



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	3040
TRIM Ref	
Last Updated	August 2020
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

Applications for the first and second residential parking permit only: Owner occupiers and tenants	
Eligibility	
Eligible owner occupiers and tenants can apply for:	
<ul style="list-style-type: none"> Up to two residential parking permits. An additional third residential parking permit in extenuating circumstances. 	
Applications for a third residential parking permit need to be submitted on the Residential Manly Parking Permit Application Permit Three Form .	
Applications for Multi-use parking permits will need to be submitted on the Multi-use Parking Permit Application Form .	
Please ensure that you have read and understand the Manly Parking Permit Scheme Framework and completed a property check on-line to determine eligibility prior to submitting your application.	
All applicants must provide:	Tick
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
<ul style="list-style-type: none"> A copy of the current vehicle registration papers in the applicant's name at the property address. Each parking permit application will require registration papers for each corresponding vehicle as the vehicle registration will be printed on the parking permit. 	<input type="checkbox"/>
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
Tenants must also provide:	
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
Boarding House residents must also provide:	
<ul style="list-style-type: none"> 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. 	<input type="checkbox"/>
Private use of a company vehicle	
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"> Letter from their employer confirming that they have private use. Copy of the vehicle registration papers in the company name. 	
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"> 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. <p>The following property types are not eligible to apply for a Manly residential parking permit:</p> <ul style="list-style-type: none"> A household occupying a dwelling which was approved with the condition that no parking permits be issued. A household that has a second dwelling that has not been subdivided on or for which parking permits are already issued. A dwelling not approved for residential use. Business rated properties. <p>Certain properties may not 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"> Not an acceptable form of documentation to prove residency within a scheme area. Not accepted to report lost or stolen residential parking permits. <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
Total		

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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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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