



RESIDENT PARKING PERMIT

Application

About the Permit

Council operates a Resident Parking Scheme (RPS) within the Lismore Base Hospital Health Precinct, which allows people to apply for a Resident Parking Permit.

The RPS is designed to help residents where access to on-street parking is restricted by time limited and/or paid parking controls and a property's private off-street parking is inadequate to accommodate the number of vehicles registered to the property. Please refer to *Table 1 – Eligibility Assessment Criteria* to determine if you qualify for a Resident Parking Permit.

You may use this form to apply for a Resident Parking Permit(s) within the defined Lismore Base Hospital Health Precinct (see *Map 1 – Lismore Base Hospital Regulated Parking Precinct*). Resident parking permits are not available to businesses, visitors, tradespeople or non-resident vehicle owners.

Note: Applications for Resident Parking Permits may take up to 10 working days to be processed.

Applicant details

Title (Mr, Mrs, Miss Ms or other):

Name:

Property Address:

Postal Address:

Home Phone:..... Work:

Mobile Email:

Car parking at the property

Number of on-site parking spaces (e.g. driveway, carport, garage etc.) currently available at the property:

0 1 2 or more

Number of vehicles registered to the residential property:

1 2 3 or more

Type of resident parking permit required

Please tick: New Permit Renewal Permit Replacement Permit

Number of Permits Requested

Please tick: 1st Permit 2nd Permit 3rd Permit Renewal Replacement (fee applies)

Vehicle Details

Vehicle 1:

Registration Number Colour

Make Model..... Year.....

Private Vehicle Company Vehicle

Vehicle 2:

Registration Number Colour.....

Make Model..... Year.....

Private Vehicle Company Vehicle

Vehicle 3:

Registration Number Colour.....

Make Model..... Year.....

Private Vehicle Company Vehicle

Note: Residents with unregistered vehicles are not eligible to apply.

Application for a Resident Parking Permit must be accompanied by the following documents:

- a) A copy of your car registration papers showing that your vehicle is registered to your property address if the vehicle is privately owned. If you have a company car for private use a letter from your employer (on company letterhead) confirming private use and that the vehicle is ordinarily garaged at your residence, and
- b) A copy of any **two** of the following documents for proof of residential status:
- Driver's licence
 - Residential lease
 - Electricity/gas account
 - Telephone account
 - Rates notice (postal address the same as the property address)

Note: These documents must be current (residential lease/tenancy agreement within the last 12 months and utility bills electricity/gas/telephone within the last six months).

Applicant declaration

I declare that the information provided is true and correct in every detail and that I have read and accept all conditions of use and eligibility for the Lismore City Council Resident Parking Scheme.

I declare that the statement regarding the number of existing parking spaces on my property is accurate, and I acknowledge that Council staff may undertake a physical inspection of the subject address and/or review any approved development application for the property.

I understand that if the information declared on this form is not true and correct, Council may reject this application.

Signature of Applicant..... Date.....

Permit conditions of use and eligibility

Council operates a Resident Parking Scheme (RPS) within the Lismore Base Hospital Health Precinct. The main policy conditions of use and eligibility are summarised below:

1. A Resident Parking Permit exempts the bearer from the time limit parking restrictions only where parking is signposted '**Permit Holders Excepted**', and only in the parking area to which the permit applies.
2. A Resident Parking Permit does not guarantee the permit holder to an on-street parking space(s).
3. To be valid, permits must be permanently affixed to the inside bottom left-hand side of your car's front windscreen.
4. Permit holders must park in accordance with Australian Road Rules.
5. Only one permit can be issued per registered vehicle.
6. Alteration or misuse of the permit is an offence and will result in the cancellation of the permit.
7. It is your responsibility to ensure permits are renewed. Parking permits are valid for 12 months from date of issue and must be renewed prior to the expiry date. The expiry date is clearly shown on the permit.
8. Permits remain the property of Lismore City Council at all times.
9. A maximum of three Resident Parking Permits may be issued per household. The number of permits issued per household is reduced by every off-street parking space available at the property (See *Table 1 – Eligibility Assessment Criteria*). Council may consider variations to this standard on merit where more than three vehicles are registered to a residential premise.
10. Permits may only be issued for cars, motorcycles and boat trailers as per Roads and Maritime Services Permit Parking Guidelines 2015.
11. Caravans, buses, trailers, tractors and trucks over 4.5 tonne GVM are not eligible for a permit.
12. Permits are only issued to residents that reside at property in the residential parking area (see *Map 1 – Lismore Base Hospital Regulated Parking Precinct*).
13. Resident Parking Permits will not be available for the following:
 - Visitors
 - Tradespeople
 - Non-resident vehicle owners
 - A leased property with a short-term lease (under six months).Visitor Parking Permits will be issued for these activities. Initially five (5) visitor permits per household will be issued to households at the commencement of the RPS. A separate application is required for all additional visitor permits and the RMS eligibility assessment criteria will need to be satisfied.
14. On-site parking is defined as an area on the property dedicated for, or originally built for, the purpose of parking a motor vehicle. To be counted as an on-site parking space, the size and location of the parking space is to generally comply with the Lismore City DCP requirements and Australian Standards. For practical purposes an on-site carpark is defined as a carpark on which it is possible to reasonably park a standard car (e.g. Commodore or Camry). Tandem or stacked parking will be counted as parking for two or more vehicles.
15. The vehicle for which the application is being made must be registered to a person residing at the residential address shown on the application form.
16. If the vehicle is a company car, a letter from the company on company letterhead confirming private use, and that the vehicle is ordinarily garaged at the residence, will be required.
17. If the property is leased, a residential tenancy lease agreement must be provided showing a minimum 12-month lease period.
18. Permits cannot be sold, transferred or allocated to another person.

Privacy notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *Road Rules 2008* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Lismore City Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register. For more information about your privacy please contact Lismore City Council on 1300 87 83 87.

Lodgement Details

You can lodge the completed application in person at 43 Oliver Avenue, Goonellabah, or post to Lismore City Council, PO Box 23A, Lismore, NSW 2480.

What now?

Once your application is received, a Council officer may contact you for further information and/or clarification, and/or to arrange a suitable time to carry out a site inspection.

Table 1 – Eligibility Assessment Criteria

Off-street Parking Spaces	Number of cars you own	Permits allowed
None	One	One
	Two	Two
	Three	Three
One	One	None
	Two	One
	Three	Two
Two	One	None
	Two	None
	Three	One
Three	One	None
	Two	None
	Three	None

Map 1 – Lismore Base Hospital Regulated Parking Precinct

