



Burwood
Inc.1874

PERMIT PARKING SCHEME POLICY

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1. Introduction

Burwood Council is the parking authority for all on-street parking within the Burwood Local Government Area (LGA). Under the Road Transport (General) Regulation 2013 parking authorities may issue a permit authorising the parking of a vehicle without charge or time restrictions in a parking space located within a parking area or road.

In certain areas where demand for on-street parking exceeds supply, or areas which fall under Council's Public Parking Strategy, Council may introduce time restricted parking to better manage these facilities.

To allow residents, residents' visitors, business and commuters to park their vehicles in these restricted areas without time restrictions or charge, Council has implemented a Permit Parking Scheme (PPS).

This Policy outlines the circumstances under which individuals or organisations may apply for, and be granted, a Parking Permit. Permits will only be issued in accordance with the eligibility criteria and conditions outlined in this Policy.

More information, including a map of eligible properties, is available from Council's Customer Service Centre and website (www.burwood.nsw.gov.au).

2. Overview of the Scheme

Burwood Council offers five types of Parking Permit for use by members of the public:

- Resident Permit
- Visitor Permit
- Business Permit
- Commuter Permit
- Temporary Visitor Permit

Permits may only be issued as outlined within the Policy. In order to ensure the number of permits issued in a PPS area does not exceed the available on-street parking in that PPS area Council must set a limit on the number of permits residents and businesses are eligible for.

Each Parking Permit is valid for a fixed period and is issued for a specific Permit Area only (as indicated on both the street signage). A holder of a Parking Permit is not guaranteed a parking space within the specific area for which the Parking Permit is issued.

Parking Permits will NOT be issued for trucks (vehicles over 4.5 tonnes GVM), trailers (boats or caravans), buses, trams, tractors or any other vehicle deemed unsuitable by the General Manager.

2.1 Resident Permits

Resident parking permits enable eligible residents, who do not have sufficient on-site parking, to park on-street and avoid time limits and parking fees. The number of permits available to each property is based upon the number of off-street parking spaces available.

Specific entitlements are:

Number of Off-Street Car Spaces	Number of Permits
Nil off-street spaces	2
One or more off-street spaces	1

Off-street parking spaces are defined as a garage, carport, or any other facility which allows a resident to store their vehicle within or on their premises. All applications will be assessed and audited individually for off-street car spaces.

Resident Permits will only be issued for vehicles that are registered at the address of the applicant or (for business vehicles that are used privately) kept at the resident's address. Resident Permits are linked to a vehicle's registration and therefore are non-transferable.

Premises including, but no limited to, boarding houses, hostels, seniors housing and bed and breakfast accommodation will be assessed based on the number of off-street parking spaces available, with eligibility to be determined by authorised Council Officers.

Properties outside of residential flat buildings which are not subdivided, including properties with granny flats or secondary dwellings, will be treated as a single property and not entitled to any additional permits for occupants beyond the above provisions.

New multi-dwelling developments (such as residential flat buildings, townhouses and mixed use developments) in existing Permit Parking Scheme Areas will be excluded from eligibility to obtain permits. Such developments are required to provide on-site parking in accordance with Council's DCP or relevant planning Policy.

All Resident parking permits are valid for two (2) years from the date of application being approved.

2.2 Visitor Permits

To allow eligible residents' visitors such as carers, relatives, friends, medical practitioners and tradespersons to park on-street in certain locations without restriction or charge, Council may issue Visitor Permits. Eligible residents are entitled to a maximum of two Visitor Permits as follows:

- One free Visitor Permit per household.
- One additional Visitor Permit with a fee payable in accordance with Council's Schedule of Fees and Charges.

Visitor Parking Permits are for residents' visitors only and cannot be issued for a business or organisation. Visitor Permits are only valid in circumstances where the driver or passenger of the vehicle are directly visiting the address of the applicant (resident)

The first visitor permit is provided free of charge with an annual fee payable for an additional Visitor Permit. Lost Visitor Permits are replaceable at a cost, in accordance with Council's Schedule of Fees and Charges. Pensioner Concession Card holders are exempt from fees in relation to Visitor permits.

Premises including, but no limited to, boarding houses, hostels, seniors housing and bed and breakfast accommodation will be assessed based on the number of off street parking spaces available, with eligibility to be determined by authorised Council Officers.

All Visitor parking permits are valid for one (1) year from the date of application being approved.

2.3 Business Permits

Business Permits allow for owners or operators of commercial premises who pay Business Rates and are located within a Permit Parking Scheme area in certain Town Centre areas, that have nil off-street parking spaces, to park on-street without restriction or charge. All costs are in accordance with Council's Schedule of Fees and Charges.

Business Permits are only available to an eligible vehicle being required for routine use in the day to day operation of the registered business and where the vehicle is registered for business use in the name of the business.

Each eligible organisation/ business is entitled to:

Number of Off Street Car Spaces	Number of Permits
Nil off street spaces	1

Any business with one or more off-street parking spaces or where the property can be reasonably modified to provide off-street parking is not entitled to a Business Permit.

All Business parking permits are valid for one (1) year from the date of application being approved.

2.4 Commuter Permits

Commuter Permits are available to residents of Burwood whose property is located south of Liverpool Road, and are used to attract commuters to walk or to use public transport for part of their journey to work. A limited number of Commuter Permits will be issued for specific commuter parking areas.

