resident Parking Permits that can be issued to an area or street is a matter for Council.

### **10.3 CARER PERMITS**

The allocation of a Carer Permit would be permitted within the existing allocation for resident parking permits for each dwelling, as defined in the resident parking permit entitlements.

The carer must submit a letter from the eligible resident advising Council that he or she was willing to provide a parking permit to the care provider, from their resident parking permit allocations. The letter must specify the nature of

care being provided by the applicant and the expected duration of parking required by the Carer. The usual proof of residency is also required.

## **11.0 APPLICATION REQUIREMENTS**

Applicants for resident parking permits are to provide the necessary documents as specified in the application forms for Resident Parking Permit, Resident Visitor Parking Permit, Short Term Resident Parking Permit and Carer Permit. These forms and the Conditions of Use can be found in Appendix A, B and C.

## **12.0 FEES**

- Fees for permits shall apply as listed in the relevant application forms. These fees are subject to change.
- Any replacement permits required due to damage to original permit, sale of vehicle etc will be provided upon payment of a fee.

## **13.0 USE OF PERMIT**

- Aquatic Reserves and Alternative Options for Marine Management Permits must be displayed similar to vehicle registration stickers and visible to parking enforcement officers.
- Permit is not transferable.
- Permits must reflect the registration number of the vehicle in which it is displayed and designated area in which it is parked.
- If circumstances change and the permit holder does not meet the eligibility criteria, the permit is no longer valid and must be returned to Council.

## **14.0 RENEWAL OF RESIDENT PARKING PERMITS**

Resident Parking Permits can be renewed each year, subject to satisfying usual eligibility criteria. It is permit holder's responsibility to make sure that the permit is valid at all times.

Council will place renewal notices in the local newspaper and on Council's website.

Residents must be aware that it is not automatic renewal. They are required to submit an application each year.



## **15.0 REVIEW OF RESIDENT PARKING SCHEMES**

Although a RPS is primarily a facility to improve amenity for residents of a street or area, it is necessary to ensure that other communities which use the on-street parking spaces are not unduly disadvantaged by such a scheme. In addition, it is important to ensure that residents in adjacent streets are not adversely affected by the scheme, through the flow-on effect of non-residents and commuters parking demand.

Any new RPS introduced will be subject to a review after 12 months of operation, during which time Council will conduct parking utilisation surveys to determine the effectiveness of the scheme.

In addition, Council will undertake feedback surveys as required to ascertain the community's view on the effectiveness of the scheme. Council will modify or remove schemes as required.

## **16.0 RESPONSIBILITY/ACCOUNTABILITY**

- Council's Traffic Section is responsible for the planning, implementation and management of Resident Parking Schemes in Mosman.
- Council's Cashiers are responsible for the processing of applications for residents parking permits.
- Rangers are responsible for the enforcement of parking controls in Resident Parking Schemes.

***APPENDIX A***

***APPLICATION FOR RESIDENT PARKING PERMIT***



Receipt Code 153

**MOSMAN MUNICIPAL COUNCIL  
APPLICATION FOR RESIDENTIAL PARKING PERMIT**

**APPLICANT DETAILS**

Title:                    Mr                     Ms                     Mrs                     Dr                     Other: *(please specify)* \_\_\_\_\_

Full name: \_\_\_\_\_ Property Owner (if not applicant): \_\_\_\_\_

Residential address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PROPERTY DETAILS**

Type of Residence *(Please tick)*:    House    Self-contained flat/unit    Shared House    Semidetached    Terrace    Other *(Please specify)*:

How many off street parking spaces does your household have? \_\_\_\_\_

**VEHICLE DETAILS**

Vehicle/s registered to the above address requiring a permit:

| Registration No. | Vehicle Type<br>(Car/Van/Motorcycle) | Make/Model of Vehicle | Cylinders | Fuel Type<br>(Circle correct type)<br>ULP/LPG/Hybrid/Diesel | Colour |
|------------------|--------------------------------------|-----------------------|-----------|---|--------|
| 1) _____         | _____                                | _____                 | _____     | ULP/LPG/Hybrid/Diesel                                       | _____  |
| 2) _____         | _____                                | _____                 | _____     | ULP/LPG/Hybrid/Diesel                                       | _____  |
| 3) _____         | _____                                | _____                 | _____     | ULP/LPG/Hybrid/Diesel                                       | _____  |

