

How to demonstrate residency (documents must show applicant's name and address of application)	
Owner/ occupier	Tenant
<ul style="list-style-type: none"> • Drivers Licence OR • Proof of age OR • Current rates notice OR • Current utility notice 	<ul style="list-style-type: none"> • Drivers Licence AND • Residential Lease agreement OR • Letter from landlord or real estate agent

RESIDENTIAL PARKING PERMIT CONDITIONS

- 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** An eligible applicant may apply for up to two (2) further transferrable Residential Parking Permits per residence (T2 and T3).
- 6.27** An application for permits under 6.26 will be assessed against the off-street parking circumstances of the applicant, as set out in paragraphs 6.28 – 6.35.
- 6.28** If there are no off-street carparks and one registered vehicle, one transferrable permit will be provided.
- 6.30** If there is one off-street car park and there are two registered vehicles, one transferrable permit will be provided.
- 6.31** If there is one off-street car park and there are three or more registered vehicles, two transferrable permits will be provided.
- 6.32** If there are two off-street car parks and three or more registered vehicles, one transferrable permit will be provided.
- 6.33** To avoid all doubt, further to clauses 6.28 to 6.32, if the number of vehicles registered to a property exceeds the available off street parks by one, one additional transferrable permit will be made available (T2).
- 6.34** If the number of vehicles registered against a property exceeds the number of available spaces by two or more, two additional permits will be made available (T2 and T3).
- 6.35** 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.
- 6.36** The first transferrable permit (T1, under 6.25) is free of charge.
- 6.37** All other permits are subject to a fee, reviewed annually, as set out in Council's register of fees and charges.
- 6.38** An eligible applicant may apply for a fixed period visitor permit (V1).
- 6.39** A V1 permit may be issued for a maximum period of one (1) month.
- 6.40** Only one (1) V1 permit will be issued in relation to a property at any one time.
- 6.41** At the expiration of a V1 permit, a further permit may be applied for
- 6.42** An eligible applicant may apply for a ten-individual day visitor permit (V2).

- 6.43** Only one (1) V2 permit will be issued in relation to a property at any one time.
- 6.44** At the expiration of a V2 permit, a further permit may be applied for.
- 6.45** A V2 permit will have sufficient space for a resident to clearly mark (on ten individual occasions) the day the permit is being used.
- 6.46** The marking of the date must be done in ink.
- 6.47** Any misuse of a permit will lead to its cancellation.
- 6.48** Caravans, trailers and heavy or over length vehicles are not eligible for Residential Parking Permits.
- 6.49** 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.
- 6.50** 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.
- 6.51** 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.
- 6.52** 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 PERMIT CONDITIONS

- 6.53** 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.
- 6.54** These Permits must be applied for by the resident and in relation to a specific tradesperson and vehicle.
- 6.55** Permits will be issued for a specific period of time being not more than three months, and for a specific address.
- 6.56** 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.