



Shire Pay Parking Permits

Terms and Conditions

By applying for a Shire Pay 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 areas in Byron Shire without paying additional fees for parking.
2. The permit applies only to Council's pay parking areas. It does not apply to NSW National Parks and Wildlife Services pay parking areas in the Byron Shire.
3. A parking permit does not provide exemption from other road rules or parking restrictions.
4. The permit does not allow the holder to park in a space for longer than any time restriction applying to the area.
5. The permit is only valid for the approved vehicle nominated in the application.
6. A parking permit does not guarantee a parking space within the pay parking area.
7. Permit holders must notify Council of a change of address within 14 days.
8. 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 of the following:
 - a. reject the application;
 - b. not return the application fee;
 - c. not accept a further application from the applicant.
9. The permit is subject to any changes Council makes to its parking and permit system.

10. 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;
 - c. Council makes changes to its parking system which results in the permit being invalid;
 - d. Council has reasonable grounds to believe that the permit holder no longer meets the eligibility requirements of the permit;
 - e. The eligibility requirements for a permit are not met or are no longer met.
11. Refunds for permit fees will not be granted, including in circumstances where Council cancels a permit under clause 10.
12. The permit is valid until its expiry date and will not automatically renew. Upon expiry of the permit, an application must be made for renewal.
13. It is the responsibility of the permit holder, driver, or rider to ensure that a permit is valid.
14. Only vehicles with a length less than 6 meters are eligible for permits.
15. Trucks, buses, trams, tractors, or trailers (boat or caravan) are not eligible for permits.
16. If an applicant fails to provide the necessary proof, Council may request further information. This information must be provided within the time nominated by Council.
17. 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 permit system;
 - b. to allow Council to communicate with you regarding the permit system.
 - c. to allow Council to communicate with you via its E*News publication.
18. To protect your privacy, Council will endeavor to delete any documents containing Personally Identifiable Information (PII) after your permit application is approved or rejected. PII is only retained as long as necessary for its original purpose. For any questions, contact us at privacy@byron.nsw.gov.au.

Eligibility Requirements

Required for all permit types

Proof of vehicle ownership or lawful use is mandatory for all new parking permit applications.

Documentation - Proof of vehicle ownership or lawful use

Required document:

- A current vehicle registration certificate displaying the full name and residential address of the registered applicant.

If the vehicle is owned by and registered to a company, the applicant must provide documents proving lawful use of the vehicle such as:

- A lease or rental agreement naming the applicant as the authorised user; or
- Documents identifying the applicant as a company Director/Secretary (e.g. ASIC company extract); or
- A signed letter from a senior company official confirming the applicant's right to use the vehicle. The letter must include:
 - Vehicle registration number
 - Applicant's name
 - Confirmation the applicant is entitled to use the vehicle
 - Name, position, and contact details of the person signing the letter

Shire Resident Parking Permit

Shire Resident Parking Permits will be available for purchase by eligible residents in accordance with these Terms and Conditions and Council's adopted fees and charges.

The permit is valid and applies only while the permit holder resides in the Byron Shire.

Note: This permit is for people who **live in Byron Shire**. If you own property but do not live in Byron Shire, you may be eligible for a *Non-Resident Ratepayer Parking Permit* instead.

Eligibility and Required Documentation

To be eligible for a Shire Resident Parking Permit, applicants must:

- **Be a resident of Byron Shire**, and provide one of the following as proof:
 - A current driver's licence showing a Byron Shire address; or
 - A current vehicle registration certificate showing a Byron Shire address.
- **Own or have lawful use of the vehicle** - All new applications must provide a vehicle registration certificate or other evidence of lawful use (see 'Required for All Permit Types' at the start of the Eligibility Requirements section).

Pension or Concession Resident Parking Permit

Eligible Centrelink Concession and Student Card holders are exempt from permit fees, subject to eligibility requirements.

The permit is valid and applies only while the permit holder resides in the Byron Shire and holds a current concession or student card.

Eligibility and Required Documentation

To be eligible for a Pension or Concession Resident Parking Permit, applicants must:

- **Be a resident of Byron Shire**, and provide one of the following as proof:
 - A current driver's licence showing a Byron Shire address; or
 - A current vehicle registration certificate showing a Byron Shire address.
- **Be a Centrelink Concession Card holder or Student**, and provide one of the following as proof:
 - Current and valid Centrelink Concession Card including:
 - Pension Card (Blue Card)
 - Health Care Card
 - Commonwealth Senior Health Card
 - Low Income Health Care Card;
 - Current vehicle registration certificate that notes your pensioner status;
 - Department of Veteran Affairs (DVA) Gold Card;
 - Valid Student Card issued by an accredited educational institution.
- **Own or have lawful use of the vehicle** - All new applications must provide a vehicle registration certificate or other evidence of lawful use (see 'Required for All Permit Types' at the start of the Eligibility Requirements section).

