



# Manly Parking Permit Scheme Framework

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northern  
beaches  
council

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This framework applies only to the existing Manly parking permit scheme.

Any new on-street parking permit schemes in the Northern Beaches Council Local Government Area (LGA) will be administered and operated in accordance with Transport for NSW (TfNSW) permit parking guidelines.

## Summary

The framework aims to improve parking for residents and other users in locations where there is insufficient off-street parking and where on street parking is restricted. It will help Council balance the needs of the local community with those of the broader

community in areas that experience high parking demand.

The following on-street parking permits in the Manly parking permit scheme areas will be managed through this framework:

Permit Type	Number of permits
Residential parking permit	Two per eligible residential property
	Third permit per eligible residential property on application under extenuating circumstances
Multi-use parking permit	An allocation of 24-hour sessions per eligible residential property
Business parking permit	One per eligible business
Support worker parking permit	Dependant on application from eligible support worker or service provider
Car share parking permit	Dependant on application from eligible car share provider
Special issue parking permit	Dependent on application by eligible charities, volunteers and not-for-profit services at the discretion of the CEO

This document only applies to the management of Parking Permits issued through the existing Manly parking permit scheme in the following areas:

1. Little Manly
2. Balgowlah
3. Ocean Beach
4. Ethel Street West
5. Fairy Bower
6. Tower Hill
7. Tower Hill Extension
8. Isthmus
9. Ivanhoe Park
10. Ivanhoe Park Extension.

## Manly residential parking permit

### Description

Resident parking permits enable residents to park on-street and avoid time limits in their scheme area.

### Eligibility

To be eligible for a residential parking permit, the applicant must:

- reside permanently at the address within the existing Manly parking permit scheme area
- be the registered owner of the vehicle
- or have full private use of a company vehicle.

All permit holders must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

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 7.5 metres in length
- not be a Motor Home (MH body type) truck, boat, bus, caravan, trailer (all) or tractor.

The following properties are not eligible for residential parking permits:

- a household which occupies 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 a lot for which parking permits are already issued
- a dwelling not approved for residential use
- hotels, backpacker hostels, bed-and-breakfast, Airbnb properties, guest houses and serviced apartments, including their guests

- premises used by educational bodies for the accommodation of students
- premises used by employers for the accommodation of employees
- crisis accommodation funded by government
- private health facilities, public hospitals, mental health facilities and nursing homes
- residential parks, holiday parks
- garages or storage sheds/units
- Federal and State Government owned or leased properties, with the exception of residential land owned by NSW Department of Land and Housing Corporation.

### Number of permits

Eligible residents can apply for:

- up to two residential parking permits
- an additional third residential parking permit in extenuating circumstances.

### Third permit criteria

In extenuating circumstances, a third residential permit may be issued. All residential eligibility and vehicle registration criteria needs to be met and all required documentation must be submitted with the application.

Circumstances may include additional vehicles registered to the residential address and limited off-street parking. This would support larger families living at the same residence.

A digital permit will not be able to be issued at the time of the application, as a site assessment may be required.

## Documents required for application

All applicants must provide proof of residency and/or ownership by providing:

- a.** Owner occupiers - A valid NSW driver licence (with current residential address) or other proof of residency; proof of ownership e.g. a current Council rates notice or property settlement statement.
- b.** Resident non owners (tenants and boarding house residents) – A valid NSW driver licence (with current residential address) or other proof of occupancy e.g. a current valid residential tenancy agreement or occupancy agreement.

## Validity

Residential parking permits are only valid in the scheme area to which they are issued for on-street parking spaces signposted 'permit holders excepted'.

Permit holders are responsible for ensuring their vehicle licence plate is active on the digital parking permit account.

Permits will be valid for 365 days from date of application.

## Please note:

- 1.** A residential parking permit does not guarantee a parking space within an existing Manly parking permit scheme area.
- 2.** A residential parking permit does not provide exemptions from other parking restrictions or laws such as Bus Zones, Loading Zones, No Stopping or no Parking zones.
- 3.** The residential parking permit remains the property of Northern Beaches Council at all times and may be cancelled at any time and without notice if the permit is not used as intended.

