Parking Permit Conditions

How to demonstrate residency/business details

Documents must show applicant's name and address of application.

Owner/occupier:

- Drivers Licence OR
- Proof of age OR
- Current rates notice OR
- Current utility notice

Tenant:

- Drivers Licence AND
- Residential Lease agreement OR
- Letter from landlord or real estate agent

Residential Parking Permits

6.20 In some areas of the City of Burnside, where there is limited available on-street parking and/or additional conflict between parking users, Council may, at its absolute discretion, give preference to local residents in order to adhere to the principles of amenity and convenience. This will be managed through the implementation of Residential Parking Permits and signposted Residential Parking Permit exempt zones.

6.21 To be eligible for a Residential Parking Permit, the applicant must be a resident of the City of Burnside, whose normal place of residence is subject to restrictive parking controls that provide for resident permit exemption.

6.22 All Residential Parking permits issued in relation to a property are transferrable;

6.23 Permits (other than visitor permits) will be issued for a maximum 24-month period, or part thereof.

6.24 Permits will be issued in respect to a specific street / suburb address. Permits are not transferable from one residential parking permit exempt zone to another.

6.25 All eligible applicants may apply for, and receive one (1) Transferable Residential Parking Permit (T1) per residence.

6.26 All eligible applicants may apply for, and receive a second transferable Residential Parking Permit (T2) per residence at a cost set out in the Schedule of Fees and Charges.

6.27 An eligible applicant may apply for up to one (1) further transferrable Residential Parking Permit per residence (T3).

6.28 An application for permits under 6.27 will be assessed against the off-street parking circumstances of the applicant, as set out in paragraphs 6.28 – 6.35.

6.29 If there are no off-street car parks and there are three or more registered vehicles, one T3 transferrable permit will be provided.

6.30 If there is one off-street car park and there are four or more registered vehicles, one T3 transferrable permit will be provided.

6.31 If there are two off-street car parks and five or more registered vehicles, one T3 transferrable permit will be provided.

6.32 To avoid all doubt, further to clauses 6.28 to 6.31, if the number of vehicles registered to a property exceeds the available off street parks by more than two, one additional T3 transferrable permit will be made available (T3).

6.33 A space available for a car in a garage, under a carport or in a driveway will be counted as such regardless of whether the space is free of storage of other items.

6.34 The first transferrable permit (T1, under 6.25) is free of charge.

6.35 All other permits (subject to 6.36) are subject to a fee, reviewed annually, as set out in Council's register of fees and charges.

6.36 Upon purchase of a T2 permit, a V1 or V2 permit (resident's choice) will be supplied free of charge. Only one free visitor permit will be supplied in conjunction with a T2 permit, although subsequent ones may be purchased.

6.37 An eligible applicant may apply for a fixed period visitor permit (V1).

6.38 A V1 permit may be issued for a maximum period of one (1) month.

6.39 Only one (1) V1 permit will be issued in relation to a property at any one time.

6.40 At the expiration of a V1 permit, a further permit may be applied for.

6.41 An eligible applicant may apply for a book of ten individual visitor permits (V2). These may be used separately by multiple users

6.42 Only one (1) V2 permit will be issued in relation to a property at any one time.

6.43 At the expiration of a V2 permit, a further permit may be applied for.

6.44 A V2 permit will have sufficient space for a resident to clearly mark the day the permit is being used.

6.45 The marking of the date must be done in ink.

6.46 Any misuse of a permit will lead to its cancellation.

6.47 Caravans, trailers and heavy or over length vehicles are not eligible for Residential Parking Permits.

6.48 Occupiers of commercial premises who do not reside on the premises will be deemed not to be "residents" for the purpose of this policy, and as such, are not eligible for a permit unless special approval is granted by the Chief Executive Officer or authorised delegate.

6.49 If misuse, including the sale of a Transferable Residential Permit, is discovered to have occurred the Chief Executive Officer may refuse to permit any future Transferable Residential Permits to the resident for a period up to 12 months.

6.50 Permits must be visibly displayed in the bottom passenger-side corner of the windscreen at all times when parked in the relevant residential parking permit exempt zone. Failure to display the permit will leave the vehicle liable to fine and/or prosecution for illegal parking.

6.51 Permits will be issued upon completion and receipt of the standard Resident Parking Permit Application Form, and provided compliance with the above conditions of eligibility is demonstrated.

Temporary Parking Permits

6.52 Where a resident who is eligible for a Residential Parking Permit has a tradesperson or service provider who requires access to the property for the purposes of providing a service to the resident but is unable to access on-street parking, they may apply for a Temporary Exemption Permit or utilise a resident's Transferable Residential Parking Permit.

6.53 These Permits must be applied for by the resident and in relation to a specific tradesperson and vehicle.

6.54 Permits will be issued for a specific period of time being not more than three months, and for a specific address.

6.55 This permit will then enable the vehicle to be parked in the Residential Parking Permit Exempt zones for the purposes of providing services to residents and their properties.

Business Parking Permits

6.56 At its meeting of 28 April 2020, the Council endorsed in principle, the Burnside Business Parking Permit scheme. This scheme will be managed through Business Parking Permits and signposted Business Permit zones.

6.57 The existing unrestricted parks in the Fullarton Road western slip lane (in the first instance) will be signed as No Parking (Business Permit Exempt) (Monday to Friday 8.30am to 5pm). Changes may be made as the need arises. There may be some future Business Permit zones on the eastern side of Fullarton Road (within the business areas only).

6.58 To be eligible for a Business Parking Permit, a business must be in a business area adjacent to the road in which the Permit zones are designated.

6.59 Business Permits will be issued in respect of a business and will be transferable within the business for its operational purposes.

6.60 Each business will be eligible to one permit, subject to the terms set out in 6.63.

6.61 Business Parking Permits are only to be used in relation to the Business Permit Area relevant to the Permit.

6.62 Permits will be issued for a maximum 24 month period or part thereof, and will be subject to an annual fee fixed by the Council and amended from time to time.

6.63 The number of Permits will not exceed the number of parking spaces allocated within a Business Permit Area. More may be issued subject to demand and subject to evidence that not all parking bays are used over a period of time under the initial 1:1 permit to space ratio.

6.64 If misuse, including the sale of a Permit is discovered to have occurred, the Chief Executive Officer may revoke and/or refuse to allocate any future permits to the business for a period up to 12 months.

6.65 Permits must be visibly displayed at all times when parked in the relevant Business Parking Permit zone. Failure to display the permit will leave the vehicle owner liable to fine (be expiated) and/or prosecution for illegal parking.

6.66 Permits will be issued upon completion and receipt of the standard Business Permit Application Form, and provided compliance with the conditions of eligibility is demonstrated.