Non-Resident Ratepayer Parking Permit

Non-Resident Ratepayer Parking Permits will be available for purchase by eligible Byron Shire ratepayers in accordance with these Terms and Conditions and Council's adopted fees and charges.

The permit is valid and applies only while the permit holder is a ratepayer in the Byron Shire.

Note: This permit is for people who **own property in Byron Shire but do not live there**. If you *do* live in Byron Shire, please apply for the *Shire Resident Parking Permit*, which is cheaper.

Eligibility and Required Documentation

To be eligible for a Non-Resident Ratepayer Parking Permit, applicants must:

- **Be a Byron Shire ratepayer**, and provide one of the following as proof:
 - If the name on the application matches the name on the rates notice, only **vehicle ownership or lawful use** documentation is required, as we can verify property ownership ourselves.
 - If the property is owned by a company, the applicant must provide documentation evidencing company ownership, trust interest, or joint ownership evidence (e.g. ASIC company extract).
- **Own or have lawful use of the vehicle** - All new applications must provide a vehicle registration certificate or other evidence of lawful use (see 'Required for All Permit Types' at the start of the Eligibility Requirements section).

Border Communities Parking Permit

Border Communities Parking Permits will be available for purchase by eligible border residents outside of the Byron Shire in accordance with these Terms and Conditions and Council's adopted fees and charges.

The permit is valid and applies only while the permit holder is a resident with an address in one of the following localities: Binna Burra, Booyong, Broken Head, Brooklet, Chowan Creek, Clunes, Commissioners Creek, Coopers Shoot, Crabbes Creek, Doon Doon, Eltham, Fernleigh, Newrybar, Nashua, Nightcap, Pearces Creek, Repentance Creek, Rosebank, Rowlands Creek, Upper Burringbar, Whian Whian, and Wooyung.

Note: If you **live at an address within Byron Shire**, you may be eligible for a **Shire Resident Parking Permit**, which is cheaper.

Eligibility and Required Documentation

To be eligible for a Border Communities Parking Permit, applicants must:

- **Be a resident with an address in one of the listed localities** outside the Byron Shire local government area, and provide one of the following documents as proof:
 - A current driver's licence **showing the eligible residential address**; or
 - A current vehicle registration certificate showing the eligible residential address.
- **Own or have lawful use of the vehicle** - All new applications must provide a vehicle registration certificate or other evidence of lawful use (see 'Required for All Permit Types' at the start of the Eligibility Requirements section).

Business Parking Permit

The Business permit will be available for purchase by eligible Byron Shire businesses in accordance with these Terms and Conditions and Council's adopted fees and charges.

The permit is valid and applies only while the business is located at the property address associated with the permit.

Eligibility and Required Documentation

To be eligible for a Business Parking Permit, applicants must:

- **Be a business that has a fixed address at a property within a Byron Shire pay parking area**, and provide one of the following documents as proof:
 - Current lease/licence agreement in business name (front page only, with property address and lessee/licensee displayed), or extract of title if the premises are owned by the business; or
 - Rates notice, addressed to the business, indicating the business address and that the property is rated as a business.
 - Utility Bill, addressed to the business, indicating the business address. Must be dated within last 3 months.
- **Own or have lawful use of the vehicle** - All new applications must provide a vehicle registration certificate or other evidence of lawful use (see 'Required for All Permit Types' at the start of the Eligibility Requirements section).

Worker or Volunteer Parking Permit

The Worker or Volunteer Parking Permit will be available for purchase by eligible workers or volunteers in accordance with these Terms and Conditions and Council's adopted fees and charges.

The permit is valid and applies as long as the permit holder remains employed by or volunteering for the organisation at the property address associated with the permit, regardless of specific working or volunteer days/times.

Eligibility and Required Documentation

To be eligible for a Worker or Volunteer Parking Permit, applicants must:

- **Be employed by, or volunteer at, a business that has a fixed address at a property within a Byron Shire Council pay parking area**, and provide one of the following documents as proof:
 - A payslip; or
 - A letter of employment or volunteer agreement. The letter must be dated and on company letterhead or sent from the company email address and include details of:
 - The applicant's name and position;
 - Confirmation that the applicant is currently an employee, at the date of application;
 - Contact details for the business owners;
 - Position and contact details of the individual signing the letter.
- **Own or have lawful use of the vehicle** - All new applications must provide a vehicle registration certificate or other evidence of lawful use (see 'Required for All Permit Types' at the start of the Eligibility Requirements section).

Native Title Parking Permit

The Native Title Parking Permit is for Native Title Holders of the Bundjalung People of Byron Bay.

For confirmation of membership and eligibility contact Bundjalung of Byron Bay Aboriginal Corporation.