



Policy: Council

PERMIT PARKING POLICY

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Policy Statement

Blue Mountains City Council will take a consistent approach to the management of parking within the Blue Mountains.

Policy Ref. No:	281	PCT Endorsement Date:	13 December 2018
TRIM Record No:	18/275674	ELT Meeting Date:	6 February 2019
Distribution:	Public	Public Exhibition Details:	4 March 2019 to 1 May 2019
Status:	Adopted	Council Meeting Date:	27 August 2019
Scope:	All residents and business	Council Minute No:	280
Lifespan:	4 years	Responsible Directorate/Group:	Economy, Place and Infrastructure Services
Next review:	August 2023	Contact Position:	Manager, Infrastructure

Version History

Version	Adoption Date	Reason for Change
2019	27 August 2019 (Minute No. 280)	New Policy

Definitions

Term	Definition
Authorised Officer	A police officer or person employed by a parking authority as an enforcement officer, including duly authorized Council officers: refer to <i>Roads Transport (General) Regulation 2013</i>
Boarding House	Any registered boarding house to which the Boarding Houses Act 2012 applies. A boarding house is considered a singular residential property for the purpose of this property.
Council	Blue Mountains City Council
Eligible Business	Any single business within the Business Permit Parking Scheme. If a business is operating from one large site that covers an address range (i.e. more than one lot), then this is considered one business for the purpose of issuing permits.
GMV	Gross Mass Vehicle
LGA	Local Government Area
Off-street parking	<p>An off-street parking space is generally defined as any space 2.4m wide and 5.4m long on the property whereby a medium-sized passenger vehicle could be reasonably accommodated.</p> <p>If the space is unusable for reasons within your control, the space will still be considered an off-street parking space for the purpose of Parking Permits.</p>
Parking Authority	Blue Mountains City Council
Permit Parking Precinct	A precinct in which permit holders are not subject to paid or timed parking restrictions, as defined by the use of parking signs with the words "PERMIT HOLDERS EXCEPTED"
this Policy	Permit Parking Policy
Residential property	A property that is solely used for residential purposes.
RMS	Roads and Maritime Services
RPPS	Resident Permit Parking Scheme
Trailer	A vehicle that is built to be towed, or is towed, by a motor vehicle, but does not include a motor vehicle that is being towed
Unrestricted parking	A length of road to which parking restrictions do not apply

Related Documents

This document should be read in conjunction with:

- Roads and Maritime Services, [Permit Parking Guidelines – October 2018](#)
- Roads and Maritime Services, [Pay Parking Guidelines – March 2012](#)
- Blue Mountains City Council, [Enforcement Policy](#)
- Blue Mountains City Council, [Citywide Parking Strategic Plan 2018](#)
- Blue Mountains City Council, [Visitor Infrastructure Investment Strategic Plan 2018](#)

Related Legislation:

- *Local Government Act 1993* (NSW)
- *Local Government (General) Regulation 2005* (NSW)
- *Road Transport (General) Act 2013* (NSW)
- *Road Transport (General) Regulation 2013* (NSW)
- *Road Rules 2014* (NSW)
- *Privacy and Personal Information Protection Act 1998* (NSW)

Contents

Policy Details and Information.....	1
Objectives	2
Classes of Permits	2
Resident Permit Parking Scheme Eligibility (RPPS).....	3
Business Permit Parking Scheme Eligibility	4
Duration of a Permit	5
Display of Permit.....	5
Permit Fees	5
Use of Permits	6
Replacement of Permits.....	7
Procedure on how to obtain a Permit	7
Appendix A	8

1. POLICY DETAILS AND INFORMATION

The Blue Mountains is a major tourist destination in NSW and Australia that attracts a substantial number of domestic and international visitors that arrive by car, train and tourist coach.

At a number of tourist 'hot spots' and villages, the demand for parking often exceeds the supply of available on-street public parking. As the Blue Mountains continues to experience visitor growth, the demand for parking in popular locations and villages is also increasing. This puts pressure on the amenity, environment, community, local infrastructure and resources including Council's ability to continue to fund maintenance and upgrades of facilities such as parking areas.

