



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>	3040
<b>TRIM Ref</b>	
<b>Last Updated</b>	January 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>Applications for the first and second residential parking permit only: Owner occupiers and tenants</b>	
<b>Eligibility</b>	
Eligible owner occupiers and tenants can apply for:	
<ul style="list-style-type: none"> <li>Up to two residential parking permits.</li> <li>An additional third residential parking permit in extenuating circumstances.</li> </ul>	
Applications for a third residential parking permit need to be submitted on the <a href="#">Residential Manly Parking Permit Application Permit Three Form</a> .	
Applications for Multi-use parking permits will need to be submitted on the <a href="#">Multi-use Parking Permit Application Form</a> .	
Please ensure that you have read and understand the <a href="#">Manly Parking Permit Scheme Framework</a> and completed a property check on-line to determine eligibility prior to submitting your application.	
<b>All applicants must provide:</b>	<b>Tick</b>
<ul style="list-style-type: none"> <li>A valid driver licence or NSW photo card in the applicant's name at the property address. Front and back of licence must be provided for change of address. A screen shot of a digital driver licence will be accepted.</li> </ul>	
<ul style="list-style-type: none"> <li>A copy of the current vehicle registration papers in the applicant's name at the property address.</li> <li>Each parking permit application will require registration papers for each corresponding vehicle as the vehicle registration will be printed on the parking permit.</li> </ul>	
<ul style="list-style-type: none"> <li>One (1) other piece of accepted documentation in the applicant's name at the property address, as detailed over the page or in the Manly Parking Permit Scheme Framework.</li> </ul>	
Owner occupiers can apply for parking permits provided they live at the dwelling on a permanent basis.	
<ul style="list-style-type: none"> <li>Ownership and Rates documentation showing the applicant's name and address in the scheme area will be checked at time of application.</li> </ul>	
Tenants must also provide:	
<ul style="list-style-type: none"> <li>A copy of their current tenancy agreement issued under the NSW Residential Tenancies Act 2010 No. 42 or a letter from the Landlord / Real Estate Agent on official letterhead recognising that the agreement has expired and is a 'Periodic or Ongoing Agreement' confirming the ongoing nature of the agreement.</li> </ul>	
Boarding House residents must also provide:	
<ul style="list-style-type: none"> <li>A current and valid Occupancy Agreement or Rental Agreement signed by both parties. The Rental Agreement or an Occupancy Agreement must be an acceptable Agreement under the Boarding Houses Act 2012.</li> </ul>	
<b>Private use of a company vehicle</b>	
Residents who use a company/employer issued vehicle for private use are eligible to apply for a parking permit and must also provide the following documentation with their application:	
<ul style="list-style-type: none"> <li>Letter from their employer confirming that they have private use.</li> <li>Copy of the vehicle registration papers in the company name.</li> </ul>	
The vehicle registration will be printed on the parking permit.	

Accepted documentation:						
	Utility or phone bill*	Building insurance	Contents insurance	Bank statement	Official government documents	Lease agreement
Owner occupiers	✓	✓	✓	✓	✓	n/a
Tenants	✓	n/a	✓	✓	✓	✓
Boarding House residents	✓	n/a	✓	✓	✓	✓

\*Sydney Water bills are not accepted for this purpose.

Important information
<p>The vehicle must:</p> <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> <p>The following property types <b>are not</b> eligible to apply for a Manly residential parking permit:</p> <ul style="list-style-type: none"> <li>A household occupying a dwelling which was approved with the condition that no parking permits be issued.</li> <li>A household that has a second dwelling that has not been subdivided on or for which parking permits are already issued.</li> <li>A dwelling not approved for residential use.</li> <li>Business rated properties.</li> </ul> <p>Certain properties <b>may not</b> be eligible for a Manly residential parking permit as part of their development consent. Please check to see if your property is eligible prior to applying.</p> <p>Statutory Declarations are:</p> <ul style="list-style-type: none"> <li>Not an acceptable form of documentation to prove residency within a scheme area.</li> <li>Not accepted to report lost or stolen residential parking permits.</li> </ul> <p>This requirement is to minimise the risk of fraud.</p>

## Part 1: Applicant Details

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

## Part 2: Vehicle information and fees and charges

Permit one and permit two Residential parking permit and postage fees	Registration number	Cost
First permit issue to property (residential or multi-use)		Free
Second permit issue to property (residential or multi-use)		\$42
Postage & Handling Permit sent via registered post (see note below)		\$10
Collect from Manly Town Hall (See note below)		Free
Replacement parking permit		\$545
<b>Total</b>		

### Please Note:

- Due to COVID-19, permit postage and collection will be dependent on advice from NSW Government.
- For the 2020/21 Financial Year, the postage fee does not apply.

## 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 a 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:** All credit card payments are subject to a 0.7% service fee

Office Use Only													
Application No.													

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