

Residential Manly Parking Permit Application Permit One & Two 23/24



If you need help lodging your form, contact us	
Email	council@northernbeaches.nsw.gov.au
Phone	1300 434 434
Manly Customer Service Centre	Manly Town Hall, 1 Belgrave Street Manly NSW 2095

Office use only	
Form ID	3040
TRIM Ref.	
Last updated	Sept 2023
Business unit	Transport Network
Application no.	
Receipt No.	

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 Customer Service on 1300 434 434 to access or correct your personal information

Part 1: Applicant Details

Title	Mr	Mrs	Ms	Other:					
First Name				Last Name					
Address					Postcode				
Please indicate number of current off-street parking spaces at this property (off street parking includes hard stand parking/carport/garage that could house a vehicle regardless of whether it is currently used for this purpose)					Car spaces				
					0	1	2	3	4+
Phone				Alternate					
Mobile				Fax					
Email									
Signature				Date					

Part 2: Vehicle information and fees and charges

Permit One and Permit Two Residential Parking Permit and postage fees	Registration number	Cost
First Permit issue to property (Residential or Multi-Use)		\$50
Second Permit issue to property (Residential or Multi-Use)		\$110
Concession - First Permit issue to property (Residential or Multi-Use)		\$25
Concession - Second Permit issue to property (Residential or Multi-Use)		\$55
Replacement Parking Permit		Free
Standard Post - Please confirm you have a secure letterbox as we do not take responsibility for lost or stolen items		Free
Registered Post - Tracking number will be provided		\$13
Collect from Manly Town Hall		Free
Total		

Part 3: Permit Scheme area

Scheme area	Permit valid	Permit expiry
Little Manly	1 October - 30 September	30 September
Balgowlah	1 October - 30 September	30 September
Ocean Beach	1 November - 30 October	30 October
Ethel Street West	1 November - 30 October	30 October
Isthmus	1 December - 30 November	30 November
Fairy Bower	1 December - 30 November	30 November
Tower Hill	1 March - 28 February*	28 February*
Tower Hill Extension	1 March - 28 February*	28 February*
Ivanhoe Park	1 April - 31 March	31 March
Ivanhoe Park Extension	1 April - 31 March	31 March
*Permit expiry 29 February on leap year		
You will only be issued a Parking Permit for your Permit Scheme area		

Applications for the first and second residential parking permit only: Owner occupiers and tenants

Eligibility:

- Eligible owner occupiers and tenants can apply for:
 - Up to two Residential Parking Permits.
 - An additional Third Residential Parking Permit in extenuating circumstances.
- Applications for a Third Residential Parking Permit need to be submitted on the [Residential Manly Parking Permit Application Permit Three Form](#).
- Applications for Multi-Use Parking Permits will need to be submitted on the [Multi-use Parking Permit Application Form](#).
- Please ensure that you have read and understand the [Manly Parking Permit Scheme Framework](#) and complete a property check on-line to determine eligibility prior to submitting your application.

Concession Eligibility – first or second permit only

Holders of cards listed below are eligible for the concession.

- Pensioner Concession Card (PCC)
- Gold card embossed with 'TPI' (Totally Permanently Incapacitated)
- Gold card embossed with 'EDA' (Extreme Disablement Adjustment)

All applicants must provide:	Tick
<ul style="list-style-type: none"> • A valid Driver Licence or NSW photo card in the applicant's name at the property address. Front and back of licence must be provided for change of address. A screen shot of a digital Drivers Licence will be accepted. 	
<ul style="list-style-type: none"> • A copy of the current vehicle registration papers in the applicant's name at the property address. • Each parking permit application will require registration papers for each corresponding vehicle as the vehicle registration will be printed on the parking permit. 	
<ul style="list-style-type: none"> • One (1) other piece of accepted documentation in the applicant's name at the property address, as detailed over the page or in the Manly Parking Permit Scheme Framework. 	
<p>Owner occupiers can apply for Parking Permits provided they live at the dwelling on a permanent basis.</p> <ul style="list-style-type: none"> • Ownership and Rates documentation showing the applicant's name and address in the scheme area will be checked at time of application. 	
<p>Tenants must also provide:</p> <ul style="list-style-type: none"> • A copy of their current Tenancy Agreement issued under the NSW Residential Tenancies Act 2010 No. 42 or a letter from the Landlord / Real Estate Agent on official letterhead recognising that the agreement has expired and is a 'Periodic or Ongoing Agreement' confirming the ongoing nature of the agreement. 	
<p>Boarding House residents must also provide:</p> <ul style="list-style-type: none"> • A current and valid Occupancy Agreement or Rental Agreement signed by both parties. The Rental Agreement or an Occupancy Agreement must be an acceptable Agreement under the Boarding Houses Act 2012. 	
<p>Private use of a company vehicle:</p> <p>Residents who use a company/employer issued vehicle for private use are eligible to apply for a Parking Permit and must also provide the following documentation with their application:</p> <ul style="list-style-type: none"> • Letter from their employer confirming that they have private use. • Copy of the vehicle registration papers in the company name. <p>The vehicle registration will be printed on the parking permit.</p>	

Accepted documentation:

	Utility or phone bill*	Building insurance	Contents insurance	Bank statement	Official Government documents	Lease agreement
Owner occupiers	✓	✓	✓	✓	✓	n/a
Tenants	✓	n/a	✓	✓	✓	✓
Boarding House residents	✓	n/a	✓	✓	✓	✓

* Sydney Water bills are not accepted for this purpose.

Important information

The vehicle must:

- Be registered in NSW or classified as a vehicle temporarily in NSW under Clause 9 of Schedule 1 of the Road Transport (Vehicle Registration) Regulation 2017.
- Not exceed 4.5 tonnes gross vehicle mass or greater than 7.5m in length.
- Not be a truck, boat, bus, caravan, trailer (all) or tractor.

The following property types are not eligible to apply for a Manly Residential Parking Permit:

- A household occupying a dwelling which was approved with the condition that no Parking Permits be issued.
- A household that has a second dwelling that has not been subdivided on or for which parking permits are already issued.
- A dwelling not approved for residential use.
- Business rated properties.

Certain properties may not be eligible for a Manly Residential Parking Permit as part of their Development Consent. Please check to see if your property is eligible prior to applying.

Statutory Declarations are:

- Not an acceptable form of documentation to prove residency within a scheme area.
- Not accepted to report lost or stolen residential parking permits.

This requirement is to minimise the risk of fraud.

THIS PAGE IS BLANK

**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card															
Card Number															
Expiry Date															

Signature															
Daytime Phone Number															
Date															

Please note: Payment card surcharge of 0.5% applies

**ALL HARD COPIES TO BE DESTROYED
ACCORDING TO PROCEDURES**