Other vehicle/s requiring a permit (e.g. company car)

| Registration No. | Vehicle Type<br>(Car/Van/Motorcycle) | Make/Model of Vehicle | Cylinders | Fuel Type<br>(Circle correct type)<br>ULP/LPG/Hybrid/Diesel | Colour |
|------------------|--------------------------------------|-----------------------|-----------|---|--------|
| 1) _____         | _____                                | _____                 | _____     | ULP/LPG/Hybrid/Diesel                                       | _____  |
| 2) _____         | _____                                | _____                 | _____     | ULP/LPG/Hybrid/Diesel                                       | _____  |
| 3) _____         | _____                                | _____                 | _____     | ULP/LPG/Hybrid/Diesel                                       | _____  |

Company Name: \_\_\_\_\_ Company Contact Name: \_\_\_\_\_ Company Telephone Number: \_\_\_\_\_

### CONDITIONS

- A Resident Parking Permit exempts the vehicle on which it is displayed from the time limit restrictions shown on the signs in the applicable area where a Resident Parking Scheme has been introduced.
- To be eligible for a Resident Parking Permit you must be a permanent resident of Mosman. Proof of eligibility must be provided before a permit can be issued.
- The vehicle must be registered in NSW and not a caravan, trailer or boat and must be less than 2 tonnes.

I, the undersigned \_\_\_\_\_ (name) of \_\_\_\_\_ (address) in the State of New South Wales, do solemnly and sincerely declare and affirm that this information is true and correct in every detail and I accept all conditions of use under the Mosman Municipal Council Resident Parking Scheme. I am aware that false or misleading statements in an application to obtain a Resident Parking Permit from Mosman Municipal Council are an offence and will result in the immediate withdrawal of the permit without refund of fee and may incur a fine.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### OFFICE USE ONLY

Assessment No.: \_\_\_\_\_ Amount payable: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_  
Resident Status: \_\_\_\_\_ Document Produced: \_\_\_\_\_ Permit No.: \_\_\_\_\_  
Area No.: \_\_\_\_\_ Registration No.: \_\_\_\_\_ Circle One: Private/Company/Other \_\_\_\_\_  
Date Issued: \_\_\_\_\_ Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### PRIVACY AND PERSONAL INFORMATION ACT

The personal details requested on this form are required under the Motor Traffic Amendment (Parking) Regulation 1997 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Mosman 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 request Council to suppress your personal information from a public register.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Date)

### LODGEMENT INFORMATION

#### Method of Lodgement

Lodgement must be in person with the supporting documentation as per Conditions of Use (Vehicle Registration Papers).

#### Further Information

If you require further information on completing this form, Council may be contacted on 9978 4000 between 8.30am and 5.00pm Mondays, Wednesdays, Thursdays and Fridays and between 8.30am and 7.00pm Tuesdays.

## MOSMAN MUNICIPAL COUNCIL

### RESIDENT PARKING PERMIT - CONDITIONS OF USE

**Before completing your application, please read the following conditions carefully. For further details refer to Council Policy on Resident Parking Scheme (2006).**

1. A permit entitles the nominated resident vehicle to park without a time limit in the area specified, where permissive parking signs stating "Permit Holders Excepted" have been imposed.
2. Eligibility requirements and conditions for Resident Parking Permits:-  
A resident is eligible to receive a permit provided that:
  - i. a RPS exists on the kerb in directly front of their property (i.e. permissive parking sign stating "Permit Holders Exempted").
  - ii. the property has no on-site parking or limited on-site parking.
  - iii. the property could not be reasonably modified to provide on-site parking space(s).
  - iv. the property is used for residential purposes only.

A maximum of two resident parking permits may be issued to dwelling house and semi-detached dwelling. In the case of multiple dwellings, a maximum of one resident parking permit per unit may be issued. When issuing permits to eligible residents who have on-site parking space(s), the number of permits which may be issued to the household is the difference between the maximum number of permits that can be issued to each household within the RPS and the number of on-site parking spaces available to the household.

