



Dedicated to a better Brisbane

BRISBANE CITY COUNCIL

Traffic Area/Resident Parking Scheme Permit Application

Permit information

Permits are to be used by either the residents or genuine visitors to the property **for residential purposes only**.

Fill out all details correctly and in block letters on the application form.

Submit the completed form with require documents (see section 8) by mail or in person (see 'Application lodgement options').

You must ensure your vehicle is parked legally according to the Traffic or Residential Parking area restrictions, e.g. *not exceeding the two hour limit*, until you have received and correctly displayed your permit. This permit does not allow you to park in areas such as Bus Zones, No Stopping Zones or Parking Meter Zones (unless signed 'resident permits excepted').

Permits are valid for the dates shown on the permit.

Please note:

- The application form will not be processed unless all details are completed.
- No refunds or pro rata rates/refunds are available.
- Permits cannot guarantee residents access to on street parking or parking directly in front of their residence.

WARNING - misuse of permit may result in cancellation.

For further information about Resident Parking Permits please phone Council's Contact Centre on **(07) 3403 8888**, 24 hours a day 7 days a week.

Residential Permit: Permit is a sticker which must be affixed to the inside of the windscreen.

Restricted Visitor Permit: Permit is cardboard and transferable. Permit must be CLEARLY displayed on the passenger side of the dashboard. Permit is only for use by genuine visitors to the place of residence.

Application lodgement options

NOTE: No payment is required with initial application unless paying by cheque or money order.

Return completed application

Mail (cheque or money order ONLY)

Brisbane City Council
GPO Box 1434
BRISBANE QLD 4001

In person at:

Brisbane City Council's Customer Service Centres
or Regional Business Centres.

 **By Internet:** on www.brisbane.qld.gov.au

Payment options include: MasterCard and Visa.

Note: AMEX and Diners are not accepted.

For further information and Fees

Please contact Brisbane City Council on (07) **3403 8888** or visit Council's website at www.brisbane.qld.gov.au

Residential Parking Permit				
Description	Unit	Base Charge	GST	Final Charge
Annual fee per Residential Parking Permit (including renewal)	Each vehicle	\$10.00	NIL	\$10.00
Annual fee per Transferable Permit - Visitors Permit (including renewal)	Each permit	\$10.00	NIL	\$10.00
Short-Term Permit	Each permit	No Charge	NIL	No Charge
Reissue of annual permit due to vehicle change	Each vehicle	\$10.00	NIL	\$10.00
Maximum charge per Household	Per household	\$25.00	NIL	\$25.00



Traffic Area/Resident Parking Scheme Permit Application

1 Applicant details

Full name

Mr Mrs Ms Other

Surname/family name

Given name/s

Residential Address

(Must be within Residential Permit Parking/Traffic Area)

Unit/Street number Street

Suburb State Postcode

Postal address *If different to above*

Phone number

Work number

Mobile number

E-mail address

Is this solely a residential property? *Combined commercial properties will require a site inspection to ensure eligibility.*

Yes No

2 Permit

Please tick the applicable box/es and specify the number of permits requested.

Residential Permit Number required One per vehicle registered at your property
adhesive

Restricted Visitor Permit Maximum of two per property
transferable

Additional Permit See section 5 for requests over standard allocation
Restricted Visitor transferable

Short Term/Day Permit See section 6
transferable

Replacement Permit See section 7 and attached Statutory Declaration
(Lost, stolen, destroyed, damaged)

3 Vehicle registration details

This applies to Residential and Replacement (residential) permits. The parking permits will be adhesive and will not be transferable.

Registration number/s

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

4 Alternate Streets

You may nominate up to two alternate streets which may be included on your permit. Alternate streets must be in close proximity or adjacent to your street. If none are nominated, your permit will only include your current residential street.

Street

Suburb

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

5 Additional Restricted Visitor Permits

Number of vehicles currently registered to this address

Please give reasons why you require additional permits above the allocated amount. (Please note a site inspection may be required.)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

6 Short Term Permit

Number of permits requested

Start date

End date

Reason permits requested

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

7 Statement

Tick if any of the following statements are applicable and give details below.

- A permit has been lost, stolen, damaged, destroyed or defaced
- You are unable to provide proof of residence in the form of a utility bill or tenancy agreement
- Your vehicle registration details do not match your current address, or registered owner's name
- You are unable to provide any of the required documentation

8 Documentation

The following documentation must be provided to Brisbane City Council at the time of application. Documents supplied must be current. The documentation must show the applicant's name and address. For a company vehicle, a letter on company letterhead with the relevant registration documentation is required. For further information or assistance please telephone Council's Customer Contact Centre on **3403 8888** or visit Council's website **www.brisbane.qld.gov.au** and search residential permits.

You must provide one of each of the following documents:

- Proof of Residency
- Proof of Vehicle Details/Company letter

PROOF OF RESIDENCY

Owner

- Rate Account (Please provide a copy)
- Contract of Sale (for new owners only)

Tenant

- Utility Bill (must show service address and be less than 3 months old)
- Tenancy Agreement (of 6 months or more)
- No access to previous tenant's permits

PROOF OF VEHICLE DETAILS

- Current vehicle registration certificate/transfer document showing applicant name and address (different name will be accepted if the vehicle/s registered address is the same as the residential address on the application)

If vehicle ownership documentation shows a different address, applicant/s must provide their Driver's Licence showing the same address as the permit/s are being applied for, as additional proof. If multiple vehicles, documentation must be provided for each vehicle.

ADDITIONAL PROOF (if required)

- Driver's Licence (both sides)
- Company letterhead to state it is a company vehicle

9 Applicant's agreement

I certify that the information on this form, as supplied by me, is true and complete. I understand that the misuse of permits will result in permits being cancelled, and that permits remain the property of Brisbane City Council.

Signature

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Date

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