Controls to improve the equity of parking will be introduced in a systematic approach through the development of Parking Precinct Plans in accordance with the Citywide Parking and Visitor Infrastructure Investment Strategic Plans. These controls may include, but are not limited to:

- Timed Parking
- Paid Parking
- Resident Parking Schemes
- Business Parking Schemes

This policy permits council to exempt resident, and business vehicles from timed parking restrictions and ticketed parking fees. This policy will ensure that there is a fair and equitable approach to the distribution of parking permits within the Blue Mountains LGA.

Council will issue parking permits in accordance with this policy and associated procedures.

2. OBJECTIVES

2.1 This policy seeks to:

- a) provide a balanced and consistent approach to the provision of on-street parking.
- b) support public and other sustainable modes of transport by discouraging private vehicle travel to areas with high parking demand.
- c) provide an appropriate mix of on-street visitor and resident parking.
- d) provide permit parking schemes to manage residents, visitors and businesses directly affected by timed and paid parking zones.
- e) reduce net costs to Council and shift the cost burden from rate payers for developing and managing visitor infrastructure.

3. CLASSES OF PERMITS

3.1 This policy details the eligibility criteria and operation of two (2) permit parking schemes.

These are:

- a) Resident Permit Parking Scheme
- b) Business Permit Parking Scheme

4. RESIDENT PERMIT PARKING SCHEME ELIGIBILITY (RPPS)

The purpose of a Resident Permit Parking Scheme is to provide assistance to residents directly affected by parking restrictions, and locations where on street parking is often taken up by others.

Residential zoned properties used for business purposes (e.g. Airbnb) are subject to the criteria outlined below.

The following eligibility criteria shall apply to resident parking permits:

- 4.1 The applicant must permanently reside at a property within the RPPS to be eligible to apply for a resident parking permit. Refer to Appendix A for Permit Scheme Areas.
- 4.2 Each household located within the RPPS is eligible to apply for a maximum two (2) permits per year of issue.
- 4.3 Applicants must submit a completed and signed Resident Parking Permit Application form.
- 4.4 Two (2) of the following documents must be produced when applying for a permit to verify the applicant's residential address:
 - a) current rates notice
 - b) current residential tenancy lease
 - c) valid Driver's Licence or Proof of Age Card
 - d) utility bill (dated within 3 months of application)
 - e) rental Bond Receipt
- 4.5 Applications for additional permits greater than the maximum number of available permits detailed in clause 4.2 will not be accepted, unless in exceptional circumstances as deemed by Council's discretion, subject to written application.
- 4.6 Where the number of potential requests for parking permits exceeds the number of available on-street parking spaces, priority will be given to residents who have no or limited off-street parking.
- 4.7 Resident Parking Permits are transferable, however, they must only be used by residents or genuine visitors to a RPPS household.

5. BUSINESS PERMIT PARKING SCHEME ELIGIBILITY

The purpose of the Business Permit Parking Scheme is to provide assistance to the operation of a business that requires the carriage of goods or equipment, and where there is no off-street parking on the premises. Permits are not provided for vehicles primarily used for staff travel, attendance of business appointments, or commuting to a place of employment.

The following eligibility criteria shall apply to Business Parking Permits:

- 5.1 Eligible businesses can be issued with a maximum of two (2) Business Permits per business per financial year of issue. Refer to Appendix A for Permit Scheme Areas.
- 5.2 Applicants must submit a completed and signed Business Parking Permit Application form.
- 5.3 Applications forms must be completed by the Property Owner, Business Owner, or Business Manager. Applications from any other employee will not be accepted.
- 5.4 The applicant's vehicle must be registered in New South Wales in the name of the business.
- 5.5 The following must be supplied when applying for a Business Parking Permit:
 - i) A copy of the current RMS issued registration papers or registration renewal notice verifying that the car is registered in the business name; and
 - ii) Certificate of Business Registration, or a letter on company letterhead that confirming that the vehicle is required for business use.
- 5.6 Applications for additional permits greater than the maximum number of available permits detailed in clause 5.1 will not be accepted, unless in exceptional circumstances as deemed by Council's discretion, subject to written application.
- 5.7 The business has no off-street parking and no un-restricted on-street parking in front of or along their kerbside.
- 5.8 In the opinion of Council, the business cannot be reasonably modified to provide off-street parking space(s).
- 5.9 A Business Parking Permit is not transferrable. It is only valid if displayed on the vehicle matching the registration printed on the permit.