Eligible residents can receive a parking permit provided:

- (i) The nominated vehicle is registered to the resident's Mosman residential address in the name of the applicant. Proof of ownership of nominated vehicles, as follows:
  - If owned by the applicant: registration papers
  - If owned by a company: a Statutory Declaration from the company stating the Company's name, address and contact number and that the nominated vehicle is housed at the applicants address.
  - If owned by friend or family member: a Statutory Declaration stating that the nominated vehicle is housed at the applicant's address and the applicant has the right to use it.
- (ii) The applicant establishes residential status within the RPS to the satisfaction of Council. Any two of the following proofs of residential status must accompany your application:

Utility accounts (telephone, water, gas etc) Rental Lease agreement Drivers License  
Electoral Roll acknowledgement Card Rental Bond Receipt Bank Statements

It should be noted that the holder of a parking permit is not guaranteed a space in front of their residence, or within an area of a RPS.

For RPS in existence prior to the adoption of the initial policy in 1998, Council will continue to issue a maximum of two parking permits per household, both houses and units. This maximum is reduced by the number of off-street parking spaces available at the premises. It is intended that this process will be deleted to ensure that uniform procedures are being adopted for permits valid from 1 October 2009.

RPS permits **will not** be issued to occupants of **new dwellings** approved since July 1998 (NB this does not apply to redevelopment of existing dwelling stock that does not involve the creation of additional dwelling) in areas where such schemes exist.

3. The permits (windscreen stickers) are issued subject to the following conditions:-
  - (i) Permits for each scheme are issued annually and it is permit holder's responsibility to renew the permit each year prior to the expiry date displayed on the permit (usual eligibility criteria applies).
  - (ii) the permit is removed from its protective backing and firmly affixed to the inside of the windscreen, as near as practicable to the registration label and clearly visible from outside the vehicle. A permit not affixed in this manner is considered invalid and the owner of the vehicle may be liable for any infringement notice issued for exceeding the time limit of the signposting.
  - (iii) The annual fee payable for a Resident Parking Permit is \$50.00 (subject to change). The fee is to cover the administration and printing costs associated with the scheme. There will be no pro-rata reduction or refunds for permits which are issued for less than 12 full months.
  - (iv) Any replacement permits required due to damage to original permit, sale of vehicle, etc will be provided upon payment of a fee of \$20.00. If possible, the original permit must be returned to Council.
  - (v) Holders of current Resident Parking Permits who move out of the Mosman Council area must return their permit to the Council upon moving. No refunds will be given to unused permits.
4. The Declaration at the end of your application form must be read and signed by you. **The making of a false or misleading application is an offence and will result in the immediate withdrawal of the permit without refund and may incur a fine.**

***APPENDIX B***

***APPLICATION FOR RESIDENT VISITOR PARKING  
PERMIT***



Receipt Code:  
153

**MOSMAN MUNICIPAL COUNCIL**  
**APPLICATION FOR RESIDENT VISITOR PARKING PERMIT**

| <b>APPLICANT DETAILS</b>         |                             |                             |                              |                             |              |
|----------------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|--------------|
| Title:                           | Mr <input type="checkbox"/> | Ms <input type="checkbox"/> | Mrs <input type="checkbox"/> | Dr <input type="checkbox"/> | Other: _____ |
| Full name or company name: _____ |                             |                             |                              |                             |              |
| Residential address: _____       |                             |                             |                              |                             |              |
| _____                            |                             |                             |                              |                             |              |
| _____ Postcode: _____            |                             |                             |                              |                             |              |
| Daytime Phone: _____             |                             | Fax: _____                  |                              | Mobile: _____               |              |
| Email: _____                     |                             |                             |                              |                             |              |
| Signature: _____                 |                             |                             | Date: _____                  |                             |              |

| <b>PROPERTY DETAILS</b>   |  |
|---|--|
| Type of Residence <i>(Please tick)</i> :  | <input type="checkbox"/> House/Semi/Terrace <input type="checkbox"/> Self-contained flat/unit<br><input type="checkbox"/> Boarding House <input type="checkbox"/> Other <i>(specify)</i> : _____ |
| How many off street parking spaces does your household possess? _____   |  |
| How many vehicles do you have in your household? _____  |  |
| Do you hold a resident parking permit?      Yes <input type="checkbox"/> No <input type="checkbox"/>  |  |
| If yes, please record your current Resident Parking Permit Number: _____  |  |
| Reason for requesting Visitor's Parking Permit: _____   |  |
| Duration of parking required by the visitor (No. of days); _____  |  |
| For the period from; _____ to; _____  |  |
| Visitor's Vehicle Registration No.: _____   |  |
| <p>Note: Fee for Visitor's Parking Permit for a day or number of consecutive days (a maximum of three months) is \$10.00 per week (or part thereof), on the basis that any household cannot hold more than one Resident Visitor Parking Permit at any one time.</p> |  |

