



If you need help lodging your form, contact us	
<b>Email</b>	council@northernbeaches.nsw.gov.au
<b>Phone</b>	1300 434 434
<b>Customer Service Centres</b>	<b>Manly</b> Townhall, 1 Belgrave Street Manly NSW 2095
	<b>Dee Why</b> Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	<b>Mona Vale</b> 1 Park Street Mona Vale NSW 2103
	<b>Avalon</b> 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
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## General Information

**Applicants and authorised members (i.e. directors/administrators/club executives) of community groups and retirement villages are advised to read the following information before applying for parking permits:**

- All parking permits applications for members of community groups or retirement villages must be made through their organisation.
- An authorised member of the community group or retirement village is responsible for ensuring all applicants complete and sign the application form. The form must also be signed and dated by an authorised signatory of the community group or retirement village before being returned to Council.
- It is the responsibility of the authorised signatory to ensure only legitimate applications are submitted to Council.
- Parking permits will be posted directly to the community group or retirement village; they cannot be posted to individuals or collected from Council.
- In general, community groups and retirement villages who have previously been provided with parking permits will be contacted in July each year as a reminder to submit a completed application form to Council. This will help ensure new parking permits can be issued prior to the old ones expiring.
- Applications will be checked and duplicate requests for parking permits will not be processed.
- The number of parking permits distributed to each organisation will be monitored in order to meet audit requirements. Council may conduct an audit at any time, and further information may be requested to substantiate the legitimacy of applications submitted.
- Relevant application forms for community groups and retirement villages, and further information regarding where the parking permits are valid can be found by searching Parking Permits on Council's website [www.northernbeaches.nsw.gov.au](http://www.northernbeaches.nsw.gov.au), or by contacting Northern Beaches Council (Dee Why office) on 1300 434 434.

## Part 1: Surf Life Saving Clubs (SLSCs)

- Individual active members and/or volunteers required for surf life saving duties, who are not also existing Northern Beaches Council ratepayers, are entitled to one (1) parking permit each.
- Nippers, including their families/carers are not permitted to submit an application.

## Part 2: Local Schools

- Local schools are entitled to one (1) parking permit per school vehicle used to transport pupils to and from applicable reserves for the education of children. Parking permits will be distributed to each school in the Northern Beaches upon application.
- If private vehicles are used for regularly transporting pupils to and from applicable reserves, then authorisation from the Principal will be required prior to a parking permit being issued.

## Part 3: Retirement Villages

- Residents of retirement villages are entitled to apply for up to two (2) parking permits per household.

## Part 4: Rural Fire Service/State Emergency Service

- The Rural Fire Service or State Emergency Service will be issued with one (1) parking permit upon application for each vehicle owned by the organisation.
- Volunteers who are not also existing Northern Beaches Council ratepayers may also apply.

## Part 5: New Community Groups

### **Community groups who have not previously applied for parking permits are advised to read the following information:**

- Community groups will be required to demonstrate why they need regular access to beach car parks in order to benefit the Northern Beaches community.
- An indication of the number of members in the group and an estimate of the number of members requiring a permit should be provided to Council for the application to be considered.
- The application will be assessed by Council and if approved a list of members authorised to sign the application forms will be requested. An application form will then need to be completed and signed by an authorised signatory and returned to Council.
- One (1) parking permit is permitted per approved applicant.

## Part 6: Replacement Parking Permits for Community Groups/Retirement Villages

- A Statutory Declaration will be required before replacement Parking Permits are issued.
- A fee may be payable for the replacement of Parking Permits according to Council's current Fees and Charges schedule, which is available on our website.