



Parking Permit

Terms and Conditions

By applying for a Parking Permit you accept that the permit is issued subject to the following conditions:

1. The permit allows the holder to park in Council's pay parking area in Byron Bay without paying for parking at a parking meter.
2. Unless noted otherwise, the permit does not allow the holder to park in a space for longer than any time restriction applying to the space.
3. The permit is only valid for the approved vehicle/s nominated in the application.
4. The permit is subject to any changes Council makes to its parking system.
5. Council can immediately cancel a permit by written notice where it is satisfied that:
 - a. the permit was granted based on false or misleading information;
 - b. the holder has used offensive language toward, or has hindered, obstructed, harassed or intimidated, or has attempted to hinder, obstruct, harass or intimidate, a Council employee; or
 - c. Council makes changes to its parking system which results in the permit being invalid.
6. If Council cancels a permit under clause 5, a refund of the permit fee will not be granted.
7. You consent for Council to use and disclose any personal information provided in your application for the following purposes:
 - a. To allow Council and any third party contracted by Council to administer the parking system;
 - b. to allow Council to communicate with you regarding the parking system
 - c. to allow Council to communicate with you via its E*News publication
8. The permit is valid until its expiry date and will not automatically renew.

Eligibility Requirements

1. To be eligible for a Resident parking permit the applicant needs to:
 - be a Byron Shire ratepayer or resident; and
 - provide to Council's satisfaction proof that:
 - they are a ratepayer or resident; and
 - that they either own or are lawfully entitled to use the registered vehicle for which the permit is sought.
2. Where Council is reasonably satisfied that an application has been made based on false or misleading information, Council is entitled to do any or all the following:
 - Reject the application;
 - not return the application fee; and
 - not accept a further application from the applicant.
3. If an applicant fails to provide the proof they are a ratepayer or resident, Council may request further information. This information must be provided in the time nominated by Council

Supporting Documents

This table provides an overview of the types of proof you need to provide when applying for a parking permit. More details about what documents this includes is provided in the table below.

Permit type	Proof of residency	Proof of vehicle ownership	Proof of pension status
Resident - New	✓	✓	✗
Resident - Renewal	✓	✗	✗
Pensioner - New	✓	✓	✓
Pensioner - Renewal	✓	✗	✓

Proof of residency or rate payer

If the applicant is a Byron Shire rate payer no supporting documents are required. The name on the rates notice must match the applicant's name.

If the applicant is a Byron Shire resident they must provide a current version of one of the following:

- Vehicle registration certificate
- Driver's license
- Pensioner card
- Utility bill (e.g. phone, internet, electricity, gas, etc.)
- Rental agreement or letter from landlord/owner with proof of rental longer than 6 months

Proof of vehicle ownership or lawful use

All **new** applications for a parking permit must provide evidence that links the applicant to the vehicle.

This is **not** required for a permit **renewal**.

Accepted documents include:

- Vehicle registration certificate
- A screenshot from the Service NSW website. Screenshots from the Service NSW mobile app are **not** accepted as they do not show owner details
- Current NSW CTP renewal notice/certificate or
- Current NSW vehicle insurance policy

Where an applicant doesn't own the vehicle for which the permit is sought, documents proving your lawful use of the vehicle include,

- Documents identifying you as the owner of the company vehicle (e.g. ASIC Register); or
- A signed letter from the company, friend or relative the vehicle is registered to, including:
 - Vehicle registration number
 - Your name
 - Confirmation that you are a company employee, friend or relative and you have full use of the vehicle
 - Contact details for the company owner, friend or relative
 - For company correspondence the letter should be on letter head or from the company email address.

Proof of pension status

Accepted documents include:

- Current Centrelink Pension Card (Blue Card)
- Department of Veteran Affairs (DVA) Gold Card
- Current vehicle registration that notes your pensioner status