

Church Point Carpark Reserved Parking Space Scheme 2024/2025



If you need help lodging your form, contact us				Office use only	
Email	parkingoperations@northernbeaches.nsw.gov.au			Form ID	4098
Phone	1300 434 434			TRIM Ref.	2020/122912
Customer Service Centres	Manly Town Hall, 1 Belgrave Street, Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road, Dee Why NSW 2099	Mona Vale 1 Park Street, Mona Vale NSW 2103	Last updated	June 2024
				Business unit	Transport and Civil Infrastructure
				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

Lodgement options	
In person	Visit the Customer Service Centre (listed above) to apply with supporting documentation
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.
Via email	Send the completed application form with supporting documentation to council@northernbeaches.nsw.gov.au

Payment options	
Payment	Following application/permit approval, an invoice for payment will be issued with the various payment options available.
Please note, all credit / debit card payments attract a 0.5% surcharge.	

Please read the Church Point Carpark Reserved Parking Space Scheme Application Process and Guidelines document before completing this application form.

Part 1: Eligibility - General

Please refer to Eligibility Criteria & Guidelines							
Please select which round you are eligible under:							
Round 1		Round 2		Round 3		Round 4	

Part 2: Applicant details

Title	Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:						
First name							
Last name							
Address						Postcode	
Postal address						Postcode	

Part 2: Applicant details continued

Phone		Mobile	
Email			
Vehicle make		Vehicle model	
Vehicle registration no.		Vehicle colour	

Part 3: Fees

If there is no wait list for additional spaces at the end of the term (1 November 2022 to 31 October 2024) a ballot will not be held and customers will continue to reserve a space on a month-to-month basis until the wait list has one person on it. At this time, a new application process will commence and the ballot and allocation of spaces will be completed within three months.	
Church Point coupon (includes GST)	
Annual fee (paid by invoice or direct debit only)	\$6,108.00
Monthly fee (paid by direct debit only)	\$509.00
Replacement or additional coupon	\$25.00
Key Bond (for lost or damaged key)	\$200.00 (per key)

Part 4: Verifying your address

Please note that to apply for a Church Point Carpark Reserved Parking Space, you must also supply:	
Current vehicle registration papers for the vehicle to which the reservation will apply.	
The vehicle must be registered in your name and at your address, or	
If the vehicle is leased, please provide a letter detailing that you are the sole user of the vehicle on the business letterhead.	
You must verify your residential or property address by providing copies of current documents for the list below:	
Statutory Declaration (if unable to provide any other documentation)	Lease Agreement / Rates Notice
Driver Licence	Utilities Bill
If you have a valid Mobility Parking Scheme permit and /or an Australian Disability Parking Permit, details of these permits should be submitted with the above documentation.	
If mailing your application please do not mail original documents.	
Proof that space will be used for residential purposes. This could be that the vehicle is registered to an offshore location or a Statutory Declaration.	

Part 5: Additional coupons

Reserved space holders can apply for up to three additional coupons per space. Two may be for vehicles that are not registered to the applicant's address, e.g. carer etc.			
Coupon 2	Vehicle Registration No.		Make/Model
Current vehicle registration papers for the vehicle to which the reservation will apply.			
If the vehicle is leased, please provide a letter detailing that you are the sole user of the vehicle on the business letterhead.			
Proof that space will be used for residential purposes. This could be that the vehicle is registered to an offshore location or a Statutory Declaration.			
Coupon 3	Vehicle Registration No.		Make/Model
Proof that space will be used for residential purposes. This could be that the vehicle is registered to an offshore location or a Statutory Declaration.			
Coupon 4	Vehicle Registration No.		Make/Model
Proof that space will be used for residential purposes. This could be that the vehicle is registered to an offshore location or a Statutory Declaration.			

Part 6: 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. Each reserved parking space will continue on a month to month basis until the wait list has one person on it for a period of at least three months. At this time, a new application process will commence and the ballot and allocation of spaces will be completed within three months.
4. The Reserved Parking Space will solely be used for residential purposes.
5. The Reserved Parking Spaces are only available on the upper level of Church Point Carpark.
6. Once a ballot process has taken place, the spaces are reserved for a minimum period of two years from the date of the ballot. Applicants who reserve a space after the ballot are only guaranteed their space for the remaining time period from the ballot. Following a ballot, any applicants who already have a reserved space will retain their existing space, other spaces will be issued first on special needs such as mobility permits, and then by the ballot system.
7. 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).
8. 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.
9. 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.
10. Your vehicle must have current registration, be roadworthy and not present a hazard to the public or the environment.
11. The parking area is not to be used for any purpose other than use by the associated vehicle (eg: storage).
12. 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.
13. 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.
14. The parking space allocated is determined through the ballot system and you must park legally in the allocated space.
15. Only one vehicle per space is to be parked at any time.
16. Reserved space holders can apply for up to three additional coupons per space (fees apply). Two may be for vehicles that are not registered to the applicant's address, e.g. carer etc. 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 or a stat dec. Council is not responsible for any parking arrangements or disputes in the event that the applicant opts for an additional key and coupons.
17. 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
18. In the case of an unsuccessful direct debit payment the parking operations team will send you an invoice. The invoice must be paid within 14 days. If payment is not received your parking account will be terminated and your reserved parking space coupon will become invalid which could result in an infringement.
19. These conditions and fees may change without notice. Fees are subject to an annual increase, please check Council's website or email parkingoperations@northernbeaches.nsw.gov.au prior to 1 July.
20. Council requires five days' notice for any cancellation in writing to parkingoperations@northernbeaches.nsw.gov.au . Refunds will not be provided for early termination of any monthly parking fees. Access to the parking space will still be granted until the end of the month. Council requires five business days to process any new requests such as new coupons. Please allow time for postage. Coupons and keys must be returned before any bond refund is processed.

Part 7: Applicant declaration (please tick)

I declare that:			
The information I have provided on this application is true and correct in every detail.			
I have read and understood the conditions of use in Part 6 above and agree to abide by them.			
I have read and agree to the Church Point Car Park Coupon Parking Space Scheme Application Process and Guidelines document.			
I have provided acceptable verification of address and vehicle registration.			
I understand that failure to adhere to any conditions may result in compliance action, including penalty notices or the cancellation of the coupon.			
I understand I am responsible for the renewal of the parking coupon once expired and that renewal is not guaranteed.			
I understand that no payment is required at the time of this application. I will be invoiced if my application is successful or that my fee will be taken by direct debit.			
I understand that Council will re-issue permits to the same coupon holder only in the event of a new vehicle and that the coupons are not transferable and details cannot be changed.			
I understand that there is a maximum of four coupons per term. If four have been issued, no more may be purchased for the remainder of the two year term.			
Applicant Name (please print)			
Applicant signature		Date	