

# Manly Business Parking Permit Application Form 2024/2025



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

Office use only	
Form ID	3037
TRIM Ref.	2021/006258
Last updated	August 2024
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

Payment options	
Online	Northern Beaches Council accepts applications and secure payments online for this service. Please visit <a href="https://northernbeaches.nsw.gov.au/services/parking/manly-parking-permit-scheme/apply-online">northernbeaches.nsw.gov.au/services/parking/manly-parking-permit-scheme/apply-online</a>
In person	Visit our Manly Customer Service Centres (listed above) to apply and pay over the counter
Via post	Send the completed application form and cheque payment to: Northern Beaches Council, PO Box 82, Manly NSW 1655. Please allow extra time for this option
Please note, all credit / debit card payments attract a 0.5% surcharge.	

## Part 1: Applicant details

Title	Mr	Mrs	Ms	Other:
First name			Last Name	
Business name				
Business 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: Permit scheme area

By signing this form, you acknowledge the permit expiry date and ensure your email address is correct, as courtesy reminder emails are sent closer to permit expiry dates. Its encouraged you set a personal reminder to renew the required permits as listed in 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 - 31 October	31 October
Ethel Street West	1 November - 31 October	31 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

You will only be issued one (1) Business Parking Permit for your permit scheme area

## Part 3: Vehicle information and fees & charges

Manly Business Parking Permit and postage fees	Registration number	Cost
Manly Business Parking Permit		\$243
Replacement 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		\$14
Collect from Manly Town Hall		Free
Total		

Business Parking Permit requirements	
Eligibility Registered businesses may be eligible to apply for: 1. One (1) Manly Business Parking Permit per business regardless of whether a business occupies one or more shops, suites or floors. Multiple Lease Agreements will not be accepted. 2. Please ensure that you have read and understand the Manly Parking Permit Scheme Framework to determine eligibility prior to submitting your application.	
All applicants must provide the following documentation:	Tick
• Current vehicle registration papers in the name of the business or the name of the proprietor.	
• Business registration certificate.	
Applicants must also provide:	Tick
• Current valid Commercial Lease as per the Retail Leases Act 1994 No. 46, for businesses that are tenants.	
OR	
• Utility bill (most recent quarter).	

<b>Important information</b>
<p>The vehicle must:</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• Not exceed 4.5 tonnes gross vehicle mass or greater than 7.5m in length.</li> <li>• Not be a truck, boat, bus, caravan, trailer (all) or tractor.</li> </ul> <p>The following property types are not eligible to apply for a Manly Business Parking Permit:</p> <ul style="list-style-type: none"> <li>• A business occupying a dwelling which was approved with the condition that no parking permits be issued.</li> <li>• A business that has a second dwelling that has not been subdivided or for which parking permits have already been issued.</li> <li>• A dwelling not approved for business use.</li> <li>• Residential rated properties.</li> </ul> <p>Certain properties may not be eligible for a Manly Business Parking Permit as part of their Development Consent. Please check to determine if your property is eligible prior to applying.</p>