

# Manly Parking Permit Scheme Framework

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northern  
beaches  
council

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*This framework applies only to the existing Manly parking permit scheme.*

*Any new on-street parking permit schemes in the Northern Beaches Council Local Government Area (LGA) will be administered and operated in accordance with Roads and Maritimes Services (RMS) Permit parking guidelines.*

# 1. Summary



The framework aims to improve parking for residents and other users in locations where there is insufficient off-street parking and where on-street parking is restricted. It will help Council balance the needs of the local community with those of the broader community in areas that experience high parking demand.

The multi-use parking permit will be reviewed in 12 months from implementation.

The framework will be reviewed in three years.

It has been developed in consultation with the Manly residential and business community to address the parking demands in the Manly area.

The following on-street parking permits in the existing Manly parking permit scheme areas will be managed through this framework:

Permit Type	Number of permits
Residential parking permit	Two per eligible residential property Third permit per eligible residential property on application under extenuating circumstances
Multi-use parking permit	One per eligible residential property
Business parking permit	One per eligible business
Support worker parking permit	To eligible support worker vehicles
Car share parking permit	To eligible car share vehicles
Special issue parking permit	Dependent on application by eligible charities, volunteers and not-for-profit services at the discretion of the CEO

This document only applies to the management of parking permits issued through the existing Manly parking permit scheme in the following areas:

1. Little Manly
2. Balgowlah
3. Ocean Beach
4. Ethel Street West
5. Fairy Bower
6. Tower Hill
7. Tower Hill Extension
8. Isthmus
9. Ivanhoe Park
10. Ivanhoe Park Extension.

## 2. Manly residential parking permit



## 2.1 Description

Resident parking permits enable residents to park on-street and avoid time limits in their scheme area.

## 2.2 Eligibility

To be eligible for a residential parking permit, the applicant must:

- reside permanently at the address within the existing Manly parking permit scheme area
- be the registered owner of the vehicle
- or have full private use of a company vehicle
- second place or residence applications are not eligible to apply for a residential parking permit, however can apply for a multi-use parking permit.

All permit holders must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

The vehicle must:

- 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 properties are not eligible for residential parking permits:

- a household which occupies 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 a lot for which parking permits are already issued
- a dwelling not approved for residential use
- hotels, backpacker hostels, bed-and-breakfast, Airbnb properties, guest houses and serviced apartments, including their guests

- premises used by educational bodies for the accommodation of students
- premises used by employers for the accommodation of employees
- crisis accommodation funded by government
- private health facilities, public hospitals, mental health facilities and nursing homes
- residential parks, holiday parks
- garages or storage sheds/units
- Federal and State government owned or leased properties, with the exception of residential land owned by NSW Department of Land and Housing Corporation.

## 2.3 Number of Permits

Eligible residents can apply for:

- up to two residential parking permits
- an additional third residential parking permit in extenuating circumstances.

### Third permit criteria

In extenuating circumstances, a third residential permit may be issued. All residential eligibility and vehicle registration criteria needs to be met and all required documentation must be submitted with the application.

Circumstances may include additional vehicles registered to the residential address and limited off-street parking. This would support larger families living at the same residence.

Customer Service will not be able to issue the third permit at the time of application, as a site assessment may be required.

## 2.4 Proof of Residence

### Owner occupiers

Owner occupiers can apply for parking permits provided they live at the dwelling on a permanent basis.

### Tenants

Tenants can apply for residential parking permits provided they live in the dwelling on a permanent basis and present a current and valid Residential Tenancy Agreement signed by both parties. The Residential Tenancy Agreement is an acceptable Agreement under the NSW Residential Tenancies Act 2010 No 42.

If a Tenancy Agreement is expired & operating on a 'Periodic or Ongoing Tenancy Agreement' you will need to provide a letter from your Landlord/Agent confirming the ongoing nature of the agreement. Should the tenants change and a new tenancy agreement be presented during the permit year, all previously issued permits will be cancelled.

### Boarding house residents

Boarding house residents can apply for a parking permit provided they live in the boarding house on a permanent basis. Applicants must provide 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.

## 2.5 Acceptable documentation for owner occupiers, tenants and boarding house occupants

Three forms of identification are required when applying for a residential parking permit.

All applicants must provide the following with their application:

- a valid driver licence or a valid NSW Photo Card
- valid vehicle registration papers.

If a vehicle is registered to a company, written confirmation is required on official letterhead detailing full private use of the vehicle and registration details.

Applicants must also present one other form of acceptable documentation as described in Table 1.

All documentation is required to show the applicants name and the applicants address located in the existing Manly parking permit scheme area.

Please note:

1. Utility bills must be from the most recent billing quarter.
2. Official government documents must be no more than 12 months old.
3. Statutory Declarations are not an acceptable form of documentation to prove residency within a scheme area.

### 2.6 Permit replacement

If the permit is lost or stolen, or if the vehicle is stolen, a replacement permit may be issued on presentation of a valid Police report.

