

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

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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 the person applying for the permit is not the owner of the property, evidence must be provided in the form of a lease, sub-lease or letter from the owner of the property.
2. You must have an applicable vehicle(s), which is not a truck, trailer, caravan, boat, bus or motorcycle.
3. You do not have any provision at all for off-street parking, or the number of vehicles which are garaged at the property cannot be accommodated off-street (lack of space on the property due to area being used for storage, will not be considered as meeting the criteria).
4. You must reside in a property alongside which time limit or residential zone parking controls apply.

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: _____

Documents provided: Ownership/Lease Agreement Yes No

All vehicle registration papers Yes No

Approved: Yes No