Pre-Paid Parking Direct Debit Request 2026/2027

northern beaches council

If you need help lodging your form, contact us			
Email	parkingoperations@northernbeaches.nsw.gov.au		
Phone	1300 434 434		
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

Office use only	
Form ID	4104
TRIM Ref.	2023/233148
Last updated	June 2026
Business unit	Transport and Civil Infrastructure

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: Request and authority to debit

Surname or company name			
Given names or ABN/ARBN			"you"
Request and authorise Northern Beaches Council to arrange, through its own financial institution, a debit to your nominated account any amount Northern Beaches Council has deemed payable by you.			
Frequency (monthly or annual)		Periodic amount/type of payment OR agreed invoice amount *(tick if applicable)*	$ ◯
This debit or charge will be made through the Bulk Electronic Clearing System (BECS) from your account held at the financial institution you have nominated below and will be subject to the terms and conditions of the Direct Debit Request Service Agreement.			

Part 2: Name and address of financial institution at which your account is held

Financial institution name	
Address	

Part 3: Details of account to be debited

Account name			
BSB number		Account number	

Part 4: Acknowledgement

By signing and/or providing us with a valid instruction in respect to your Direct Debit Request, you have understood and agreed to the terms and conditions governing debit arrangements between you and Northern Beaches Council as set out in this Request and in your Direct Debit Request Service Agreement.			
Signature		Date	
Name		Position	
If signing for a company, sign and print full name and capacity for signing eg. Director.			
Address			
Suburb		Postcode	

Part 5: Second account signatory (if required)

Signature		Date	
Name		Position	
If signing for a company, sign and print full name and capacity for signing eg. Director.			
Address			
Suburb		Postcode	

Pre-Paid Parking Direct Debit Request Service Agreement 2026/2027

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Office use only	
Form ID	4104
TRIM Ref.	2019/366686
Last updated	June 2026
Business unit	Transport and Civil Infrastructure

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Purpose of collection	For Council to provide services to the community
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This is your Direct Debit Service Agreement with Northern Beaches Council, ABN 57 284 295 198, 017237. It explains what your obligations are when undertaking a Direct Debit arrangement with us. It also details what our obligations are to you as your Direct Debit provider.

Please keep this agreement for future reference. It forms part of the terms and conditions of your Direct Debit Request (DDR) and should be read in conjunction with your DDR authorisation.

Part 1: Request and Authority to debit

Definitions	**account** means the account held at your financial institution from which we are authorised to arrange for funds to be debited. **agreement** means this Direct Debit Request Service Agreement between you and us. **banking day** means a day other than a Saturday or a Sunday or a public holiday listed throughout Australia. **debit day** means the day that payment by you to us is due. **debit payment** means a particular transaction where a debit is made. **direct debit request** means the Direct Debit Request between us and you. **us** or **we** means **Northern Beaches Council**, (the Debit User) you have authorised by requesting a Direct Debit Request. **you** means the customer who has signed or authorised by other means the Direct Debit Request. **your financial institution** means the financial institution nominated by you on the DDR at which the account is maintained.
1. Debiting your account	1.1 By signing a Direct Debit Request or by providing us with a valid instruction, you have authorised us to arrange for funds to be debited from your account. You should refer to the Direct Debit Request and this agreement for the terms of the arrangement between us and you. 1.2 We will only arrange for funds to be debited from your account as authorised in the Direct Debit Request. or We will only arrange for funds to be debited from your account if we have sent to the address nominated by you in the Direct Debit Request, a billing advice which specifies the amount payable by you to us and when it is due. 1.3 If the debit day falls on a day that is not a banking day, we may direct your financial institution to debit your account on the following banking day. If you are unsure about which day your account has or will be debited you should ask your financial institution.
2. Amendments by **us**	2.1 We may vary any details of this agreement or a Direct Debit Request at any time by giving you at least fourteen **(14) days** written notice.

3. Amendments by you	3.1 You may change*, stop or defer a debit payment, or terminate (cancel) this agreement at any time by providing us with at least 5 business days notification by writing to: **Northern Beaches Council at parkingoperations@northernbeaches.nsw.gov.au or PO Box 82, Manly NSW 1655** **or** by telephoning us on **1300 434 434** during business hours; **or** arranging it through your own financial institution, which is required to act promptly on your instructions. *Note: in relation to the above reference to 'change', your financial institution may change your debit payment only to the extent of advising us **Northern Beaches Council** of your new account details. **Note: No refunds or credits will be given under any circumstances (including fee increases)
4. Your obligations	4.1 It is your responsibility to ensure that there are sufficient clear funds available in your account to allow a debit payment to be made in accordance with the Direct Debit Request. 4.2 If there are insufficient clear funds in your account to meet a debit payment: a. you may be charged a fee and/or interest by your financial institution; b. you may also incur fees or charges imposed or incurred by us; and c. you must arrange for the debit payment to be made by another method or arrange for sufficient clear funds to be in your account by an agreed time so that we can process the debit payment. 4.3 You should check your account statement to verify that the amounts debited from your account are correct.
5. Dispute	5.1 If you believe there has been an error in debiting your account, you should notify us directly on **1300 434 434 or parkingoperations@northernbeaches.nsw.gov.au or PO Box 82, Manly NSW 1655** and confirm that notice in writing with us as soon as possible so that we can resolve your query more quickly. Alternatively you can take it up directly with your financial institution. 5.2 If we conclude as a result of our investigations that your account has been incorrectly debited we will respond to your query by arranging for your financial institution to adjust your account (including interest and charges) accordingly. We will also notify you in writing of the amount by which your account has been adjusted. 5.3 If we conclude as a result of our investigations that your account has not been incorrectly debited we will respond to your query by providing you with reasons and any evidence for this finding in writing.
6. Accounts	You should check: a. with your financial institution whether direct debiting is available from your account as direct debiting is not available through BECS on all accounts offered by financial institutions. b. your account details which you have provided to us are correct by checking them against a recent account statement; and c. with your financial institution before completing the Direct Debit Request if you have any queries about how to complete the Direct Debit Request.
8. Notice	8.1 If you wish to notify us in writing about anything relating to this agreement, you should write to: **Northern Beaches Council at parkingoperations@northernbeaches.nsw.gov.au or PO Box 82, Manly NSW 1655** 8.2 We may send notices either electronically to your email address or by ordinary post to the address you have given us. 8.3 If sent by mail, communications are taken to be received on the day they would be received in the ordinary course of post.