6. PERMIT DURATION AND REAPPLICATION

- 6.1 Permits are valid for a maximum of two (2) years.
- 6.2 Permits will be valid from 1 January, and will expire on 31 December every two (2) years
- 6.2 Council will not send out renewal notices. It is the permit holder's responsibility to ensure the permit is valid.
- 6.3 The permit holder must reapply for any change in vehicle ownership or any change ownership of a property within a Permit Parking Precinct.

7. DISPLAY OF PERMIT

- 7.1 Permits must be displayed in the upper left-hand corner of the windscreen, with all details clearly visible to an authorised officer.
- 7.2 For motorcycles, the parking permit should be displayed in a special holder attached to the vehicle, with the onus on the rider to safely secure the permit.

8. PERMIT FEES

- 8.1 Fees for permits and replacement permits shall apply, as set out in Council's Annual Fees and Charges.

9. USE OF PERMITS

9.1 A permit:

- a) does not guarantee the availability of a parking space
- b) can only be issued by Council
- c) can be cancelled or withdrawn at the reasonable discretion of Council
- d) will not be honoured if misused at any time
- e) remains the property of Council at all times
- f) is non-refundable
- g) must be displayed on or inside the vehicle to gain exemption from parking restrictions
- h) must not be on-sold

9.2 A permit is only valid:

- a) for the period shown on the permit
- b) in the permit zone printed on the permit and the parking signs
- c) in areas with parking signs marked with words "PERMIT HOLDERS EXCEPTED"
- d) if all permit details are clearly visible from outside the vehicle
- e) if the vehicle is parked in accordance with the Road Rules

9.3 If circumstances change and the permit holder no longer meets the eligibility criteria, the permit must be removed and returned to Council.

9.4 Permits only exempt users for time restrictions and/or charges. They do not exempt users from any other parking restrictions (including but not limited to Taxi Zone, Bus Zone, No Stopping, No Parking, Disabled Parking Zone, etc.).

9.5 A permit must not be used on a truck, bus, tram, tractor, caravan, trailer, or any other vehicle 4.5 tonnes GMV and over.

9.5 Issue of a permit in any given year does not guarantee that a permit will be issued in the subsequent year.

10. REPLACEMENT OF PERMITS

- 10.1 If a permit is lost or destroyed, or a vehicle is sold, the resident/business may apply for a replacement permit by completing a Replacement Application Form.
- a) the resident must remove and return the permit to Council, or provide a Statutory Declaration stating that the permit has been lost or destroyed.
 - b) if the nominated vehicle has been sold, then the resident must also provide documentation of the sale (e.g. RMS Notice of Disposal).