### **CONDITIONS**

I, the undersigned \_\_\_\_\_ (full name)  
of \_\_\_\_\_ (address)  
in the State of New South Wales, do solemnly and sincerely declare and affirm that this information is true and correct in every detail and I accept all conditions of use under the Mosman Municipal Council Resident Parking Scheme. I am aware that false or misleading statements in an application to obtain a Resident Parking Permit from Mosman Municipal Council are an offence and will result in the immediate withdrawal of the permit without refund of fee and may incur a fine.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

### **OFFICE USE ONLY**

Assessment No.: \_\_\_\_\_

Amount payable: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_

Resident Status: \_\_\_\_\_ Document Produced: \_\_\_\_\_

Permit No.: \_\_\_\_\_ Area No.: \_\_\_\_\_ Registration No.: \_\_\_\_\_

Circle One: Private/Company/Other Date Issued: \_\_\_\_\_

Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

### **PRIVACY AND PERSONAL INFORMATION ACT**

The personal details requested on this form are required under the Motor Traffic Amendment (Parking) Regulation 1997 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Mosman 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 request Council to suppress your personal information from a public register.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Signed)

Date: \_\_\_\_\_

### **LODGEMENT INFORMATION**

#### **Method of Lodgement**

Lodgement must be in person with the supporting documentation as per Conditions of Use.

For further information contact Mosman Municipal Council on 99784000.



# MOSMAN MUNICIPAL COUNCIL

## RESIDENT VISITOR PARKING PERMIT - CONDITIONS OF USE

**Before completing your application, please read the following conditions carefully. For further details refer to Policy on Resident Parking Scheme (2006).**

1. A permit entitles the nominated resident's visitor vehicle to park without a time limit in the area specified, where permissive parking signs stating "Permit Holders Excepted" have been imposed.
2. Eligibility requirements and conditions for Visitor Parking Permits:-

Residents within the permissive parking area are eligible to apply for a temporary visitor parking permit subject to there are no on-site parking for a visitor's vehicle. A maximum of one visitor permit per household (including residential units) may be issued at any one time.

The total number of temporary visitor parking permits that can be issued to an area or street at any given time is a matter for Council.

Temporary Visitor Parking Permit can be obtained on a weekly basis or a maximum of three months at any one time.

Eligible residents can apply for a residents' visitor parking permit provided that the resident has established residential status within the RPS to the satisfaction of Council e.g. entry on the electoral roll.

Any two of the following proof of residential status must accompany your application:

Household Accounts (telephone, gas, etc)  
Electoral Roll acknowledgement Card

Rental Lease  
Rental Bond Receipt

Drivers License  
Bank Statement

OR

Drivers Licence and quoting your valid Resident Parking Permit Number.

**It should be noted that the holder of a Resident Visitor Parking Permit is not guaranteed a space within an area of a RPS.**

3. The permits are issued subject to the following conditions:-
  - (i) Residents Visitors Parking Permits for each scheme are issued upon application and cannot be used after the expiry date displayed on the permit.
  - (ii) The permit is to be placed on the face up on the dashboard and clearly visible from outside the vehicle. All areas on the permit must be completed. A permit that is incomplete or not clearly visible is considered invalid and the owner of the vehicle may be liable for any infringement notice issued for exceeding the time limit of the signposting.
  - (iii) The fee payable for Resident Visitor Parking Permits for a day or a number of days on a consecutive basis (a maximum of three months at any one time) is \$10.00 per week (or part thereof), on the basis that any household does not hold more than one Resident Visitor Parking Permit at any one time.
  - (iv) Any replacement permits required due to damage to original permit, sale of vehicle, etc will be provided upon payment of a fee of \$20.00. If possible, the original permit must be returned to Council.
  - (v) No refunds will be given to unused permits.
4. The Declaration at the end of your application form must be read and signed by you. **The making of a false or misleading application is an offence and will result in the immediate withdrawal of the permit without refund and may incur a fine.**

