

Residential Parking Permit Application

Use this form if you are applying for a new permit, renewing an existing permit or notifying of a change of vehicle. To be eligible for a parking permit(s), your property must:

1. be within a City of Launceston Residential Permit Area, and
2. be within a General or Inner Residential Zone, unless otherwise noted in 32-Rf-008 Resident Parking Permit Areas Guide, and
3. have **less than 2** off-street parking spaces.

Fees apply for the issuing of parking permits. The fee for 2025/26 is **\$45.00** per permit. Each permit is valid for one vehicle only.

TO APPLY

1. Fill in the form below.
2. Attach a copy of a current Certificate of Registration for each vehicle showing the garage address that matches the application address.
3. Attach a copy of your driver's licence OR a residential lease agreement.

Please note: Rates notices and TasWater accounts are not proof that you are a resident at the address.

Residential parking permits are valid for 12 months. A new application is required each year.

Please print

| | | | |
|----------------|--------|---------------|--|
| First Name | | Surname | |
| Unit/Street No | Street | | |
| Suburb | | Postcode | |
| Email | | | |
| Phone | | Date of Birth | |

If you have a preferred postal address, please complete details below:

| | | | |
|----------------|--|----------|--|
| Postal Address | | | |
| Suburb | | Postcode | |

- Is the property used for short stay accommodation? **Yes/No** (please circle)

- What type of permit do you require? (please tick one)

☐ New

☐ Renewal

☐ Replacement vehicle - registration of previous vehicle:

Declaration

Please tick all boxes, below:

☐ I have attached supporting documents with this application.

☐ I agree to comply with all the terms and conditions associated with my permit.

☐ I declare that the information provided in this application is true and correct.

Your Signature _____

Date

/ /

Terms and Conditions

1. Permits are issued to single vehicles only. The vehicle must be for the applicant's personal use and be registered to the same address as the permit unless Council's agrees to another arrangement.
2. The number of off-street parking spaces at the address listed in the application will be determined by Council.
3. The applicant must establish their residential address with a current Tasmanian driver's licence or a residential tenancy agreement.
4. The permit must be permanently affixed to the inside of the windscreen on the left-hand (passenger side) and be in a non-tinted area. The permit details must be clearly visible from the outside of the vehicle.
5. Permits allow residents to park within a Residential Permit Area without the need to comply with a parking time control. Permit holders must still abide by all other parking control signage and relevant traffic and parking regulations.
6. Permits are only valid within the Residential Permit Area for which they are issued. For example, a permit for Area A cannot be used in Area B.
7. Having a permit does not guarantee a parking spot, or give priority over other drivers, within the indicated permit area.
8. Permit holders are not entitled to a designated bay or area within the indicated permit area.
9. Residential Permit Areas will be identified by a plate affixed to (or within) the parking control sign that notes 'Resident Permit Area'.
10. No fee will apply for a change of vehicle registration for existing permit holders however the existing expiry date will apply.
11. Permits are for 12 months only and start from the date your application is approved by Council, pending payment. If approved, an invoice will be issued and must be paid within 14 days of the invoice date. If payment is not received within this period, the application will be cancelled and no permits will be issued.
12. Refunds will not be issued if you change address or no longer require a permit.
13. Permits are not automatically renewed. A new *Residential Parking Permit Application* will be required to be submitted when renewing your permit.
14. Permits cannot be transferred, sold or leased to a person (for a vehicle) who is not a resident of the property.
15. Labels must be removed from vehicles if sold or disposed.

Personal Information Protection Statement

As required under the *Personal Information Protection Act 2004*

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| 1. | Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to City of Launceston. |
| 2. | Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of City of Launceston, in accordance with Council's Personal Information Protection Policy (17-Plx-005). |
| 3. | Failure to provide this information may result in your application not being able to be accepted or processed. |