
Draft Northern Beaches Parking Permit Scheme Framework

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1. Background

The intent of parking permit schemes is to help improve amenity for particular classes of road users in locations where there is insufficient off-street parking and where on-street parking is restricted. Permit parking also helps balance the needs of the local community with those of the broader community in areas that experience high parking demand.

Parking permit schemes allow Council to ensure that parking is managed through a fair and equitable process that prioritises those with limited or no off-street parking at their place of residence over any other road user.

The Northern Beaches Parking Permit Scheme Framework (draft) has been developed in conjunction with the Roads and Maritime Services (RMS) Permit parking guidelines and is based on the following Principles:

- To manage a fair and equitable Manly Parking Permit Scheme.
- To provide parking to those that need it most by ensuring that permanent residents living within the Manly Parking Permit Scheme area with no or limited off-street parking are considered the highest priority.

- Provide parking to visitors and trade-persons to support social inclusion and essential services.
- Provide parking to support in-home care and support services to permanent residents living within the Manly Parking Permit Scheme area with limited or no off-street parking.
- To ensure parking supports the local economy through increased parking opportunities and turnover.
- To ensure that on-street parking is utilised for the storage of vehicles, as per the approved Development Consent (DA).
- To encourage reduced vehicle ownership through the use of car share schemes, public transport, walking and cycling.
- That Council follow the framework to ensure consistency in the management of parking for all users of the scheme.

2. Residential Parking Permit

2.1. Purpose

Resident parking permits enable residents who do not have sufficient off-street parking to park on-street and avoid time limits in their scheme area.

Parking permits will be issued to eligible residents for parking within the scheme area where they live. The intent of the Residential Parking Permit scheme is to provide parking to residents with no or limited off-street parking.

Residents are only eligible to apply for a residential parking permit for the scheme that they reside in. If your property is not located within an existing Manly parking permit scheme area, you are not eligible to apply for parking permit.

2.2. Eligibility

To be eligible to apply for a residential parking permit, the applicant must:

- a) Live permanently at the address within the scheme area in the Northern Beaches Local Government Area (LGA).
- b) Own their own vehicle and its registration certificate shows the residential address.
- c) Provide to Council all requested documentation to demonstrate that they are using a borrowed vehicle (if applicable).
- d) Be a permanent resident in a property rated residential.
- e) Company Title property where residency can be established.
- f) Take responsibility to ensure the permit is valid and used correctly.

The vehicle must:

- a) Not exceed 4.5 tonnes gross vehicle mass or greater than 7.5m in length.
- b) Not be a truck, boat, bus, tram, caravan, campervan, trailer (all) or tractor.
- c) Be registered in NSW or classified as a vehicle temporarily in NSW under clause of Schedule 1 of the road Transport (Vehicle Registration) Regulation 2017.

The following properties are not eligible for residential parking permits:

- a) A household which occupied a dwelling approved with the condition that no parking permits are to be issued.
- b) A household occupying a secondary dwelling (i.e. granny flat) that has not been subdivided on a lot for which parking permits are already issued (i.e. maximum number issued for each property).
- c) Properties rated business or mixed use.
- d) A household which occupies a property not approved for residential use.
- e) Hotels, backpacker hostels, bed-and-breakfast Airbnb properties, guesthouses and serviced apartments, including their guests.
- f) A household used for other non-residential purposes.
- g) Schools and premises used by educational bodies for the accommodation of students.
- h) Premises used by employers for the accommodation of employees.
- i) Refuges and crisis accommodation funded by government.
- j) Private health facilities, public hospitals, mental health facilities, nursing homes and residential care facilities.
- k) Retirement villages, residential parks, holiday parks.
- l) Garages or storage sheds/units.
- m) Federal, State or Local Government owned or leased properties, with the exception of residential land owned by NSW Department of Land and Housing Corporation.

Please Note: Statutory Declarations are not an acceptable form of documentation to prove residency within a scheme area.

