



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	3043
TRIM Ref	
Last Updated	Sep 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

Special Issue Parking Permit	
Eligibility	
To be eligible, the charity, volunteer or not for profit organisation must be located within an existing Manly parking permit scheme area. Requests for consideration to receive special issue parking permits are at the discretion of the Chief Executive Officer.	
All applicants must provide:	Tick
A request on official email / letterhead with : <ul style="list-style-type: none"> Description of services that the organisation perform in the community . Days and times parking permit required. Preferred parking permit scheme area. <p>Parking permits will be issued based on the number of available on-street parking and your scheme area preference may not be allocated. In this instance we will supply parking permits for the closest available scheme area.</p>	
Important information	
The following property/vehicle types are not eligible for a Manly special issue parking permit: <ul style="list-style-type: none"> Vehicles exceeding 4.5 tonnes gross mass or greater than 7.5 metres in length. Truck, boat, bus, caravan, trailer (all types) or tractor. Statutory Declarations are not accepted to report lost or stolen special issue parking permits. This requirement is to minimise the risk of fraud. 	
Please allow up to 10 working days for your application to be reviewed and processed	

Part 1: Applicant Details

Title	Mr	Mrs	Ms	Other:
First Name			Last Name	
Address				Postcode
Organisation Name				
Organisation Address				Postcode
Phone			Alternate	
Mobile			Fax	
Email				
Signature				Date

Part 2: Vehicle information and fees & charges

	Registration number (if applicable)		
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Special issue			
Replacement parking permit fee New vehicle registration papers will be required for change of vehicle	Free		
Permit holder	\$5.00 each	no. of permit holders	
Standard Post - Please confirm you have a secure letter box as we do not take responsibility for lost or stolen items	No charge		
Registered Post - Tracking number will be provided	\$11		
Total			

Please Note:

- Special issue parking permits will have the organisation name, parking scheme area and approved parking conditions printed on the parking permit.
- Special issue parking permits must be displayed on the left hand front side of the vehicle and be clearly visible.
- All parking permit holders and users must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.
- Permits valid for one (1) year from date of issue and must be renewed prior to expiry date.

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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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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ACCORDING TO PROCEDURES**