

Event Parking Permit Application Form 2025/2026



If you need help lodging your form, contact us				Office use only	
Email	parkingoperations@northernbeaches.nsw.gov.au			Form ID	4142
Phone	1300 434 434			TRIM Ref.	2020/795405
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 2025
				Business unit	Transport and Civil Infrastructure
				Application 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

Part 1: Applicant details

Title	Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
First name			
Last name			
Organisation name			
Address			Postcode
Phone			Mobile
Email			

Part 2: Event details

Event title	
Location of event	
Please provide a detailed described of the event:	

Part 2: Event details continued

Season from		To (if applicable)	
Start date of event		End date of event	
Start time of event each day	am/pm	End time of event each day	am/pm

Part 3: Permits required

Number of permits required	
Reason permit required	
Please provide details as to why alternative parking solutions are not feasible e.g. car sharing options, parking elsewhere where timed restrictions do not apply	
Registration Details of Vehicles	

Part 4: Fees

Fee applies to businesses or individuals applying for permits for parking. Does not apply to not-for-profit organisations	
Processing administrative fee	\$50.00
Hourly charge - first three hours into overstay of timed restriction	\$5.90 per hour per vehicle
Hourly charge - after first three hours into overstay of timed restriction	\$11.90 per hour per vehicle
<i>Note: If paid parking - normal paid parking fees also apply</i>	

Part 5: Declaration

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 5 and agree to abide by them	
I understand that failure to adhere to any conditions may result in compliance action, including penalty notices or the cancellation of the permit	
I understand that no payment is required at the time of application. I may be invoiced if my application is successful	
I understand that my request will take ten business days to process	
I understand I must provide registration for permits to be issued	

Applicant's name			
Signature		Date	

Part 6: Terms and Conditions

<ol style="list-style-type: none"> 1. Council requires a minimum of 2 weeks' notice to assess and process this application. 2. Due to Council requirements, all applications will be reviewed on their individual merit. (Please note previous successful applications does not guarantee future applications approval) 3. Completion of this form does not guarantee its approval – each application will be reviewed and you may be required to provide additional information upon request. 4. Permits are registration specific and may contain specific details on dates, times & locations of the event based on the information provided in the application. 5. Applications found to be containing any false information will result in your application being rejected/immediate disapproval. 6. Council reserves the right to add additional conditions to permits issued. 7. The Event Parking Permits will solely be used for event parking. 8. Upon a successful application resulting in the issue of permits, any mis-use of your event permits in any way will result in immediate cancellation. 9. If the permits are cancelled due to mis-use, the applicant will be unable to obtain Event Parking Permits for any future applications. 10. All permits must be displayed at all times while parking in the designated event parking. 11. The permit must be displayed on the passenger side of the window/dashboard of the vehicle. It must not be displayed in the tint of the windscreen or be obscured. 12. The vehicle must have current registration, be roadworthy and not present a hazard to the public or the environment. 13. All successful applicants with permits issued, may experience 'random spot checks to ensure they are adhering to the terms and conditions of the application and displaying the permit. 14. If an infringement is issued as a result of an undisplayed permit, permit not displayed, the infringement will stand despite the parking pre-approval. 15. Some applications may incur fees and charges. 16. Applications that incur fees and charges will be required to make payment before the permits are issued/collected. Fees are subject to an annual increase. Please check Council's website or email: parkingoperations@northernbeaches.nsw.gov.au, prior to 1 July. 17. These conditions may change without notice.
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Part 7: Parking Operations team use only

Invoice raised	Yes	No	Overstay a parking restriction?	Yes	No
Approved by			Number of permits issued		
Permit number/s					
Signature			Date		