2.3. Quantity of Permits

A total of two (2) parking permits will be issued per rateable property or one (1) per bedroom in a boarding house (including studio apartments) to eligible permanent residents. In some extenuating circumstances, three (3) permits may be issued; however all other eligibility criteria would need to be met.

If you have off-street parking, we request that you use it for the purposes of parking your vehicle. Council will require this information to be disclosed when you submit your application before it will be processed.

Following adoption of the Framework, all new RMS approved parking permit schemes in the Northern Beaches LGA will have their total number of eligible permits reduced based on the number of off-street parking spaces at the property.

Number of off-street parking spaces	Total number of eligible permits
Two (2) or more off-street parking spaces	Zero (0)
One (1) off-street parking spaces	Maximum of one (1) permit
Zero (0) off-street parking spaces	Maximum of two (2) permits

From 2021, Council will commence implementing the criteria for the total number of permits issued based on the number of off-street parking spaces at each property for all existing Manly parking permit scheme areas. Current scheme areas include:

- Little Manly
- Balgowlah
- Ocean Beach
- Ethel Street West
- Fairy Bower
- Tower Hill and Extension
- Isthmus
- Ivanhoe Park and Extension

Please note: Ivanhoe Park Extension & Tower Hill Extension Scheme permits are only valid within the extension scheme areas.

2.4. Proof of Residence

Owner occupiers

Owner occupiers can apply for parking permits providing they live at the property on a permanent basis. Council will confirm property ownership at the time of application with information already held.

Tenants

Tenants can apply for parking permits providing they live in the property on a permanent basis and provide a current and valid residential tenancy signed by both parties. The residential tenancy agreement must be an acceptable agreement under the NSW Residential Tenancies Act 2010 No 42.

The following conditions will apply to eligible tenants:

- a) Permits will only be issued until the end of the lease and not for the full permit year.
- b) If tenants are on a periodic agreement, or if no written tenancy agreement can be provided, permits will only be issued on a three (3) month basis and tenants will be required to present updated information to Council proving their residency on an ongoing basis.

Boarding house residents

Boarding house residents can apply for parking permits providing they live in the property on a permanent basis and provide a current and valid occupancy agreement or rental agreement signed by both parties. The rental agreement or an occupancy agreement must be an acceptable agreement under the Boarding Houses Act 2012.

The following conditions will apply to eligible boarding house residents:

- a) Permits will only be issued until the end of the lease and not for the full permit year.

- b) If boarding house residents are on a periodic agreement, or if no written agreement can be provided, permits will only be issued on a three (3) month basis and will be required to present updated information proving their residency on an ongoing basis.

Acceptable documentation for owner occupiers, tenants and boarding house occupants

The applicant must live at the address within an approved RMS parking permit scheme area on a permanent basis. The applicant must provide the current tenancy agreement or occupancy agreement (as described above), as well as the following two (2) pieces of documentation that show the name and address of the applicant.

Documents must show the name and residential address of the applicant.

Acceptable documents include:

- a) Drivers Licence (most recent quarter)
- b) Power bill (most recent quarter).
- c) Gas bill (most recent quarter).
- d) Telecommunications bill (most recent quarter).
- e) Home contents insurance for the current year, including proof of payment.
- f) Home owners insurance for the current year, including proof of payment (owner occupiers only).
- g) Bank statement issued (no more than three (3) months old).
- h) Other official government correspondence (no more than 12 months old).

Not acceptable documents include:

- a) Sydney Water bills as they prove property ownership and not residence.
- b) Any documents addressed to a Post Office (PO) Box.

2.5. Validity

Residential parking permits are only valid in the scheme area to which they are issued for on-street parking spaces signposted 'permit holders excepted'.

A parking permit does not guarantee a parking space within a parking permit scheme area.

A parking permit does not provide exemptions from other parking restrictions or laws such as bus zones, loading zones, no stopping or no parking.

Resident parking permits will be valid for a maximum of 12 months and will renew as per each scheme area renewal period.