## ***APPENDIX C***

### ***APPLICATION FOR SHORT TERM RESIDENT PARKING PERMIT***



## **CONDITIONS**

### **Refer to Short Term Resident Parking Permit – Conditions of Use**

- Short Term Resident Parking Permit is available for permanent residents of Mosman (proof of eligibility must be provided before a permit can be issued) during property alterations during which access to off-street parking is restricted.
- A Short Term Resident Parking Permit exempts the vehicle on which it is displayed from the time limit restrictions shown on the signs in the applicable area where a Resident Parking Scheme has been introduced.
- The vehicle must be registered to the resident's Mosman residential address and not a caravan, trailer, bus, boat or truck and must have a GVM of less than 3 tonnes.
- Once access is available to the off-street parking spaces the permit will become invalid and should be returned to Council. If it is found that access to the off-street parking spaces is available and the permit is still being used, the permit will be withdrawn without any notice being given and may incur a fine. No refund will be given for unused or cancelled permits.

I, the undersigned \_\_\_\_\_ (full name) of \_\_\_\_\_ (address) in the State of New South Wales, do solemnly and sincerely declare and affirm that this information is true and correct in every detail and I accept all conditions of use under the Mosman Municipal Council Resident Parking Scheme. I am aware that false or misleading statements in an application to obtain a Resident Parking Permit from Mosman Municipal Council are an offence and will result in the immediate withdrawal of the permit without refund of fee and may incur a fine.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **OFFICE USE ONLY**

Assessment No.: \_\_\_\_\_  
Amount payable: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_  
Resident Status: \_\_\_\_\_ Document Produced: \_\_\_\_\_  
Permit No.: \_\_\_\_\_ Area No.: \_\_\_\_\_ Registration No.: \_\_\_\_\_  
Circle One:      Private/Company/Other                      Date Issued: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## **PRIVACY AND PERSONAL INFORMATION ACT**

The personal details requested on this form are required under the Motor Traffic Amendment (Parking) Regulation 1997 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Mosman 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 request Council to suppress your personal information from a public register.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Signed)

Date: \_\_\_\_\_

## **LODGEMENT INFORMATION**

### **Method of Lodgement**

Lodgement must be in person with the supporting documentation as per Conditions of Use.

For further information contact Mosman Municipal Council on 99784000.

# MOSMAN MUNICIPAL COUNCIL

## SHORT TERM RESIDENT PARKING PERMIT - CONDITIONS OF USE

**Before completing your application, please read the following conditions carefully. For further details refer to Council Policy on Resident Parking Scheme (2006).**

1. A permit entitles the nominated resident vehicle to park without a time limit in the area specified, where permissive parking signs stating "Permit Holders Excepted" have been imposed.
2. Eligibility requirements and conditions for Temporary Resident Parking Permits:-

A resident is eligible to receive a permit provided that:

- v. A RPS exists on the kerb in directly front of their property (i.e. permissive parking sign stating "Permit Holders Exempted").
- vi. The property has no on-site parking or limited on-site parking during the period specified in the application form.
- vii. The property could not be reasonably modified to provide on-site parking space(s).
- viii. The property is used for residential purposes only.

A maximum of two permits may be issued to dwelling house and semi-detached dwelling. When issuing permits to eligible residents who have on-site parking space(s) still available, the number of permits which may be issued to the household is the difference between the maximum number of permits that can be issued to each household within the RPS and the number of on-site parking spaces available to the household.

In the case of residential units, a maximum of one parking permit per unit may be issued. Again, this maximum is reduced by the number of on-site parking spaces available at the premises.