Permits will be replaced for the sale of a vehicle or damaged windscreen upon return of the original permit and presentation of the associated paperwork.

### 2.7 Validity

Residential parking permits are only valid in the scheme area to which they are issued for on-street parking spaces signposted 'permit holders excepted'.

Resident parking permits will be valid for a maximum of 12 months and will be required to be renewed as per each scheme area renewal period.

All permit holders must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

Please note:

1. The vehicle registration will be printed on the permit.
2. The permit must be affixed to the vehicle windscreen as per the terms and conditions.
3. A parking permit does not guarantee a parking space within a parking permit scheme area.
4. A parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking.

# 3. Manly multi-use permit

Table 1: 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 acceptable for this purpose

### 3.1 Description

A multi-use parking permit may be used for visitors, tradespeople and carers of a rateable residential property.

### 3.2 Eligibility

To be eligible to apply for a multi-use parking permit, the applicant must:

- live permanently at an address within an existing Manly parking permit scheme area
- take responsibility to ensure the permit is valid and used correctly
- provide documentation to support a second place of residence application
- it is not a requirement to provide a driver licence or NSW Photo Card when applying for a multi-use parking permit.

Applicants must also provide three of the documents tabled in Table 1: Accepted documentation to confirm their residential status within an existing Manly parking permit scheme area.

The vehicle must not:

- exceed 4.5 tonnes gross vehicle mass or greater than 7.5m in length

Please note:

1. The expired multi-use parking permit must be presented to Council at the annual renewal before a new multi-use permit will be issued.
2. If the applicant moves to a new residential dwelling within one of the existing Manly parking permit scheme areas, the existing multi-use parking permit must be presented to Council before a new multi-use parking permit can be issued.
3. If the vehicle is stolen, a replacement multi-use parking permit may be issued on presentation of a valid Police report.
4. Statutory Declarations to report lost multi-use parking permits will not be accepted.

### 3.3 Validity

Multi-use parking permits are only valid in the scheme area to which they are issued for on-street parking spaces signposted 'permit holders excepted'.

Multi-use parking permits will be valid for a maximum of 12 months and will renew as per each scheme area renewal period.

The permit must be clearly displayed on the dashboard of the vehicle.

All permit holders must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

Please note:

1. A multi-use parking permit does not guarantee a parking space within an existing Manly parking permit scheme area.
2. A multi-use parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking.
3. The multi-use parking permit will be printed in a different and unique colour to all other parking permits issued within the existing Manly parking permit scheme areas.
4. The multi-use parking permit remains the property of Northern Beaches Council at all times and may be cancelled at any time and without no notice if the permit is sold, leased or not used as intended.

### 3.4 Twelve month review period

Council will monitor the impacts of parking within all ten existing Manly parking permit scheme areas.

Council will review the multi-use permit in twelve months from implementation.

### 3.5 Permit replacement

If a permit is lost or stolen, or if the vehicle is stolen a replacement permit may be issued on presentation of a valid Police report.

### 3.6 Number of permits

Residents may only apply for one parking multi-use parking permit.

# 4. Manly business parking permit



#### 4.1 Description

A business parking permit exempts a business vehicle from time limits in spaces signposted 'permit holders excepted'.

#### 4.2 Eligibility

Business permits will only be issued to vehicles registered in the name of the business or the name of the proprietor.

The business must be located in Manly parking permit scheme.

To be eligible for a business permit, the vehicle must:

- 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
- be registered in the name of the business or the proprietor
- 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.

Businesses are not eligible to apply for a multi-use parking permit.

Business permits will not be issued to properties rated residential or Airbnb properties, serviced apartments, guest houses, including their guests.

#### 4.3 Number of permits

Registered businesses may be eligible for one Manly business parking permit. In situations where a business occupies one or more shops, suite or floor (with single or separate commercial or retail agreements) no more than one business permit will be issued to each registered business.

#### 4.4 Proof of business vehicle

The applicant must provide the following documentation at the time of application:

- current vehicle registration papers in the name of the proprietor of the business
- business registration certificate.

In addition one of the following must also be provided:

- current valid Commercial Lease as per the Retail Leases Act 1994 No 46
- utility bill (recent quarter).

#### 4.5 Validity

Business parking permits are only valid in the existing Manly parking permit scheme area where the business is located.

All permit holders must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

Council may include restrictions to the time and day that the permit can be used based on the operational requirements of the business.

The permit must be affixed to the vehicle windscreen.

Please note:

1. The vehicle registration will be printed on the permit.
2. The permit must be affixed to the vehicle windscreen as per the terms and conditions.
3. A parking permit does not guarantee a parking space within a parking permit scheme area.
4. A parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking.

#### 4.6 Permit replacement

If the permit is lost or stolen, or if the vehicle is stolen, a replacement permit may be issued on presentation of a valid Police report.