3. Visitor Parking Permit (Trial)

3.1. Purpose

Visitor parking permits enable residents' visitors, family members, friends, carers and tradespersons to park on-street and avoid time limits in areas signposted 'permit holders excepted'.

Council will trial visitor parking permits from 1 February 2020 for a 12 months in accordance with Scheme renewal dates.

3.2. Eligibility

The resident must be the applicant for the permit, with the permit given to the visitor or tradesperson to clearly display on their vehicle dashboard.

Visitor parking permits are single-use permits and are valid on the indicated year/month/day of use. The permit is valid only when the date of use has been clearly and correctly indicated. Failure to do so will result in the permit being invalid.

The following properties are not eligible to apply for visitor permits:

- a) A household which occupied a dwelling approved with the condition that no parking permits are to be issued.
- b) A household occupying a secondary dwelling (i.e. granny flat) that has not been subdivided on a lot for which parking permits are already issued (i.e. maximum number issued for each property).
- c) Properties rated business or mixed use.
- d) A household which occupies a property not approved for residential use.
- e) Hotels, backpacker hostels, bed-and-breakfast Airbnb properties, guesthouses and serviced apartments, including their guests.
- f) A household used for other non-residential purposes.
- g) Schools and premises used by educational bodies for the accommodation of students.
- h) Premises used by employers for the accommodation of employees.
- i) Refuges and crisis accommodation funded by government.
- j) Private health facilities, public hospitals, mental health facilities, nursing homes and residential care facilities.
- k) Retirement villages, residential parks, holiday parks.
- l) Garages or storage sheds/units.
- m) Federal, State or Local Government owned or leased properties, with the exception of residential land owned by NSW Department of Land and Housing Corporation.

Council will review the impact of the number of available visitor permits per eligible residential property. In scheme areas that experience high parking demand by permanent residents, it may be necessary to reduce the number of visitor parking permits available for purchase.

Permits found to be used not within the intent and framework of the scheme may be cancelled. This includes the sale of visitor parking permits.

If it is found that visitor parking is having an adverse effect on residents parking ability, Council reserves the right to remove the visitors parking scheme at any time.

We request that holders of visitor parking permits act within the good will of the scheme and consider the impact on other permit holders/ and residents.

The applicant must meet the eligibility requirements of the scheme detailed in section '1.2 Eligibility' to the satisfaction of Council in order to be able to purchase visitor parking permits.

3.3. Quantity

All eligible residents living in an approved parking permit scheme area can purchase no more than 20 visitor parking permits per renewal period.

The total number of eligible visitor parking permits will be reduced for new residential owner occupiers based on the length of time remaining for the parking permit scheme.

Property settlement date and scheme area renewal	Total number of available permits
12 months	20 visitor permits
6 – 9 months	15 visitor permits
3 – 6 months	10 visitor permits
3 months or less	5 visitor permits

The amount of visitor parking permits will be reduced for residential tenants based on the length remaining on the valid residency tenancy agreement.

Residential tenancy agreement and scheme area renewal	Total number of available permits
12 month lease validity	20 visitor permits
6 – 9 months	15 visitor permits
3 – 6 months	10 visitor permits
3 months or less	5 visitor permits
Periodic residency agreements	5 visitor permits every three months

3.4. Validity

Visitor permits are scratch cards and will be valid for one (1) day (calendar day & as per parking signage) and will be held by the eligible household and can be given to a visitor to display on their car dashboard to avoid time limits.

The visitor permit will be valid for the years indicated on the permit.

- a) Permits will only be valid in the area shown on the permit and parking signs.
- b) Visitor parking permits are only valid for the current scheme renewal periods and do not roll over to a new scheme renewal period.

Visitor permits are not valid for use on a caravan, campervan, bus, truck, trailer (all), or any vehicle which exceeds 4.5 tonnes Gross Vehicle Mass or more than 7.5m in length except if a visitor permit is being used for removals to or from the address of the permit holder.