Eligible residents can receive a parking permit provided:

- (i) The nominated vehicle is registered to the resident's Mosman residential address in the name of the applicant. Proof of ownership of nominated vehicles, as follows:
  - If owned by the applicant: registration papers
  - If owned by a company: a Statutory Declaration from the company stating the Company's name, address and contact number and that the nominated vehicle is housed at the applicants address.
  - If owned by friend or family member: a Statutory Declaration stating that the nominated vehicle is housed at the applicants address.
- (iii) The applicant establishes residential status within the RPS to the satisfaction of Council. Any two of the following proofs of residential status must accompany your application:

Household Accounts (telephone, gas, etc) Rental Lease Drivers License  
Electoral Roll acknowledgement Card Rental Bond Receipt Bank Statement

**It should be noted that the holder of a Short Term Resident Parking Permit is not guaranteed a space in front of their residence, or within an area of a RPS.**

3. The permits are issued subject to the following conditions:-
  - (i) Permits for each scheme are issued upon application and cannot be used after the expiry date recorded on the permit.
  - (ii) That the permit is to be placed on the face up on the dashboard and clearly visible from outside the vehicle. All areas on the permit must be completed. A permit that is incomplete or not clearly visible is considered invalid and the owner of the vehicle may be liable for any infringement notice issued for exceeding the time limit of the signposting.
  - (iii) Once access is available to the on-site parking spaces the permit will become invalid and should be returned to Council. If it is found that access to the on-site parking spaces is available and the permit is still being used, the permit will be withdrawn without any notice being given, without any refund and may incur a fine.
  - (iv) The fee payable for a Short Term Resident Parking Permit for a day or a number of days on a consecutive basis (a maximum of three months at any one time) is \$7.00 (subject to change) per week (or part thereof), on the basis that any household does not hold more than the allocated short term Resident Parking Permits at any one time.
  - (v) Any replacement permits required due to damage to original permit, sale of vehicle, etc will be provided upon payment of a fee of \$20.00. If possible, the original permit must be returned to Council.
  - (vi) No refunds will be given to unused permits.
4. The Declaration at the end of your application form must be read and signed by you. **The making of a false or misleading application is an offence and will result in the immediate withdrawal of the permit without refund and may incur a fine.**

***APPENDIX D***

**APPLICATION FOR CARER PARKING PERMIT**



Receipt Code:  
153

**MOSMAN MUNICIPAL COUNCIL**  
**APPLICATION FOR CARER PARKING PERMIT**

| <b>APPLICANT DETAILS</b>         |                             |                             |                              |                             |              |
|----------------------------------|-----------------------------|-----------------------------|------------------------------|-----------------------------|--------------|
| Title:                           | Mr <input type="checkbox"/> | Ms <input type="checkbox"/> | Mrs <input type="checkbox"/> | Dr <input type="checkbox"/> | Other: _____ |
| Full name or company name: _____ |                             |                             |                              |                             |              |
| Residential address: _____       |                             |                             |                              |                             |              |
|                                  |                             |                             |                              | Postcode                    | _____        |
| Daytime Phone:                   | _____                       | Fax:                        | _____                        | Mobile:                     | _____        |
| Email: _____                     |                             |                             |                              |                             |              |
| Signature: _____                 |                             |                             | Date: _____                  |                             |              |

| <b>PROPERTY DETAILS</b>  |   |
|--|---|
| Owner or occupier's Name: _____  |   |
| Residential address: _____   |   |
| Day time Contact number: _____   |   |
| Type of Residence (Please tick):   | <input type="checkbox"/> House/Semi/Terrace <input type="checkbox"/> Self-contained flat/unit |
|  | <input type="checkbox"/> Boarding House <input type="checkbox"/> Other (specify): _____       |
| Do you hold a resident parking permit?                                   | Yes <input type="checkbox"/> No <input type="checkbox"/>                                      |
| If yes, please record your current Resident Parking Permit Number: _____ |   |
| How many off-street parking spaces available at the premises? _____      |   |
| Carer's vehicle requiring a permit:                                      |   |
| Registration No.   | Vehicle Type<br>(car, van or motorcycle)  |
| _____  | _____   |
| _____  | _____   |
| Make of Vehicle  |   |
| _____  |   |
| _____  |   |
| For the period from; _____ to; _____                                     |   |

## **CONDITIONS**

### **Refer to Carer Permit – Conditions of Use**

- A Carer's Parking Permit exempts the vehicle on which it is displayed from the time limit restrictions shown on the signs in the applicable area where a Resident Parking Scheme has been introduced.
- To be eligible for a Carer Parking Permit the applicant must bring a letter from the eligible resident advising Council that he or she was willing to provide a permit to the care provider, from their Resident Parking Permit allocations. Proof of eligibility must be provided before a permit can be issued.
- The vehicle must be registered in NSW and not a caravan, trailer, boat or truck and must have a GVM of less than 3 tonnes.

