



If you need help lodging your form, contact us		
Email	parkingoperations@northernbeaches.nsw.gov.au	
Phone	1300 434 434	
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4102
TRIM Ref	C000384
Last Updated	Feb 2021
Business Unit	Transport and Civil Infrastructure

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

Part 1: Eligibility Criteria & Fees

<p>The business must be registered to a Northern Beaches address The site must be within 2 km of the car park (Manly Parking Station) The vehicle must be registered in the applicant's name or permission to use said vehicle on business letterhead paper provided by the company The vehicle is necessary for the operation of the commercial practice, e.g. not to commute</p>		
Fee	\$25 per day	
Replacement Card	\$50	
Days to be specified for the card to be active (Saturday & Sunday only. Must be the applicant's working days)	<input type="radio"/> Saturday	<input type="radio"/> Sunday

Part 2: Applicant Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
Business name			
User name			
Residential Address			
Address			Postcode
Phone			Mobile
Email			
Make			Model
Vehicle registration no.			Vehicle colour

Part 3: Verification & Documentation

Please note that to apply for a this access, you must also supply:			
Current vehicle registration papers for the vehicle to which the reservation will apply. (The vehicle must be registered in your name and at your address)			<input type="radio"/>
If the vehicle is leased, please provide a letter detailing that you are the sole user of the vehicle on the business letterhead.			<input type="radio"/>
You must verify your Northern Beaches business address by providing copies of current documents for the list below:			
Documentation that work site will be within 2km of carpark			<input type="radio"/>
Business registration document	<input type="radio"/>	or	Statutory Declaration <input type="radio"/>
N.B. If mailing your application, please do not mail original documents.			

Part 4: Terms and Conditions

Council is unable to guarantee a parking space, however, on the rare occasion the car park is full, please wait for a space to become available.
<ul style="list-style-type: none"> • Top up cards will be given to account holders for access to a Manly Parking station and access will be allocated based on availability. • The top up card is only valid on Saturdays and Sundays • The top up card must only be used on the agreed days per week (must be the days that the applicant works) • The fee is \$25.00 per day • Top up card holders must abide by the conditions of entry displayed at the Carpark entrance • Refunds will not be issued if the applicant chose to pay on their top up card when cheaper on casual day rates. Refunds will not be offered for unused credit on a top up card. • Top up card holders shall be required to pay a fee of \$50 (incl. GST) for the issue of their top up card and another \$50 for the issuing of replacement cards in the event of the original being damaged, destroyed or lost. • The top up card is not transferable • The fee is for the day regardless of how many times you enter the carpark. If you stay for less than two hours, parking will be free. Please note: if you enter the carpark within 3 hours, you will be charged the day rate regardless of how long you stay. However, this fee will not exceed \$25.00 in one day. • The card holder must ensure there is enough credit on their top up card. Account balance and top up facilities are available at the autopay machine. • These conditions and fees may change without notice. Fees are subject to an annual increase, please check Council's website prior to 1 July.

Part 5: Applicant Declaration (please tick)

I declare that:			
My business site is located within 2km of the Manly carpark			<input type="radio"/>
The information I have provided on this application is true and correct in every detail.			<input type="radio"/>
I have read and understood the conditions of use in Part 5 above and agree to abide by them.			<input type="radio"/>
I have provided the documentation outlined in Part 4.			<input type="radio"/>
I understand that failure to adhere to any conditions may result in compliance action, including penalty notices or the cancellation of the top up card.			<input type="radio"/>
I understand that no refunds will be given on any unused credit.			<input type="radio"/>
Applicant Name (Please print)			
Applicant Signature		Date	

Part 6: Parking Operations Team Only

Card Number		Collected By	
Signature		Date	
Carpark Attendant			