A parking permit does not guarantee a parking space within a parking permit scheme area.

A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.

If the permit number is not visible or have been tampered with, the permit will be deemed invalid.

4. Business Parking Permit

4.1. Purpose

A business parking permit exempts a business vehicle from time limits in spaces signposted 'permit holders excepted'.

A business parking permit may only be issued to a business that requires parking for a vehicle for the carriage of goods, equipment or people.

4.2. Eligibility

Due to the high demand for on-street parking in the Manly area and the need to prioritise parking for residents, customers and visitors, business permits will only be issued to vehicles registered in the name of the business for business use and used in the routine daily operation to carry goods, equipment or people.

Business permits will not be issued to vehicles primarily used for staff travel, attending business appointments or commuting to a place of employment. The applicant must take responsibility for to ensure the permit is valid and used correctly.

A business parking permit may only be issued to an applicant who:

- a) Has a business located in one of the current Manly parking permit scheme areas.
- b) Requires a vehicle for transport of goods, equipment or people in the day to day operation of the registered business.

To be eligible for a business permit, the vehicle must:

- a) Be registered in the name of the business.
- b) Be registered for business use.
- c) Be used for the purposes of carrying goods, equipment or people.
- d) Not exceed 4.5 tonnes gross vehicle mass or greater than 7.5m in length.
- e) Not be a truck, boat, bus, tram, caravan, campervan, trailer (all) or tractor.
- f) Be registered in NSW or classified as a vehicle temporarily in NSW under clause of Schedule 1 of the road Transport (Vehicle Registration) Regulation 2017.

Business permits will not be issued to:

- a) Properties rated residential.
- b) Businesses that have off-street parking spaces.
- c) Hotels, backpacker hostels, bed-and-breakfast Airbnb properties, guesthouses and serviced apartments, including their guests.
- d) A household used for other non-residential purposes.
- e) Schools and premises used by educational bodies for the accommodation of students.
- f) Premises used by employers for the accommodation of employees.
- g) Refuges and crisis accommodation funded by government.

- h) Private health facilities, public hospitals, mental health facilities, nursing homes and residential care facilities.
- i) Retirement villages, residential parks, holiday parks.
- j) Garages or storage sheds/units.
- k) Federal, State or Local Government owned or leased properties.
- l) Taxis, hire cars, ride share providers, or on-demand transport providers.

4.3. Quantity

A business is eligible for one parking permit per commercial or retail tenancy agreement. Where a business occupies one or more shops/suites/office space/floor etc. (with single or separate commercial or retail agreements) no more than one business permit will be issued to each registered business.

4.4. Proof of Business Vehicle

The business must provide the following documentation at the time of application:

- 1. Current vehicle registration papers.
- 2. Business registration certificate.
- 3. One of the following:
 - a) Current valid commercial lease as per the Retail Leases Act 1994 No 46.
 - b) Business utility (recent quarter for gas, electricity or telecommunications bill).
- 4. Description of the goods, equipment or people the vehicle carries.

4.5. Validity

The business parking permit is only valid in an RMS approved parking permit scheme area in which the business is located in and it will not be valid in other parking scheme areas.

Business permits will be valid for 12 months from the date of issue.

- a) Permits will only be issued until the end of the lease and not for the full permit year.
- b) If business tenants are on a periodic agreement, permits will only be issued on a three (3) month basis and businesses will be required to present updated information proving their business status on an ongoing basis.

A parking permit does not guarantee a parking space within a parking permit area.

A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.

Businesses are not eligible for visitors parking permits.

5. Tradesperson Parking Permit

5.1. Purpose

Tradesperson parking permits allow tradespersons to park on the street to avoid time limits in areas signposted 'permit holders excepted' to carry out maintenance work for residents.

5.2. Eligibility

Eligible permanent residents may obtain up to three (3) x one (1) week tradesperson permits every 12 months.

