

RESIDENTIAL PARKING PERMIT APPLICATION

The Town of Walkerville recognises the need for some residents to have access to on-street parking in some instances dedicated for resident use only. For details of eligibility, refer to the Residential Parking Permit Policy on our website or via the link below.

 [Residential Parking Permit Policy](#)

TYPES OF RESIDENTIAL PARKING PERMITS

There are two types of Parking Permits available to eligible households.

- **FIXED Residential Parking Permits** are permits issued to a vehicle registered to a property address within the Town for use by residents and property owners. Conditions apply for eligibility. Refer to page 5
- **TRANSFERABLE Residential Parking Permits** issued to a residential property may be used by a visitor/s to that property. Conditions apply for eligibility. Refer to page 5.

NUMBER OF PERMITS

Subject to meeting the eligibility criteria a maximum number of permits will generally be issued as shown in the table below:

| No. of car parks on property | Maximum permits and permit types per property |
|------------------------------|--|
| 0 | 2 fixed residential permits & 1 transferable residential parking permit (each eligible applicant is entitled to one (1) Transferable residential parking Permit free of charge) |
| 1 | 2 fixed residential permits & 1 transferable residential parking permit (each eligible applicant is entitled to one (1) Transferable residential parking Permit free of charge) |
| 2 | 1 fixed residential permit & 1 transferable residential parking permit (each eligible applicant is entitled to one (1) Transferable residential parking Permit free of charge) |
| 3 or more | Eligible applicant is entitled to 1 transferable residential parking permit free of charge. |

DURATION & FEES OF PERMITS

- **Permits can be purchased for 1, 2 or 3 years**
- **Permits applied for after 1 January** will be charged a pro rata rate of 50% of the annual fee and will expire on 30 June of the current financial year.
- **Permit Renewals** and eligibility to renew will be reviewed at the end of the agreed permit period.
- **Fees** are charged in accordance with Council's Annual Fees & Charges.
- **Payment** will be processed following Council approval.

| APPLICANT DETAILS | | | | | | |
|---|--|----------------|--|-------------|-----|----|
| NAME: | | | | | | |
| RESIDENTIAL ADDRESS: | | | | | | |
| POSTAL ADDRESS: <i>(If different to above)</i> | | | | | | |
| MOBILE: | | | | | | |
| EMAIL: | | | | | | |
| ARE YOU THE PROPERTY OWNER: <i>(Circle Yes or No)</i> | | | | | YES | NO |
| ATTACH: PROOF OF RESIDENCY: <i>(Drivers Licence or Tenancy Agreement required)</i> | | | | | YES | |
| ATTACH: CURRENT REGISTRATION CERTIFICATE FOR VEHICLE/S | | | | | YES | |
| PROPERTY PARKING DETAILS | | | | | | |
| HOW MANY CAR SPACES IS THERE AT THIS ADDRESS: <i>(Provide number of each type of space avail.)</i> | | | | | | |
| DRIVEWAY | | GARAGE/CARPORT | | PAVED/OTHER | | |

LOCATION OF PERMIT BEING SOUGHT: _____

Please provide reasons why you require the parking permits in support of your application:

| REGISTRATION/LICENCE - (not required if applying for transferable only) | | | | | | | |
|--|--|--------------------------|--|--|---|---|---|
| DO YOU WISH TO APPLY FOR FIXED PERMITS <i>(Please circle how many 1 or 2)</i> | | | | | 1 | 2 | |
| Please fill in vehicle details below. | | | | | | | |
| TERM OF PERMIT/S: HOW MANY YEARS DO YOU WISH TO APPLY FOR: <i>(Circle 1, 2, or 3)</i> | | | | | 1 | 2 | 3 |
| Vehicle 1 | | | | | | | |
| REGISTRATION NO: | | LICENCE NO: | | | | | |
| REGISTERED OWNER: | | | | | | | |
| MAKE: | | MODEL: | | | | | |
| COLOUR: | | TYPE: <i>(ie: sedan)</i> | | | | | |
| Vehicle 2 | | | | | | | |
| REGISTRATION NO: | | LICENCE NO: | | | | | |
| REGISTERED OWNER: | | | | | | | |
| MAKE: | | MODEL: | | | | | |
| COLOUR: | | TYPE: <i>(ie: sedan)</i> | | | | | |

| | | |
|---|------------|-------------------|
| DO YOU WISH TO APPLY FOR A TRANSFERABLE PERMIT (Circle Yes or No) | YES | NO |
| TERM OF PERMITS: HOW MANY YEARS DO YOU WISH TO APPLY FOR: (Circle 1, 2, or 3) | 1 | 2 3 |