## Permit changes

Digital Parking Permit holders are responsible for managing changes to vehicle details in their digital parking permit account.

A limited number of changes can be made to vehicle details over the duration of the permit.

## Manly multi-use permit

### Description

A multi-use parking permit may be used for visitors, tradespeople and carers of a rateable residential property.

### Eligibility

To be eligible to apply for a multi-use parking permit, the applicant must:

- reside permanently at the address within the existing Manly parking permit scheme area
- provide documentation to support a second place of residence application (where an owner resides part-time in the scheme area).

The vehicle must not:

- exceed 4.5 tonnes gross vehicle mass or greater than 7.5 metres in length
- be a motor home (MH body type), truck, boat, bus, caravan, trailer (all) or tractor.

### Documents required for application

All applicants must provide proof of residency and/or ownership by providing:

- a. Owner occupiers - A valid NSW driver licence (with current residential address) or other proof of residency; proof of ownership e.g. a current Council rates notice or property settlement statement
- b. Resident non owners (tenants and boarding house residents) – A valid NSW driver licence (with current residential address) or other proof of occupancy e.g. a current valid residential tenancy agreement or occupancy agreement.

### Validity

Multi-use parking permits are only valid:

- in the scheme area to which they are issued for on-street parking spaces signposted 'permit holders excepted'
- for a maximum of 24 hours per session.

Permit holders are responsible for ensuring their vehicle licence plate is active on the digital parking permit account.

#### Please note:

1. A multi-use parking permit does not guarantee a parking space within an existing Manly parking permit scheme area
2. A multi-use parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking zones
3. The multi-use parking permit remains the property of Northern Beaches Council at all times and may be cancelled at any time and without notice if the permit is not used as intended.

## Manly business parking permit

### Description

A business parking permit exempts a business vehicle from time limits in spaces signposted 'permit holders excepted'.

### Eligibility

Business permits will only be issued to vehicles registered in the name of the business or the name of the proprietor.

The business must be located in a Manly parking permit scheme.

To be eligible for a business permit, 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
- be registered in the name of the business or the proprietor
- not exceed 4.5 tonnes gross vehicle mass or greater than 7.5m in length
- not be a motor home (MH body type), truck, boat, bus, caravan, trailer (all) or tractor.

Businesses are not eligible to apply for multi-use parking permits.

Business permits will not be issued to properties rated residential or Airbnb properties, serviced apartments, guest houses, including their guests.

### Number of permits

Registered businesses may be eligible for one Manly business parking permit. In situations where a business occupies one or more shops, suite or floor (with single or separate commercial or retail agreements) no more than one business permit will be issued to each registered business.

### Proof of business vehicle

All applicants must provide the following documentation to prove eligibility:

1. Current vehicle registration papers in the name of the business or the business proprietor
2. Business registration certificate
3. EITHER a current valid commercial lease as per the Retail Leases Act 1994 (NSW) No.46 OR a utility bill (recent quarter).

### Validity

Business parking permits are only valid in the existing Manly parking permit scheme area where the business is located.

Permit holders are responsible for ensuring their vehicle licence plate is active on the digital parking permit account.

Council may include restrictions to the time and day that the permit can be used based on the operational requirements of the business.

#### Please note:

1. A business parking permit does not guarantee a parking space within a parking permit scheme area.
2. A business parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking.
3. The business parking permit remains the property of Northern Beaches Council at all times and may be cancelled at any time and without notice if the permit is not used as intended.

### Permit changes

Digital Parking Permit holders are responsible for managing changes to vehicle details in their digital parking permit account.

A limited number of changes can be made to vehicle details over the duration of the permit.

## Manly car share parking permit

### Description

Car sharing programs allow multiple users to have access to one vehicle. Council recognises the value that car share schemes provide through reduced private vehicle ownership and reduced parking demand.

A car share permit will be available to car share providers to continue to provide shared vehicles where existing schemes are operating.

### Eligibility

To be eligible to apply for a car share parking permit the applicant must:

- ensure that the vehicle is registered to the car share company
- provide valid Business Registration Certificate and ABN
- provide a current Transport for NSW registration certificate that shows receipt of payment.

