



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

Office use only	
Form ID	3037
TRIM Ref	
Last Updated	Dec 2021
Business Unit	Customer Service
Permit 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 Customer Service on 1300 434 434 to access or correct your personal information

Business Parking Permit Requirements	
Eligibility	
Registered businesses may be eligible to apply for:	
<ol style="list-style-type: none"> 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. Please ensure that you have read and understand the Manly Parking Permit Scheme Framework to determine eligibility prior to submitting your application. 	
All applicants must provide the following documentation:	Tick
• Current vehicle registration papers in the name of the business or the name of the proprietor.	
• Business registration certificate.	
Applicants must also provide:	Tick
• Current valid commercial lease as per the Retail Leases Act 1994 No. 46, for businesses that are tenants.	
OR	
• Utility bill (most recent quarter).	

Important information
The vehicle must:
<ul style="list-style-type: none"> 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 7.5m in length. Not be a truck, boat, bus, caravan, trailer (all) or tractor.
The following property types are not eligible to apply for a Manly business parking permit:
<ul style="list-style-type: none"> A business occupying a dwelling which was approved with the condition that no parking permits be issued. A business that has a second dwelling that has not been subdivided or for which parking permits have already been issued. A dwelling not approved for business use. Residential rated properties.
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"> • Not an acceptable form of documentation to prove business occupancy or ownership within a scheme area. • Not accepted to report lost or stolen business parking permits. This requirement is to minimise the risk of fraud.

Part 1: Applicant Details

Title	Mr	Mrs	Ms	Other:
First Name			Last Name	
Business Name				
Business Address			Postcode	
Please indicate number of current off-street parking spaces at this property <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>				Car spaces 0 1 2 3 4+
Phone			Alternate	
Mobile			Fax	
Email				
Signature			Date	

Part 2: Vehicle information and fees & charges

Manly business parking permit and postage fees	Registration number	Cost
Manly business parking Permit		\$0.00
Replacement Permit		Free
Standard Post - Please confirm you have a secure letter box as we do not take responsibility for lost or stolen items		Free
Registered Post - Tracking number will be provided		\$11
Collect from Manly Town Hall		Free
Total		

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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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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