| |
|--|
| <p>APPLICANTS SIGNATURE</p> <p>I/We undertake to comply with the conditions of issue of a permit in accordance with the Town of Walkerville Residential Parking Permit Policy.</p> <p>I/We realise that where a charge is made for a permit and no refund is to be made if I/We cease to reside at the above premises.</p> <p>Signed: Date:</p> |
|--|

| | | | |
|--------------------------|-------------------|----------------|-------------|
| OFFICE USE ONLY | | | |
| ASSESSED BY: | | DATE ASSESSED: | |
| COMMENT: | | | |
| NO. CAR PARKS AVAILABLE: | Driveway | Garage/Carport | Paved/Other |
| PERMIT ZONE LOCATION: | | | |
| SPECIAL CONDITIONS: | | | |
| APPROVAL: | APPROVE / DECLINE | | |
| REASON FOR DECLINE: | | | |
| AUTHORISED SIGNATURE: | <i>Inspector</i> | | |
| RECEIPT NUMBER: | <i>Admin</i> | | |
| PERMIT NUMBER: | <i>Admin</i> | | |

PAYMENT OPTIONS

Indicate payment type: CREDIT / DEBIT CARD ☐ CHEQUE ☐ IN PERSON ☐

Cash, Cheque or Card Payment will be required following approval

CUSTOMER CREDIT CARD AUTHORISATION

PLEASE COMPLETE THIS SECTION FOR ALL CREDIT & DEBIT CARD PAYMENTS

CARD NO:

CARD TYPE: Visa ☐ MasterCard ☐ EXPIRY DATE:

CSV No. (On back of card)

NAME ON CARD:

PHONE NO: Mobile 04

Other 8

RESIDENTIAL PARKING PERMIT - CONDITIONS

Eligibility for Residential Parking Permit for overstay of time limited parking controlled areas for permit zones (Resident Only)

To be eligible to receive a permit:

1. Only one applicant per residence is permitted
2. An applicant must be a permanent resident at an address located within the Town boundaries.
3. An applicant must submit evidence of residency at the time of application.
4. The property must be zoned residential, or where a residence is located in a non-residential zone an application may be considered.
5. An applicant must have an applicable registered vehicle(s) which is not a truck, trailer, caravan, boat or bus with proof of ownership and registration that the vehicle is linked to the residential address.
6. An applicant must reside in a property alongside which time-limit parking controls apply or permit zone for residential use only (noting that if there are no restrictions on parking within a prescribed area, then a residential parking permit will not be issued).

Eligibility for a Residential Parking Permit is based on compliance of the conditions set out in the Residential Parking Permit Policy, available on the Council website.

1. Every permit must contain details of describing:
 - a. The type of permit.
 - b. The street to which the permit applies.
2. Permits will be issued in respect to a specific street.
3. Permits are not transferable from one residential parking permit zone to another.
 - a. **Fixed Residential Parking Permits** must be displayed on the lower left hand side (passenger side) of the windscreen or placed on the front dashboard;
 - b. **Transferable Residential Parking Permits** must be placed either on the front dashboard or hooked onto the rear vision mirror
4. Every holder of a permit who changes his or her place of residence shall forthwith remove such a permit from the motor vehicle to which it is linked.
5. Council administration may, by notice in writing, revoke any residential parking permit(s) where:
 - a. The holder of a permit changes his or her place of residence in respect of which the permit was issued, or
 - b. In the opinion of the Council, it is no longer appropriate that the resident(s) of particular street(s) are issued with permits.
6. If an infringement notice for parking in accordance with the permit is received, the holder of the permit is required to make a written submission to Council for the notice to be waived.
7. Failure to display a valid permit is not a reason for Council to waive expiation.
8. Permits cannot override other laws under Australian Road Rules, therefore parking in zones such as No Standing, No Parking, Bus Stops or adjacent to traffic lights, intersections, junctions or pedestrian crossings or any other parking restriction would remain prohibited.
9. The permit will not allow the vehicle displaying the permit to remain stationary in the same position for a period in excess of 24 consecutive hours.
10. Non-compliance with the conditions of permit issue and use may result in the cancellation of the permit.
11. Council administration reserves the right to change the Parking Permit conditions of issue and use.
12. Renewal costs will be documented in the Fees and Charges Register, which is updated annually.

For further information contact the Customer Experience Team on 8342 7100