Permits will be replaced for the sale of a vehicle or damaged windscreen upon return of the original permit and presentation of the associated paperwork.

# 5. Manly car share parking permit



### 5.1 Description

Car sharing programs allow multiple users to have access to one vehicle. Council recognises the value that car share schemes provide through reduced private vehicle ownership and reduced parking demand.

A car share permit will be available to car share providers to continue to provide shared vehicles where existing schemes are operating.

### 5.2 Eligibility

To be eligible to apply for a car share parking permit the applicant must:

- ensure that the vehicle is registered to the car share company
- must provide valid Business Registration Certificate and ABN
- must provide a current RMS registration certificate issued by the RMS and the certificate must show receipt of payment.

### 5.3 Validity

The car share vehicle must be parked in the existing Manly parking permit scheme area displayed on the permit.

The vehicle registration number will be printed on all car share parking permits.

The permit must be affixed to the vehicle windscreen as per the terms and conditions.

All permit holders and users of the vehicle must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

Please note:

1. A parking permit does not guarantee a parking space within a parking permit area.
2. A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.
3. Should the vehicle be sold or discontinued for the use of car share, the permit must be returned to Council to obtain a permit for the replacement vehicle (if required).

# 6. Manly support worker parking permit





### 6.1 Description

Support worker parking permits exempts the vehicle of a support worker or service provider from time limits while they are providing in-home support.

The permit is issued to the service provider rather than the recipient of the in-home support.

### 6.2 Eligibility

Accredited support worker organisations must apply on behalf of support workers.

Independent support workers must demonstrate to the satisfaction of Council that they are providing support services on behalf of an approved support worker organisation.

To be eligible for a permit the vehicle must:

- be registered in the name of the service provider. If the vehicle is in a private name, the service provider must supply a letter explaining that the permit will be used for the purpose of providing in-home support only
- 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.

### 6.3 Number of permits

Accredited service providers will be eligible for one support worker parking permit per registered vehicle.

### 6.4 Validity

A permit may be issued to a service provider who provides in-home support services to a resident living in an existing Manly parking permit scheme area.

Permits will be valid for one year from date of issue.

The permit must be affixed to the vehicle windscreen.

All permit holders and users of the vehicle must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

Support worker parking permits are valid in all existing Manly parking permit scheme areas.

Please note:

1. A parking permit does not guarantee a parking space within a parking permit area.
2. The vehicle registration will be printed on the permit.
3. A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.

### 6.5 Permit replacement

If a permit is lost or stolen, or if the vehicle is stolen, a replacement permit may be issued on presentation of a valid Police report.

Permits will be replaced for the sale of a vehicle, if the windscreen is broken or if the vehicle is written off upon return of the original permit and associated paperwork.

# 7. Manly special issue parking permit

### 7.1 Description

Council recognises the value that charity, schools, volunteer and not-for-profit services provided to the local community so makes provision for special issue parking permits to exempt them from time limits in existing Manly parking permit scheme areas sign posted 'permit holders excepted'.

Requests for consideration to receive special issue permits are at the discretion of the CEO.

### 7.2 Eligibility

To be eligible, the charity, volunteer or not for profit organisation must be located within an existing Manly parking permit scheme area.

Please note that requests must:

1. Be on official organisation letterhead or from an organisational email address.
2. Provide a description of the services that the organisation performs in the community.
3. Detail days and times that the special issue permit/s are required.
4. Detail the total number of permits being requested (consideration is based on parking availability within the scheme area).
5. Provide the preferred Manly parking permit scheme area for the requested permits.

Private businesses will no longer be eligible to apply for Manly parking permits unless they meet the requirements detailed in 'Section 4 business parking permits'.

### 7.3 Validity

Special issue parking permits are only valid in the existing Manly parking permit scheme area where the organisation is located.

All permit holders must take responsibility to ensure the permit is valid and used in accordance with the terms and conditions.

Council may include restrictions to the time and day that the permit can be used based on the operational requirements of the organisation.

Use of the permit outside of the days/time specified on the permit may result in a penalty notice being issued.

The permit must be affixed to the vehicle windscreen or displayed on the vehicle dashboard.

Please note:

1. The vehicle registration will be printed on the permit.
2. The permit must be affixed to the vehicle windscreen as per the terms and conditions.
3. A parking permit does not guarantee a parking space within a parking permit scheme area.
4. A parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking.

### 7.4 Number of permits

The number of special issued permits will be dependent of operational requirements.

The decision to provide special issue parking permits will be at the discretion of the CEO.

### 7.5 Permit replacement

If a permit is lost or stolen, or if the vehicle is stolen a replacement permit may be issued on presentation of a valid Police report.

# Fees and Charges

Fees and Charges apply to all Manly parking permits and are detailed in the annual Fees and Charges.

The Manly Parking Permit Scheme Fees and Charges can be viewed at [northernbeaches.nsw.gov.au](http://northernbeaches.nsw.gov.au)



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