



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	C002307	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099	Last Updated	August 2019
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107	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 the Parking Operations Team at parkingoperations@northernbeaches.nsw.gov.au or Customer Service on 1300 434 434 to access or correct your personal information

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: Fees

Two Year Church Point Coupon (1 May 2018 - 30 April 2020) (CPI increase annually)	\$1,260.81 per quarter (Incl. GST)
Replacement or Additional Coupon	\$25
Key Bond (for lost or damaged key)	\$204 (per key)

Part 3: Applicant Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
First Name			
Last Name			
Residential Address			
Address			Postcode
Phone		Mobile	
Church Point Permit No.		Vehicle Colour	
Vehicle Registration No.		Make/Model	
Email			

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.			
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		Lease Agreement / Rates Notice	
Drivers License		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.			
All documents must have the property address located at one of the nominated off-shore locations. 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 stat dec.			

Part 5: 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.	Completed applications received prior to the closing date and that meet eligibility criteria shall be listed in a ballot system. Incomplete applications or those which do not submit all requested supporting documents will not be processed.
4.	The Reserved Parking Space is valid from 1 May 2018 to 30 April 2020.
5.	The Reserved Parking Space will solely be used for residential purposes.
6.	The Reserved Parking Spaces are only available on the upper level of Church Point Carpark.
7.	Renewal of your application is not guaranteed and a new ballot process will be conducted every two years.
8.	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).
9.	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.

Part 5: Terms and Conditions Continued

10. 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.
11. Your vehicle must have current registration, be roadworthy and not present a hazard to the public or the environment.
12. Refunds may apply during the two year term for early termination. Requests must be submitted in writing to parkingoperations@northernbeaches.nsw.gov.au with two weeks notice. Coupons and keys must be returned before any refund is processed. There will be no refunds issued in the last two weeks of the quarter.
13. The parking area is not to be used for any purpose other than use by the associated vehicle (eg: storage).
14. 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.
15. 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.
16. The parking space allocated is determined through the ballot system and you must park legally in the allocated space.
17. Only one vehicle per space is to be parked at any time.
18. An extra vehicle may be allocated a key and coupon per reserved space (fees apply). 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. Council is not responsible for any parking arrangements or disputes in the event that the applicant opts for an additional key and coupon.
19. 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

Part 6: Applicant Declaration (please tick)

I declare that:			
I am a permanent resident of the property at addressed nominated above.			
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 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 and understand that the key and coupon will not be issued until payment has been made.			
Applicant Name (Please print)			
Applicant Signature		Date	

Part 7: Office Use Only

Invoice number		Rates	
License		Permit Number	
Date of issue		Utility Bill	