

Warringah Council Policy

Policy No. CS-PL 01

Parking Permits

1 Purpose of Policy

- To provide a clear statement of the responsibility to all Council Staff, residents, community volunteers, service group and organisations to make provision for the issuing of authorised Parking Permits and Seasonal Parking Permits.
- To identify the key roles and responsibilities of Warringah Council in meeting the needs of residents, community volunteers, service groups and organisations in regard to parking in pay and display Council managed parking facilities.
- List criteria for eligibility to receive an authorised Parking Permit.

2 Principles

This policy provides Council with a framework for determining the criteria and method in which authorised Parking Permits and Seasonal Parking Permits are issued to residents and non-residents on an annual basis.

The policy relates to those activities of Council where Council staff, residents, community volunteers, service groups and organisations require parking in Council managed parking areas within Warringah, requiring either an authorised Parking Permit to park in pay and display areas or a Seasonal Parking Permit to park in pay and display Council managed parking facilities.

The policy also includes Council's role in enabling access to and participation in decision-making and identifying priorities for distribution of Parking Permits.

In developing this policy, a review of the existing system and recipients of authorised Parking Permits was undertaken.

Warringah Council will:

- Plan and support the development of a responsible and equitable parking permit allocation consistent with the needs of the community and user groups.
- Promote practices of equitable and transparent distribution processes in respect of parking permit issue and distribution.

The principles of distribution of Parking Stickers or Seasonal Parking Permits that Council will apply are:

- Recipients have varied and diverse parking needs which need to be recognised in the allocation and distribution of Parking Permits.
- Applications will be considered by Council before the issuing of any Parking Permits, either annual or seasonal. The application form will ensure that the personnel listed own or usually drive the registered vehicle noted and state they are unable to obtain a free residential permit any other way.

3 Implementation of Principles

The criteria used to determine the eligibility for the allocation of Parking Stickers or Seasonal Parking Permits will be as follows:

- Two (2) parking permits will be issued with the initial rate issue to all Warringah ratepayers.
- Purchasers of property in the Warringah Council area, after the general issue of permits to property owners for the ensuing year, will be able to apply for their two (2) parking stickers upon receipt of the property transfers from the Land Titles Office.
- In recognition of their commitment to the safety of the Warringah Community, volunteer emergency service groups, such as surf life saving clubs and Surf Life Saving Sydney (Northern Beaches) Branch, Rural Fire Service (RFS) or State Emergency Service (SES) members, will be issued parking permits upon completion of an application form (see sample copy attached). The form is to be filled out correctly and fully and signed by each individual applicant for audit and probity reasons. The number of parking permits distributed to each organisation will be monitored and Council expects the distribution to be within a “reasonable” percentage of club membership. Should Council perceive that an organisation has breached what is “reasonably expected” Council may conduct an audit and require more evidence as to why that is so.
- Local schools upon application will be issued with two (2) transferable seasonal parking permits per year for use of staff using beaches and parks for the education of children in the Warringah community.
- Retirement Villages upon application (see sample copy attached), giving details of vehicle registration, owner’s name and residential address, will be issued with one non-transferable parking permit per vehicle.
- One (1) parking permit will be issued for all Council-owned vehicles. One (1) parking permit will be issued for non-Council owned vehicles, upon justification of an operational need and authorisation by the driver’s manager.
- Replacement of stickers for sold and damaged vehicles will require documentary evidence to substantiate the loss, e.g. vehicle transfer forms or statutory declarations signed and witnessed by a Justice of the Peace.
- All other applicants, to be eligible for a free Warringah Council parking permit, or seasonal parking permit, will need to demonstrate a link to benefit the Warringah Community.

4 Authorisation

This Policy was adopted by Council on 24 August 2004.

It is effective from 27 November 2007.

It is due for review on 27 November 2009.

5 Amendments

Clause 3 – Implementation and Principles – amendment to number and method of allocation.

6 Who is responsible for implementing this Policy?

Director Corporate Services

7 Document owner

Director Corporate Services



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8 Related Council Policies, Operational Management Standards and Legislation

- a) This Policy should be read in accordance with ENV – PL650. – Regulation of Recreation Car Parking on Reserves.
- b) Local Government Act, 1993, Section 355 and Section 632

9 Definitions

Parking permit – resident issued parking sticker.

Seasonal Parking Permit – permit issued for short term parking for a specific purpose.





[ORGANISATION NAME]
Parking Sticker Allocation
2007-2008 Year

Club Membership No: _____

Name: _____

Address: _____

Age (if under 18): _____

Car Registration No: _____

Reason requiring a 2007-2008 Warringah Council parking permit:

I live outside the area:

I live in Warringah but am not a ratepayer:

Other: _____

I declare the above statement to be true:

Signature: _____



