

Use this form to apply to for your new resident parking permit or obtain a replacement resident parking permit.

Ensure the form has been completed in its entirety. Incomplete forms maybe returned to the applicant.

Eligibility Criteria

- You reside in a permit parking precinct
- You are a permanent resident of the Newcastle LGA, and not a guest of a hotel, hostel or serviced apartment
- Your property has no on-site parking, and no space that could reasonably be converted to parking
- Residents of buildings approved for, or converted to, residential use after 21 April 2009 are not eligible for any parking permits
- Permits will not be issued where the applicant has off street parking which has been made unavailable through a development, subdivision, change of use or granting usage to a third party.
- Your vehicle is registered in your name at your permanent residential address, or you have full private use of a work vehicle (confirmation is required in writing from your employer)
- Your vehicle is not a trailer, motor home, caravan, truck, bus or tractor
- Your vehicle is registered in NSW

Not all residential properties within the Newcastle LGA Permit Parking Precincts are eligible for Permits.

Application Type

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New resident parking permit

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Replacement resident parking permit

Applicant Details

First Name*

Last Name*

Residential Address*

Postal Address*

Mobile No.*

Email*

Application Details

How many parking spaces are available on your property?*

How many vehicles are registered to the property that are owned by members of the household?*

How many Resident Parking Permits are currently held by residents of the above address?*		
Vehicle Registration*		
Vehicle Make*		
Vehicle Model*		
State of Registration*		
Mandatory Documentation required with application form		
<input type="checkbox"/> Vehicle Registration Certificate*	<input type="checkbox"/> NSW Statutory Declaration	
If the vehicle is not registered in your name, you will need the owner of the vehicle to supply the vehicle registration certificate along with a NSW Statutory Declaration granting full usage of the vehicle to the applicant at their residential address.		
One additional document required in the applicant's name and residential address		
<input type="checkbox"/> Current Tenancy Agreement *With signatures of tenants and landlord	<input type="checkbox"/> Utility Bill *Issued in the last 3 months	
<input type="checkbox"/> Current Drivers Licence	<input type="checkbox"/> Rates Notice	
Conditions of Use of the Resident Parking Authority		
<ul style="list-style-type: none"> There are several parking precincts throughout the Newcastle LGA. Permits are issued for a specific precinct and are valid only within that precinct. The property must be located within the precinct to be eligible. The precinct number will be listed on your permit. A Resident Parking Permit does not exempt your vehicle from general road signs unless they contain the words 'Permit Holder Excepted' or 'Authorised Residents Vehicles Excepted' and the corresponding Precinct No to that shown on your permit. The applicant must be a permanent resident of the Newcastle LGA, and not a guest of a hotel, hostel, B & B or serviced apartment. The property is not a hotel, hostel, B & B, serviced apartment or property available for short term accommodation. It is your responsibility to carefully read all traffic and parking control signs before parking your vehicle. Residents of buildings approved for, or converted to, residential use after 21 April 2009 are not eligible for any parking permits. Permits will not be issued where the applicant has off street parking which has been made unavailable through a development, subdivision, change of use or granting usage to a third party. Residential Parking Permits cannot be granted to non-residents even if they operate a business in the area or are a ratepayer. 		



- A maximum of 2 permits may be issued to any residence (conditions apply). The maximum number of permits is reduced by the number of off-street parks available.
- In the event of relocation to another residence, the disposal/sale of the nominated vehicle or off-street parking at the residence becoming available, the permit must be returned to City of Newcastle immediately.
- Vehicles must be registered in NSW, exemptions may apply.
- Vehicle must be registered in your name at your permanent residential address, or you have full private use of a work vehicle. (Confirmation is required in writing from your employer together with registration papers).
- Permits are not available to a trailer, caravan, truck, bus, or tractor.
- In mixed use commercial centres, City of Newcastle will not provide resident parking permits.
- Permits can only be issued to registered motor vehicles weighing less than 4.5 tonnes.
- Any vehicle longer than 7.5 metres, including vehicles with load projection (e.g. a car with a boat/trailer/caravan attached) must not stop on any length of road for longer than 1 hour regardless of permit.
- Permits are not transferable and can only be used on the nominated vehicle.
- Permits must be permanently affixed to a fixed window on the passenger side of the vehicle, away from the tint and in a manner that it is clearly visible from outside the vehicle.
- Permits must be displayed on a motorcycle or scooter. A permanent holder is suggested.
- The issuing of a permit does not guarantee availability of a parking space to the holder.
- It is the responsibility of the resident to renew the permit.
- The permit may be revoked by members of the Police Service or by an Authorised Officer from City of Newcastle should there be any breach of the conditions.
- City of Newcastle may withdraw permits at its discretion.
- No fee is refundable once a permit is used. If you return your Parking Permit (in-tact) within one month of the purchase date, City of Newcastle will refund you an amount equal to the cost of the permit less the cost of a replacement permit.
- If your permit is lost, damaged or your vehicle is stolen, you will be asked to complete a statutory declaration or return the damaged permit.
- The duplication or copying of a permit and displaying it for the purposes of increasing your allocation is considered as a breach of the conditions of use. Breaches of the conditions may result in your permit being revoked. The original permit must be displayed.
- Resident Parking Permits will be valid for 12 months from the date of approval.
- In a permit parking space or area, the following situations could result in a parking penalty notice being issued:
 - Parking without a permit for longer than the period (time limit) shown on the signs.
 - Fraudulent use of permits.
 - Use of permits not applicable to the area.

- Use of defaced or wrongly displayed permits which cannot be read from outside the vehicle.
- Use of an expired permit.
- Use of a permit not applicable to the vehicle or address.

Declaration

By signing this application, I declare that:

The Information I have provided on this application is true and correct.

I have read and understood the Conditions of Use of the Resident Parking Authority and agree to abide by them.

Applicant Name	
Applicant Signature	
Date	

How to lodge this application

Lodgement Methods

Email

Emails are to be sent to applications@ncc.nsw.gov.au

Mail

City of Newcastle
PO Box 489
Newcastle NSW 2300

In person

At the Customer Contact Centre, located at 12 Stewart Avenue Newcastle West

Fees

Fees are charged as per CN's [Fees and Charges](#) document. You will be contacted to arrange payment of the application fee. Your application is not considered lodged until the required fees have been paid. Failure to arrange payment will result in your application being returned.

Protecting your privacy

City of Newcastle (CN) is committed to protecting your privacy. We take reasonable steps to comply with relevant legislation and CN's Privacy Management Plan.

You are advised the information you provide in this application will enable your application to be assessed by CN and any relevant state agency.

The application and supporting documentation will be kept in a register by the council that can be viewed by the public at any time. Please contact CN if the information you have provided in your application is incorrect or changes.

Purpose of collection:	To enable CN as the consent authority to assess your application.
Intended recipients:	CN staff and other government agencies that may be required to assess the application.
Supply:	The information is a statutory requirement related to the assessment of the application.
Consequence of non-provision:	Your application may not be accepted or processed due to a lack of information.
Storage and Security:	City of Newcastle, 12 Stewart Avenue Newcastle West will store details of the application. Individuals can access the details of the application under the <i>Government Information (Public Access) Act 2009</i> .
Access:	Your information can be checked for accuracy by calling 02 4974 2000.

[City of Newcastle](#)

Phone: 02 4974 2000

Address: 12 Stewart Avenue Newcastle West NSW 2302