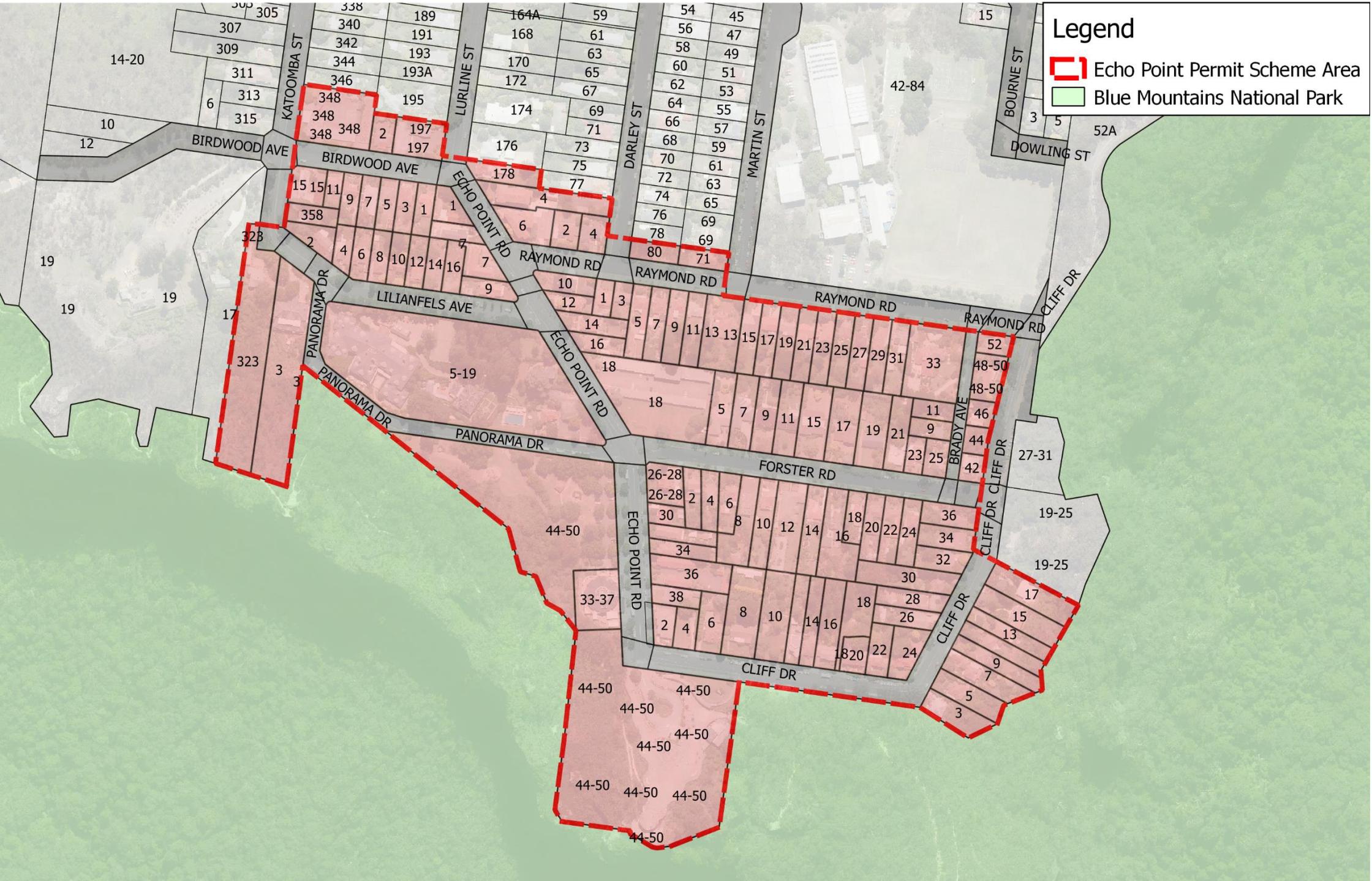
11. PROCEDURE ON HOW TO OBTAIN A PERMIT

- 11.1 The applicant must complete the relevant forms and submit to Council with the applicable fee before a parking permit will be issued.
- 11.2 Applicants for a permit must provide the following details:
- a) Resident Parking Permit
 - Two (2) of the following as proof of residency:
 - i) Current rates notice
 - ii) Current residential tenancy lease
 - iii) Valid Driver's Licence or Proof of Age Card
 - iv) Utility bill (Dated within 3 months of application)
 - v) Rental Bond Receipt
 - b) Business Parking Permit
 - Proof of registration:
 - i) A copy of the current RMS issued registration papers or registration renewal notice verifying that the car is registered in the business name; and
 - ii) Certificate of Business Registration, or a letter on company letterhead verifying the applicant's company status.

APPENDIX A

Permit Scheme Areas

Echo Point Permit Scheme Area



Legend

-  Echo Point Permit Scheme Area
-  Blue Mountains National Park

Conservation Hut Permit Scheme Area