The resident must be the applicant for the tradesperson permit, with the permit given tradesperson to clearly display on their vehicle dashboard.

The resident must:

- a) Proof you reside in an eligible residential property in an existing RMS approved scheme area.
- b) Provide a quote or contract which sets out the address of the property where the works will be carried out and the duration of the works.
- c) Tradespersons Parking Permits may be issued to residents who:
- d) Require alterations, additions, minor maintenance and improvement work to be undertaken at their place of residence.
- e) Provide proof of residency.
- f) Provide a quote or contract which sets out the address of the place where the work will be carried out, the nature of the works, and the duration of works.

The following properties are not eligible for tradesperson parking permits:

- a) Properties rated business or mixed use.
- b) A household which occupies a property not approved for residential use.
- c) Hotels, backpacker hostels, bed-and-breakfast Airbnb properties, guesthouses and serviced apartments, including their guests.
- d) A household used for other non-residential purposes.
- e) Schools and premises used by educational bodies for the accommodation of students.
- f) Premises used by employers for the accommodation of employees.
- g) Refuges and crisis accommodation funded by government.
- h) Private health facilities, public hospitals, mental health facilities, nursing homes and residential care facilities.
- i) Retirement villages, residential parks, holiday parks.
- j) Garages or storage sheds/units.
- k) Federal, State or Local Government owned or leased properties.

5.3. Quantity

Eligible permanent residents may obtain up to three (3) x one (1) week tradesperson permits every 12 months. Not to be provided for consecutive weeks. This is to be approved by the application of a work zone permit under Section 139 of the Roads Act 1993.

The permit is held by the resident and must be given to the tradesperson/s to display on their vehicle.

5.4. Validity

Permits will only be provided to residents for the scheme area in which they live.

The permit expire date and scheme area where the permit is valid will be printed on the permit.

6. Support Worker Parking Permit

6.1. Purpose

A support worker parking permit exempts a support workers' or service providers' vehicle from time limits while the support worker or service provider is providing in-home support.

The permit is issued to the service provider rather than the recipient of the in-home support.

6.2. Eligibility

Accredited support worker organisations must apply on behalf of support worker staff.

Independent support workers must demonstrate to the satisfaction of Council that they are providing support services on behalf of an approved support worker organisation.

A permit may be issued to a service provider who provides in-home support services to a resident living in an RMS approved parking permit scheme area.

To be eligible for a permit the vehicle must:

- a) Be registered in the name of the service provider. If the vehicle is in a private name, the service provider must supply a letter explaining that the permit will be used for the purpose of providing in-home support only.
- b) Not be a truck, bus, tram, caravan, trailer (all) or tractor or any vehicle exceeding 4.5 tonnes gross vehicle mass or greater than 7.5m in length.

6.3. Quantity

There is no limit to the number of Support Worker Parking Permits that may be issued to service providers who employ support workers.

Individuals that operate as a service provider will be issued with one permit.

6.4. Validity

Permits will be valid for one year from date of issue.

Support worker permits are valid in all RMS approved parking permit scheme areas in the Northern Beaches LGA.

A parking permit does not guarantee a parking space within a parking permit area. The vehicle registration will be printed on the permit.

A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.

7. Carers Parking Permit

7.1. Purpose

A carers' parking permit exempts a vehicle used by a carer visiting a resident from time limits while the carer is providing in-home care.

The permit is issued to the resident rather than the carer.

7.2. Eligibility

Eligible residents can apply for one (1) transferable permit per household which must be used for the purposes of providing in-home care. The permit must be returned to the resident once the visit has ended so that it can be used by other carers.

A carers' parking permit may be issued to a resident who:

- a) Is a resident in an RMS approved parking permit scheme in the Northern Beaches LGA.
- b) Resides in a property that is rated residential.
- c) Has a letter from a service provider or health professional setting out the resident's need for in-home care.

