



If you need help lodging your form, contact us	
<b>Email</b>	council@northernbeaches.nsw.gov.au
<b>Phone</b>	1300 434 434
<b>Manly Customer Service Centre</b>	<b>Manly</b> Town Hall, 1 Belgrave Street Manly NSW 2095

Office use only	
<b>Form ID</b>	3037
<b>TRIM Ref</b>	
<b>Last Updated</b>	June 2021
<b>Business Unit</b>	Customer Service
<b>Permit No.</b>	
<b>Receipt No.</b>	

Privacy Protection Notice	
<b>Purpose of collection:</b>	For Council to provide services to the community
<b>Intended recipients:</b>	Northern Beaches Council staff
<b>Supply:</b>	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
<b>Access/Correction:</b>	Please contact Customer Service on 1300 434 434 to access or correct your personal information

<b>Business Parking Permit Requirements</b>	
<b>Eligibility</b>	
Registered businesses may be eligible to apply for:	
<ol style="list-style-type: none"> <li>One (1) Manly business parking permit per business regardless of whether a business occupies one or more shops, suites or floors. Multiple lease agreements will not be accepted.</li> <li>Please ensure that you have read and understand the Manly Parking Permit Scheme Framework to determine eligibility prior to submitting your application.</li> </ol>	
<b>All applicants must provide the following documentation:</b>	<b>Tick</b>
• Current vehicle registration papers in the name of the business or the name of the proprietor.	
• Business registration certificate.	
<b>Applicants must also provide:</b>	<b>Tick</b>
• Current valid commercial lease as per the Retail Leases Act 1994 No. 46, for businesses that are tenants.	
<b>OR</b>	
• Utility bill (most recent quarter).	

<b>Important information</b>
The vehicle must:
<ul style="list-style-type: none"> <li>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.</li> <li>Not exceed 4.5 tonnes gross vehicle mass or greater than 7.5m in length.</li> <li>Not be a truck, boat, bus, caravan, trailer (all) or tractor.</li> </ul>
The following property types are not eligible to apply for a Manly business parking permit:
<ul style="list-style-type: none"> <li>A business occupying a dwelling which was approved with the condition that no parking permits be issued.</li> <li>A business that has a second dwelling that has not been subdivided or for which parking permits have already been issued.</li> <li>A dwelling not approved for business use.</li> <li>Residential rated properties.</li> </ul>
Certain properties may not be eligible for a Manly business parking permit as part of their development consent. Please check to determine if your property is eligible prior to applying.

Important information Continued	
Statutory Declarations are:	
<ul style="list-style-type: none"> <li>Not an acceptable form of documentation to prove business occupancy or ownership within a scheme area.</li> <li>Not accepted to report lost or stolen business parking permits.</li> </ul>	
This requirement is to minimise the risk of fraud.	

### Part 1: Applicant Details

<b>Title</b>	<b>Mr</b>	<b>Mrs</b>	<b>Ms</b>	<b>Other:</b>	
<b>First Name</b>				<b>Last Name</b>	
<b>Business Name</b>					
<b>Business Address</b>					
				<b>Postcode</b>	
<b>Please indicate number of current off-street parking spaces at this property</b> <i>(Off street parking includes hard stand parking/carport/garage that could house a vehicle regardless of whether it is currently used for this purpose)</i>					<b>Car spaces</b>
					<b>0</b>
					<b>1</b>
					<b>2</b>
					<b>3</b>
					<b>4+</b>
<b>Phone</b>				<b>Alternate</b>	
<b>Mobile</b>				<b>Fax</b>	
<b>Email</b>					
<b>Signature</b>				<b>Date</b>	

### Part 2: Vehicle information and fees & charges

Manly business parking permit and postage fees	Registration number	Cost
Manly business parking Permit		\$0.00
Postage & Handling Parking permit sent via registered post (see note below)		\$11.00
Collect Manly Town Hall (see note below)		Free
Replacement Permit		Free
<b>Total</b>		

### Part 3: Permit scheme area

Scheme area	Permit valid	Permit expiry
Little Manly	1 October - 30 September	30 September
Balgowlah	1 October - 30 September	30 September
Ocean Beach	1 November - 30 October	30 October
Ethel Street West	1 November - 30 October	30 October
Isthmus	1 December - 30 November	30 November
Fairy Bower	1 December - 30 November	30 November
Tower Hill	1 March - 28 February*	28 February*
Tower Hill Extension	1 March - 28 February*	28 February*
Ivanhoe Park	1 April - 31 March	31 March
Ivanhoe Park Extension	1 April - 31 March	31 March
*Permit expiry 29 February on leap year		
You will only be issued one (1) business parking permit for your permit scheme area		

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**ALL HARD COPIES TO BE DESTROYED  
ACCORDING TO PROCEDURES**

Credit Card Details			
Please charge my	<input type="radio"/> Mastercard	<input type="radio"/> Visa	<input type="radio"/> American Express
Amount	\$		

Name as appears on card														
Card Number														
Expiry Date														

Signature													
Daytime Phone Number													
Date													

Please note: Payment card surcharge of 0.5% applies

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