Application for On-Street Parking Permit 2026–2028

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 adjacent 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? (Number of off-street parks)

Please list the registration numbers for those vehicle which require a **residential permit** that will be located at this property along with the renewal period. Please note both residential permits (if eligible) will be issued for the same renewal period and cannot be separated.

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

Residential Permit 2: ☐ Registration/Insurance Papers Included

Please nominate your renewal period noting **all** permits (if eligible) will be issued for the same renewal period and cannot be separated:

☐ 1 Year ☐ 2 Years

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

Refer to Council's website for parking permit fees: www.npsp.sa.gov.au/parkingpermits

PERMIT PROVISIONS

- All residential parking permits are issued for a period of 12 months or 24 months (1 July–30 June). Permits which are issued at any point of time within the given cycle will apply until the end of June.
- Vehicle must not remain stationary in the same position when parked on-street within a Residential Only Permit Zone or time restricted parking zone for more than seven (7) consecutive days.
- Vehicles must be moved a minimum distance equivalent of four (4) on-street parking spaces after seven (7) days if the vehicle remains parked in the same street.
- Visitor Permits only provide a maximum of six (6) hours of parking.

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
- If the vehicle is a company vehicle, a letter confirming the vehicle is kept at the nominated address
- Lease agreement
- 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 built after 1 November 2021 (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 on either side of the street.
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 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.