I, the undersigned \_\_\_\_\_ (full name)  
of \_\_\_\_\_ (address) in  
the State of New South Wales, do solemnly and sincerely declare and affirm that this  
information is true and correct in every detail and I accept all conditions of use under  
the Mosman Municipal Council Resident Parking Scheme. I am aware that false or  
misleading statements in an application to obtain a Resident Parking Permit from  
Mosman Municipal Council are an offence and will result in the immediate withdrawal  
of the permit without refund of fee and may incur a fine.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

## **OFFICE USE ONLY**

Assessment No.: \_\_\_\_\_  
Amount payable: \$ \_\_\_\_\_ Date: \_\_\_\_\_ Receipt No.: \_\_\_\_\_  
Resident Status: \_\_\_\_\_ Document Produced: \_\_\_\_\_  
Permit No.: \_\_\_\_\_ Area No.: \_\_\_\_\_ Registration No.: \_\_\_\_\_  
Circle One:      Private/Company/Other                      Date Issued: \_\_\_\_\_  
Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

## **PRIVACY AND PERSONAL INFORMATION ACT**

The personal details requested on this form are required under the Motor Traffic Amendment (Parking) Regulation 1997 and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Mosman 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 request Council to suppress your personal information from a public register.

\_\_\_\_\_  
(Signed)

\_\_\_\_\_  
(Signed)

Date: \_\_\_\_\_

## **LODGEMENT INFORMATION**

### **Method of Lodgement**

Lodgement must be in person with the supporting documentation as per Conditions of Use.

**For further information** Contact Mosman Municipal Council on 99784000.



# MOSMAN MUNICIPAL COUNCIL

## CARER PARKING PERMIT - CONDITIONS OF USE

**Before completing your application, please read the following conditions carefully. For further details refer to Council Policy on Resident Parking Scheme (2006).**

1. A Carer permit entitles the nominated Carer's vehicle to park without a time limit in the area specified, where permissive parking signs stating "Permit Holders Excepted" have been imposed.
2. Eligibility requirements and conditions for Carer Parking Permits:-

A resident is eligible to receive a permit for his or her carer provided that:

- i. A RPS exists on the kerb in directly front of their property (i.e. permissive parking sign stating "Permit Holders Exempted").
- ii. The property has no on-site parking or limited on-site parking.
- iii. The property could not be reasonably modified to provide on-site parking space for carer's vehicle.
- iv. The property is used for residential purposes only.

A maximum of one Carer permit per household (dwelling house, semi-detached dwelling and multiple dwellings) applies. When issuing permits to eligible residents who have on-site parking space(s), the number of permits which may be issued to the household is the difference between the maximum number of permits that can be issued to each household within the RPS and the number of on-site parking spaces available to the household.

Eligible care provider can apply for a permit provided:

- (i) The nominated vehicle is registered in NSW in the name of the applicant. Proof of ownership of nominated vehicles, as follows:
  - If owned by the applicant: registration papers
  - If owned by a company: a Statutory Declaration from the company stating the Company's name, address and contact number and that the nominated vehicle is being used by the applicant for the above purposes.
  - If owned by friend or family member: a Statutory Declaration stating that the nominated vehicle is being used by the applicant.
- (ii) The applicant establishes the nature of care being provided to the satisfaction of Council

3. The permits (windscreen stickers) are issued subject to the following conditions:-

- (i) the permit is removed from its protective backing and firmly affixed to the inside of the windscreen, as near as practicable to the registration label and clearly visible from outside the vehicle. A permit not affixed in this manner is considered invalid and the owner of the vehicle may be liable for any infringement notice issued for exceeding the time limit of the signposting.
- (ii) The fee payable for a Carer Permit for a day or a number of days on a consecutive basis (a maximum of three months at any one time) is \$7.00 (subject to change) per week (or part thereof), on the basis that any household does not hold more than the allocated Carer Parking Permits at any one time.
- (iii) Any replacement permits required due to damage to original permit, sale of vehicle, etc will be provided upon payment of a fee of \$20.00. If possible, the original permit must be returned to Council.

4. The Declaration at the end of your application form must be read and signed by you. **The making of a false or misleading application is an offence and will result in the immediate withdrawal of the permit without refund and may incur a fine.**