

Application for On-Street Parking Permit 2023–2024

Residential and/or Visitors Permit

175 The Parade, Norwood SA 5067
PO BOX 204, Kent Town SA 5071

Telephone 8366 4555
Email townhall@npsp.sa.gov.au
Website www.npsp.sa.gov.au

ABN 11 390 194 824



City of
Norwood
Payneham
& St Peters

Please read the **eligibility requirements** (on the back) before completing this form. An application form and relevant **supporting documentation** must be provided when applying for on-street parking permit(s).

APPLICATION CHECKLIST

Failure to provide all the required documentation as detailed below, may delay the processing of your application.

- Lease agreement (copy required) Pensioner/concession (copy required for rebate)
- Copies of registration/insurance papers/letter from employer/registered owner (if different to applicant), for **all vehicles** parked at this property.

PERMIT DETAILS

Please tick the On-Street Parking Permit type and list the quantity of each permit you are applying for (maximum 2 of each):

- Residential Parking Permit Qty. _____ Visitor Parking Permit Qty. _____
- Replacement Residential Parking Permit Qty. _____ Replacement Visitor Parking Permit Qty. _____

Parking control signs outside your property: time limit (i.e. 2P) permit zone (i.e. Resident only) other (please specify)

APPLICANT PERSONAL DETAILS

Name: _____

Residential address: _____

Suburb: _____ Postcode: _____

Contact number: _____ Email: _____

Applicant is: owner/occupier occupier (leasing) pensioner/concession

Proof of residency is required if the applicant is not the owner of the property (ie. lease agreement).

If applying for a concession discount, please provide a copy of concession card.

VEHICLE DETAILS

How many vehicles can be parked on your property? (No. of off-street parks)

Please list the registration numbers for those vehicles which require a **residential permit** that will be located at this property.:

Residential Permit 1: _____ Registration/ Insurance Papers Included (Payment Receipts not accepted)

Residential Permit 2: _____ Registration/ Insurance Papers Included

Please list additional vehicle registration numbers that will be located at this property.

_____ Registration/ Insurance Papers Included for all additional vehicles

Signature: _____

PERMIT FEE STRUCTURE

Permit Type	Parking Control	Duration 12 Months	First Permit Fee	Additional Permit(s) Fee	Replacement Permit Fee
Residential	Permit Parking Only	1 July – 30 June	\$25.00	\$50.00	\$10
Visitors	Permit Parking Only	1 July – 30 June	\$25.00	\$50.00	\$10
Residential	Time Limited	1 July – 30 June	Free	\$25.00	\$10
Visitors	Time Limited	1 July – 30 June	Free	\$25.00	\$10

A 50% rebate is applicable to Pension and Concession Card holders. (Not applicable to replacement permits)

DURATION OF PERMITS

All residential parking permits are issued for a period of 12 months (ie. 1 July – 30 June each year). Permits which are issued at any point of time within the given 12 month cycle, will apply until the end of the cycle.

REQUIRED DOCUMENTATION

Applications will not be processed until all relevant documentation is provided.

Residents must produce evidence of ownership of all applicable vehicle(s) garaged at the nominated property.

The following documentation is required to process your application (where applicable):

- Vehicle registration or vehicle insurance papers
- Lease agreement
- If the vehicle is a company vehicle, a letter confirming the vehicle is kept at the nominated address
- Letter from registered owner (where applicable)
- Pensioner/ Concession Proof (required for rebate)

EzyReg payment receipts will not be accepted.

ELIGIBILITY CRITERIA FOR PERMITS

1. You must be a resident of the City of Norwood Payneham & St Peters. If you are not the owner of the property, evidence is required in the form of a lease, sub-lease, or letter from the owner of the property.
2. You must not reside in a multi-dwelling development (i.e., with 3 or more dwellings, including single or multi-story developments) that is provided with off-street parking facilities.
3. You must not have provision for off-street parking, and the number of vehicles garaged at the property cannot be accommodated off-street. Consideration will not be given if the garage on the property is being utilised as storage.
4. You must have an applicable vehicle(s) which is not a truck, trailer, caravan, boat, bus, motorcycle, or scooter.
5. You must reside in a property adjacent to a time limit or residential permit zone. Properties with unrestricted parking adjacent to their property will not qualify for a parking permit.
6. You must produce evidence of ownership of the applicable vehicle(s) garaged at the property. If you utilise a company vehicle, confirmation in writing from the company will be required.

Should you require additional information, please visit the Council's website: www.npsp.sa.gov.au

The Council's *On-Street Parking Permit Policy* provides detailed information regarding criteria under which applications are assessed.

APPLICATION REVIEW

Once your application has been assessed, you will be contacted accordingly and payment options (if applicable) will be advised.

OFFICE USE ONLY

Site inspection required/completed: Yes No

Number off-street parks: _____

Approved: Yes No

Documents provided:

Ownership/Lease Agreement Yes No

All vehicle registration papers Yes No