### Validity

The car share vehicle must be parked in the existing Manly parking permit scheme area as per the permit type approved.

Permit holders are responsible for ensuring their vehicle licence plate is active on the digital parking permit account.

Permits will be valid for 365 days from date of application.

#### Please note:

1. A parking permit does not guarantee a parking space within a parking permit area.
2. A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.
3. The parking permit remains the property of Northern Beaches Council at all times and may be cancelled at any time and without notice if the permit is not used as intended.

### Permit changes

Digital Parking Permit holders are responsible for managing changes to vehicle details in their digital parking permit account.

A limited number of changes can be made to vehicle details over the duration of the permit.

## Description

Support worker parking permits exempts the vehicle of a support worker or service provider from time limits while they are providing in-home support.

The permit is issued to the service provider rather than the recipient of the in-home support.

## Eligibility

Accredited support worker organisations must apply on behalf of support workers.

Independent support workers must demonstrate to the satisfaction of Council that they are providing support services on behalf of an approved support worker organisation.

To be eligible for a permit the vehicle must:

- be registered in the name of the service provider. If the vehicle is in a private name, the service provider must supply a letter explaining that the permit will be used for the purpose of providing in-home support only
- 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 7.5metres in length
- not be a motor home (MH body type), truck, boat, bus, caravan, trailer (all) or tractor.

## Number of permits

Accredited service providers will be eligible for one support worker parking permit per registered vehicle.

## Validity

A permit may be issued to a service provider who provides in-home support services to a resident living in an existing Manly parking permit scheme area.

Permits will be valid for 365 days from the date of application.

- The parking permit is only valid for the vehicle licence plate that is active on the digital parking permit account.
- Permit holders are responsible for ensuring their vehicle licence plate is active on the digital parking permit account.
- Support worker parking permits are valid in all existing Manly parking permit scheme areas.

### Please note:

1. A parking permit does not guarantee a parking space within a parking permit area.
2. A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.
3. The parking permit remains the property of Northern Beaches Council at all times and may be cancelled at any time and without notice if the permit is not used as intended.

## Manly special issue parking permit

### Description

Council recognises the value that charity, schools, volunteer and not-for-profit services provided to the local community so makes provision for special issue parking permits to exempt them from time limits in existing Manly parking permit scheme areas sign posted 'permit holders excepted'.

Requests for consideration to receive special issue permits are at the discretion of the CEO.

### Eligibility

To be eligible, the charity, school, volunteer or not for profit organisation must be located within an existing Manly parking permit scheme area.

Please note that requests must:

- be on official organisation letterhead or from an organisational email address.
- Provide a description of the services that the organisation performs in the community.
- Detail days and times that the special issue permit/s are required.
- Detail the total number of permits being requested (consideration is based on parking availability within the scheme area).
- Provide the preferred Manly parking permit scheme area for the requested permits.

### Validity

Special issue parking permits are only valid in the existing Manly parking permit scheme area where the organisation is located.

Permit holders are responsible for ensuring their vehicle licence plate is active on the digital parking permit account.

Council may include restrictions to the time and day that the permit can be used based on the operational requirements of the organisation.

Use of the permit outside of the days/time specified on the permit may result in a penalty notice being issued.

#### Please note:

1. A parking permit does not guarantee a parking space within a parking permit scheme area.
2. A parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking zones.
3. The parking permit remains the property of Northern Beaches Council at all times and may be cancelled at any time and without notice if the permit is not used as intended.

### Number of permits

The number of special issued permits will be dependent of operational requirements.

The decision to provide special issue parking permits will be at the discretion of the CEO.

### Permit changes

Digital Parking Permit holders are responsible for managing changes to vehicle details in their digital parking permit account.

A limited number of changes can be made to vehicle details over the duration of the permit.

## Fees and charges

Fees and charges apply to some Manly parking permits and are detailed in the annual Fees and Charges booklet.

The Manly parking permit scheme fees and charges can be viewed at **[northernbeaches.nsw.gov.au](http://northernbeaches.nsw.gov.au)**



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