Carers' permits will not be issued to:

- a) A household which occupies premises not approved for residential use.
- b) Hotels, backpacker hostels, bed-and-breakfast Airbnb properties, guesthouses and serviced apartments, including their guests.
- c) A household used for other non-residential purposes.
- d) Schools and premises used by educational bodies for the accommodation of students.
- e) Premises used by employers for the accommodation of employees.
- f) Refuges and crisis accommodation funded by government.
- g) Private health facilities, public hospitals, mental health facilities, nursing homes and residential care facilities.
- h) Retirement villages, residential parks, holiday parks.
- i) Garages or storage sheds/units.
- j) Federal, State or Local Government owned or leased properties, with the exception of residential land owned by NSW Department of Land and Housing Corporation).

7.3. Validity

A parking permit does not guarantee a parking space within a parking permit area.

A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.

Carer's permits will be valid for 12 months from the date of issue.

8. Car Share Parking Permits

8.1. Purpose

Car Sharing is a system which allows multiple users have access to one vehicle. Council recognises the value that car share schemes provide through reduced private vehicle ownership and reduced parking demand.

A car share permit will be available to car share providers to continue to provide shared vehicles where existing schemes are operating.

8.2. Eligibility

All car share vehicles must be registered to the car share company.

- a) Car share providers must provide a current RMS registration certificate issued by the RMS and certificate must show receipt of payment
- b) Car share must provide valid business registration certificate and ABN.

The following documentation is not acceptable:

- a) Vehicle insurance and/or roadside assistance documentation.
- b) RMS or Service NSW account statement information.
- c) Any other documents relating to the vehicle.

8.3. Validity

A parking permit does not guarantee a parking space within a parking permit area.

A parking permit does not provide exceptions from other parking restrictions or laws, such as bus zones, loading zones, no stopping or no parking.

Car share permits will be valid for 12 months from the date of issue.

Should vehicle be sold or discontinued for the use of car share the permit must be returned to Council to obtain a permit for replacement vehicle.

9. Declared Organisation Parking Permit

9.1. Purpose

Declared organisation parking permits are currently issued to clubs, associations, organisations, schools, charities and businesses located in an approved RMS parking permit scheme area.

Council recognises the value of charity and volunteer services provided by these bodies and will work closely with each operator to determine the future eligibility for permits.

9.2. Eligibility

From February 2020, private business will no longer be eligible to continue to receive any permits from Council unless they meet the requirements detailed in 'Section 2 Business Permits'.

10. Replacement Permits

- a) Council will issue a replacement parking permit when:
- b) The permit is faulty and is returned in some form to substantiate a legitimate requirement for replacement.
- c) A vehicle has been written off or the windscreen has been damaged and replaced. Documentary evidence is required to support requests of this nature.
- d) Where a car is sold and new vehicle purchased and old permit returned.

Where a permit is lost, misplaced or disposed of or a vehicle is sold and the permit has not been removed, Council will not replace the permit until the commencement of the new precinct year.

11. Implementation

11.1. Existing Manly Parking Permit Scheme

Implementation

The eligibility and application process detailed in this document for all permits will apply for the issuing of permits only in the existing Manly Parking Permit Scheme from 1 February 2020.

Scheme Area	Dates
Little Manly	1 February to 31 January
Balgowlah	1 February to 31 January
Isthmus	1 March to 28 February (or 29th in a leap year)
Ocean Beach	1 April to 30 March
Tower Hill + Extension	1 May to 30 April
Ethel Street	1 June to 31 May
Fairy Bower	1 July to 30 June
Ivanhoe Park + Extension	1 August to 31 July

From February 2020, Council will monitor the impacts of the changes to eligibility process for permits and may introduce changes to the total number of available permits based on the number of off-street parking spaces at the applicant's property.

11.2. New Northern Beaches Parking Permit Scheme

All new requests for a RMS Residential Parking Permit Scheme must:

- a) Meet the RMS Permit parking guidelines. Document No. | RMS 16.117 | Issue no 4.0
- b) Be approved by the Northern Beaches Local Traffic Committee.