



If you need help lodging your form, contact us

Email	parkingoperations@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	<p>Manly Town Hall, 1 Belgrave Street Manly NSW 2095</p> <p>Mona Vale 1 Park Street Mona Vale NSW 2103</p>	<p>Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099</p> <p>Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107</p>

Privacy Protection Notice

Purpose of collection:	For Council to provide services to the community
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Parking Operations Team at parkingoperations@northernbeaches.nsw.gov.au to access or correct your personal information

Part 1: Application Process and Guidelines

- Northern Beaches Council are accepting applications for a reserved allocated car parking space located on the top level of the Church Point carpark.
- The application process involves a four round ballot with priority given to permanent off-shore property owners who hold a current Church Point Parking Permit in the first instance, however applications will be accepted after. If no spaces are available, eligible applicants can be put on a waiting list.
- Spaces are non-transferable, valid for two years, 1 May 2018 to 30 April 2020, and will be charged at an annual rate of \$4,939 (Incl. GST) with a CPI increase each year.
- Up to 2 keys to a lockable bollard and 2 coupons/stickers for the car dashboard/windscreen will be provided to each successful applicant. A key bond of \$200 is payable for each key.
- A waiting list will be created if demand exceeds the number of available spaces.

Part 2: First Round Offer

Eligibility criteria:

- You hold a current Church Point Parking Permit issued prior to applications opening (17 February 2018) or valid Disability permit
- You are a property owner and reside permanently (as your primary residence) in one of the following nominated locations:
 - Scotland Island
 - Elvina Bay
 - Lovett Bay
 - Morning Bay
 - Douglass Estate
- Your vehicle is not a trailer, caravan, heavy vehicle, motorcycle, scooter or tractor.
- Your vehicle is registered in the applicant's name to an address at one of the nominated locations.

Part 3: Second Round Offer*

Eligibility criteria:

- You hold a current Church Point Parking Permit issued prior to applications opening. (17 February 2018)
- You are a tenant and reside permanently in one of the nominated locations.
- Your vehicle is not a trailer, caravan, heavy vehicle, motorcycle, scooter or tractor.
- Your vehicle is registered in the applicant's name to an address at one of the nominated locations.

Part 4: Third Round Offer*

Second applications for a reserved space from permanent off-shore property owners and permanent off-shore tenants will be accepted at this stage.

Eligibility criteria:

- You have held a Church point Parking Permit at some point between 1 July 2010 and applications opening (17 February 2018).
- You are a property owner or tenant of one of the nominated locations.
- Your vehicle is not a trailer, caravan, heavy vehicle, motorcycle, scooter or tractor.
- Your vehicle is registered in the applicant's name.
- The parking space will be used for residential purposes in the Church Point precinct.

Part 5: Fourth Round Offer*

Eligibility criteria:

- You are a Northern Beaches Council resident or property owner.
- Your vehicle is not a trailer, caravan, heavy vehicle, motorcycle, scooter or tractor
- The parking space will be used for residential purposes in the Church Point precinct.

Part 6: Documentation and Identification Required

All documents must specify the applicant's name and property address where they reside.

All applications are to be submitted with the following information:

- Current drivers licence showing front and back of licence must be provided.
- Recent utility bill (telephone/internet or electricity) showing the full residential address where the service is provided.
- Council Rates Notice for property owners or a current residential lease agreement for tenanted properties (property address on the lease agreement must match the application address).
- Round 4 only - a Statutory Declaration if not a property owner or resident in Church Point precinct, stating how you will use the space for residential purpose only, i.e. not for business use.

Please note:

- Council will undertake any other necessary checks to confirm validity of applications.
- Any documentation submitted with a PO Box address will not be accepted unless a reason is provided i.e. address on a fire trail.

Part 7: Terms and Conditions

Please note the following Terms and Conditions:

1. The Church Point Carpark Reserved Parking Space cannot be sold with the property and is not transferable to new owners. The Church Point Carpark Reserved Parking Space remains the property of Northern Beaches Council and will automatically return to Council at completion of property sale.
2. The Church Point Carpark Reserved Parking Space will return to Council if your eligibility or place of residence changes. This includes relocating to another property in one of the nominated locations. Refunds may apply.
3. Completed applications received prior to the closing date and that meet eligibility criteria shall be listed in a ballot system. Incomplete applications or those which do not submit all requested supporting documents will not be processed.
4. The Reserved Parking Space is valid from 1 May 2018 to 30 April 2020.

Part 7: Terms and Conditions Continued

5. The Reserved Parking Space will solely be used for residential purposes.
6. The Reserved Parking Spaces are only available on the upper level of Church Point Carpark.
7. Renewal of your application is not guaranteed and a new ballot process will be conducted every two years.
8. Replacement coupons or keys will only be issued where a coupon or key is lost, stolen or damaged or if the associated vehicle is sold or disposed of (fees apply).
9. If your coupon or key is lost, stolen or damaged, you will be asked to complete a statutory declaration, provide a Police Event Number or return the damaged coupon or key.
10. Your coupon must be displayed on the passenger side of the dashboard of the vehicle. It must not be displayed under the tint of the windscreen or otherwise obscured.
11. Your vehicle must have current registration, be roadworthy and not present a hazard to the public or the environment.
12. Refunds may apply during the two year term for early termination. Requests must be submitted in writing to parkingoperations@northernbeaches.nsw.gov.au with two weeks notice. Coupons and keys must be returned before any refund is processed. There will be no refunds issued in the last two weeks of the quarter.
13. The parking area is not to be used for any purpose other than use by the associated vehicle (eg: storage).
14. Eligible applicants with a valid Mobility Parking Scheme permit and/or an Australian Disability Parking Permit are to provide details of these permits with their application. Eligibility for the ballot is not affected by these permits. There are no designated accessible car parking spaces within the Church Point Carpark Reserved Parking Scheme area. Accessible spaces are available for general use within the Pay and Display Area on the lower ground level of the Church Point Carpark, which is not related to this scheme.
15. Council will maintain the bollards installed in the car parking spaces located on the upper level of the Church Point carpark. However the holder of the Church Point Carpark Reserved Parking Space is required to lock the bollard in the allocated space when not in use. Council is not responsible for any vehicle parking in the Church Point Carpark Reserved Parking Space holder's bay if the bollard was not securely locked prior to departure. Any damage caused to the bollard by the permit holder will be at their cost.
16. The parking space allocated is determined through the ballot system and you must park legally in the allocated space.
17. Only one vehicle per space is to be parked at any time.
18. An extra vehicle may be allocated a key and coupon per reserved space (fees apply). Proof that this vehicle will use the space for residential purposes only will have to be provided, e.g. vehicle registered to nominated off-shore property. Council is not responsible for any parking arrangements or disputes in the event that the applicant opts for an additional key and coupon.
19. Council's decision in the allocation of car parking spaces in the Church Point Carpark is final. If you feel that you have valid concerns relating to the process, please put your concerns in writing to parkingoperations@northernbeaches.nsw.gov.au