Commuter Permits can only be issued for vehicles that are registered at the address of the applicant or (for business vehicles that are used privately) kept at the residents' address. Commuter Permits are linked to a vehicle's registration and therefore are non-transferable. Commuter Permits will be issued for a maximum of 12 months and may be reapplied for once expired.

The following eligibility criteria for applicants will need to be addressed prior to the issuing of Commuter Parking Permits:

1. Permits will be issued only to residents of Burwood Local Government Area who reside south of Liverpool Road.
2. The resident is able to verify to Council that they use public transport to commute to their place of business outside of the Burwood LGA (such as a letter from their employer and Opal card usage history).
3. A maximum of one Commuter Permit will be issued per household.

Once issued, Commuter Permits may only be used for the purpose of commuting via public transport to a workplace outside of the Burwood LGA. The Commuter Permit is not valid for use outside of this purpose or for activities such as attending areas within the Burwood LGA.

All Commuter parking permits are valid for one (1) year from the date of application being approved.

2.5 Temporary Visitors Permits

In order to facilitate Council's daily business with external stakeholders visiting the Burwood Local Government Area, in instances where a voluntary service is being provide to Council or in unique circumstances whereby Council issues invitations to Government Officials Council may issue Temporary Visitor permits.

Temporary Visitor permits may be issued for a duration no greater than 1 business day and be allocated for use in streets or Council off-street car parks in alignment with the associated area of visitation or service.

The permits may be requested by members of the Executive Team and may be approved at the discretion of the General Manager on a case by case basis.

3. Requests for Additional Parking Permits

In instances where an applicant requests an additional Resident Permit, over and above the maximum allowable under this Policy, an assessment is to take place by the Manager Traffic and Transport, with sign-off to occur by the Director City Assets.

This assessment will be based on, but not limited to, the following factors:

- the area for which the Parking Permit is to be issued
- the total number of Parking Permits issued for the area in which the Parking Permit is sought
- the total number of Parking Permits (in all categories) that have been issued to the applicant
- the total number of off-street parking spaces within the property or available to the applicant
- the total number of vehicles registered to the address
- the individual circumstances identified by the applicant as being necessary for the additional Parking Permit(s)

A maximum of one additional Resident permit may be issued above what is permissible the provisions in Section 2.1.

The decision to refuse or allow additional Parking Permit(s), over and above the maximum allowable, and the reasons for this decision, must be sufficiently documented. The reasons to refuse or allow additional Parking Permit(s) must be provided to the applicant.

4. Special Consideration

Applications may be made under special consideration for temporary one-day permits to be issued to facilitate religious events, such as weddings and funerals etc. A formal application (together with supporting documentation) must be made to Council in advance of any event for assessment. Applications will be assessed by the Manager Traffic and Transport, with sign-off to occur by the Director City Assets.

This assessment will be based on, but not limited to, the following factors:

- parking demand within the requested area
- potential impacts upon the road network
- history of request for special consideration

5. Conditions of Use for All Parking Permits

1. Printed Parking Permits are only valid if it is displayed in the vicinity of the lower windscreen on the passenger side of the vehicle and is clearly visible to an authorised Officer.
2. Printed Resident, Business and Commuter permit must be affixed to the windscreen using the supplied adhesive application and no other substance or substitute is permitted (such as card holders with a suction cap or other adhesive device).
3. Digital parking ePermits are a digital permit that will be associated to a vehicle's registration. Permit holders will no longer receive a physical permit that needs to be displayed in a vehicle.
4. Parking Permits exempt vehicles from time limits and parking charges ONLY in locations signposted as "Permit Holders Excepted (Area Identifier)".
5. It is the responsibility of the driver to ensure the permit is valid and used correctly.

6. A valid parking permit exempts the nominated vehicle (by registration number) from timed restrictions only in the applicable Zone only. All other restrictions (in accordance with Road Rules 2014) still apply.
7. Parking permits are not available, nor valid if the ePermit is assigned to boat trailers, box trailers, caravans or vehicle over 3 Tonne. (in line with the Permit Parking Scheme policy).
8. Parking Permit holders are strictly prohibited from selling, leasing, transferring or assigning any Parking Permit to any party for any use not permitted under this Policy.
9. If a Parking Permit holder disposes of the vehicle to which the Permit applies, and/or changes their residential address, the permit holder is responsible for the cancellation of the Permit and its return to Council (for printed permits).
10. Fraudulent use of a Parking Permit is an offence and may result in fines or the cancellation of the Parking Permit.
11. All Parking Permits remain the property of Burwood Council and Council reserves the right to withdraw and cancel any Parking Permit that is used in contravention to this Policy.

6. Application/Renewal Process and Forms

Residents and Business operators wanting to obtain a Parking Permit must complete the online application form. The vehicles registration certificate, personal identification and other relevant documentation must be attached for review.

Applications will be assessed, and eligibility confirmed, by Council Officers prior to the issuing of the Parking Permit(s).

Where applicable, fees must be paid upon submission of the application form. If an application is unsuccessful, except in the case of fraudulent applications, Council will refund the fee in full.

Permit holders will be notified prior to the expiration of their current Parking Permit/s. Fees and Charges will be updated annually in accordance with Council's Schedule of Fees and Charges.

If you have any queries regarding Council's Permit Parking Scheme, please contact our Customer Service Centre on (02) 9911 9911 or email council@burwood.nsw.gov.au.