



Burwood

Inc.1874

2P PRIME PARKING PERMIT POLICY

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1. Purpose

To regulate exemptions to Pay and Display parking fees within Council's off-street metered car parks, to define the criteria for eligibility to obtain a 2P Prime Parking Permit, and to define the areas where 2P Prime Parking Permits are valid.

2. Scope

This policy is applicable to Burwood Council residential rate payers and residents.

3. Criteria for Eligibility

The criteria used to determine the eligibility for the allocation of 2P Prime Parking Permits is as follows:

3.1 Ratepayers

All Burwood residential ratepayers will be posted one 2P Prime Parking Permit along with the first instalment of the Rates notice.

New purchasers of property in the Burwood Council Local Government Area will be required to submit an application form and provide a copy of the exchanged and dated Contract of Sale to receive their 2P Prime Parking Permit.

3.2 Burwood Residents

Residents of Burwood who are not rate payers are entitled to obtain one 2P Prime Parking Permit per household.

Residents of nursing homes and boarding houses are entitled to one 2P Prime Parking Permit per room upon application.

Proof of residence is required to be submitted with all applications by non-rate paying residents as outlined in the application form.

4. Locations for use of 2P Prime Parking Permits

2P Prime Parking Permits are eligible for use in Burwood Council operated off-street metered car parks only. Signage at the entrance to each of these car parks indicates if the permit is valid for use.

The current list of eligible car parks includes:

- George Street Car Park
- Meryla Street Car Park
- Elizabeth Street Car Park
- Belmore Street Car Park
- Wynne Avenue Car Park
- Parnell Street Car Park

2P Prime Parking Permits are not eligible for use in on-street metered parking areas.

5. Replacement of 2P Prime Parking Permits

A fee is payable for the replacement of 2P Prime Parking Permits in accordance with Burwood Council's current Fees and Charges when the:

- 2P Prime Parking Permit has been lost
- vehicle has been sold and the 2P Prime Parking Permit has not been returned to Council

Free 2P Prime Parking Permits will be provided when:

- a vehicle has been sold and the 2P Prime Parking Permit is returned to Council
- a faulty 2P Prime Parking Permit has been issued and the Permit is returned to Council
- a vehicle has been written off or the windscreen has been damaged and documentary evidence is supplied in support of the request
- evidence establishes that a mailed out 2P Prime Parking Permit was never received

6. Conditions of use for 2P Prime Parking Permits

- 6.1 A 2P Prime Parking Permit is only valid if it is attached to the front windscreen of a vehicle and is clearly visible to an authorised officer. The permit must be affixed to the windscreen using the supplied adhesive application and no other substance or substitute is permitted (such as a card holder with suction cap or other adhesive devices).
- 6.2 Vehicles displaying valid 2P Prime Parking Permits are exempt from parking charges related to purchasing a ticket within designated off-street metered car parks for the first two hours only. 2P Prime Parking Permits may be used a maximum of one (1) time per car park per day.
- 6.3 2P Prime Parking Permits are valid ONLY for use in the specific 2P Prime Parking Permit car parks for which it is issued. The authorised car parks are clearly identified at their entrances with advisory signs.
- 6.4 2P Prime Parking Permits DO NOT provide exemptions from time limits and parking fees for on-street parking areas.
- 6.5 2P Prime Parking Permits DO NOT provide exemptions from restrictions including, but not limited to, "NO STOPPING", "NO PARKING", "LOADING ZONE", "TRUCK ZONE", "WORKS ZONE", "BUS ZONE", "CLEARWAY" or "DISABLED PARKING ZONE".
- 6.6 2P Prime Parking Permit holders are strictly prohibited from selling, leasing, transferring or assigning any Parking Permit to any party for any use not permitted under this Policy.
- 6.7 If a 2P Prime Parking Permit holder disposes of the vehicle to which the 2P Prime Permit applies, and/or changes their residential address, the permit holder is responsible for the removal of the 2P Prime Permit and its return to Council (for cancellation).
- 6.8 Fraudulent use of a 2P Prime Parking Permit is an offence and may result in fines or the cancellation of the 2P Prime Parking Permit.
- 6.9 All 2P Prime Parking Permits remain the property of Burwood Council and Council reserves the right to withdraw and cancel any 2P Prime Parking Permit that is used in contravention of this Policy.
- 6.10 Non-residential rate paying residents are responsible for ensuring that a new or replacement 2P Prime Parking Permit (if required) is applied for, received and affixed to the vehicle prior to the expiry date.

7. Application and renewal process

Residential rate payers within the Burwood Local Government Area will receive their 2P Prime Parking Permit with their annual rates notice posted in August of each year.

Residents or new property owners wanting to obtain a 2P Prime Parking Permit must complete the attached Application Form and submit it in person or via post, fax or email. Relevant documentation as outlined in the application form must be shown/supplied.

Applications will be assessed, and eligibility confirmed, by Council staff prior to the issuing of the 2P Prime Parking Permit. Successful applicants may either collect their 2P Prime Parking Permit from the Customer Service Centre or have the 2P Prime Parking Permit posted to their residential address (please allow 10 business days).

Where applicable, fees must be paid upon submission of the application form. If an application is unsuccessful, except in the case of fraudulent applications, Council will refund the fee in full. Fees and charges will be updated annually in accordance with Council's Fees and Charges.

If you have any queries regarding Council's 2P Prime Parking Permit, please contact our Customer Service Centre on (02) 9911 9911 or email council@burwood.nsw.gov.au.

8. Review

To be reviewed every four years.

9. Contact

All enquiries in relation to 2P Prime Parking Permits may be directed to Council's Manager Traffic and Transport on 9911 9884.



2P PRIME PARKING PERMIT APPLICATION

SECTION 1 – APPLICANT DETAILS

Name(s) of Applicant: _____

Address _____

Contact numbers: Home: _____ Other: _____

SECTION 2 - SUPPORTING DOCUMENTATION

The following original documents must be presented to the Customer Service Centre with your completed application form or copies attached to applications sent in electronically:

Residents of Burwood

- 1) NSW Drivers Licence;
OR
- 2) Lease Agreement.

Burwood residential rate payer

- 1) Current Rate Notice (showing full address not a PO BOX);
OR
- 2) Exchanged and dated Contract of Sale.

If you are applying for consent as an individual, you may be providing Council with personal information (such as your name and address) within the meaning of the *Privacy and Personal Information Protection Act 1998*. You are obliged by law to provide your name and address. If you do not provide the personal information requested Council may be unable to process your application. Council is collecting this personal information from you in order to identify and process your application. You may make application for access or amendment to information held by Council. You may also make a request that Council suppress your personal information from being made publicly available. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council's Public Officer.

SECTION 3 – COLLECTION OPTION (PLEASE SELECT PREFERRED OPTION)

- I will collect Permit from the Customer Service Counter.
 I would like the Permit posted to the above address (please allow ten business days).

SECTION 4 – DECLARATION

I declare that I am a resident/rate payer at the above address and that the information I have provided is true and correct in every detail. I declare that I have read and understood the conditions of the *2P Prime Parking* permit and agree to abide by them. I acknowledge that all parking permits remain the property of Burwood Council and that I am prohibited from selling, leasing or assigning any parking permit to any party. I understand that if such action is attempted, or if I falsify information on this application, Burwood Council may withdraw and cancel such parking permit and fines may apply. I understand that if my eligibility for a *2P Prime Parking* permit changes, I will immediately return the permit to Burwood Council for cancellation.

SIGNATURE: _____ **DATE:** _____