



Dedicated to a better Brisbane

BRISBANE CITY COUNCIL ABN 72 002 765 795

Traffic Area/Resident Parking Scheme Permit Application

Permit information

Permits are to be used by either the residents or genuine visitors to the property **for residential purposes only**.

Fill out all details correctly and in block letters on the application form.

Submit the completed form with required documents (see section 9) by email to applications@brisbaneparkingpermits.com.au, by mail or in person (see 'Application lodgement options').

You must ensure your vehicle is parked legally according to the Traffic or Residential Parking area restrictions, e.g. *not exceeding the two hour limit*, until you have received and correctly displayed your permit. This permit does not allow you to park in areas such as Bus Zones, No Stopping Zones or Parking Meter Zones (unless signed 'resident permits excepted').

Permits are valid for the dates shown on the permit.

Please note:

- The application form will not be processed unless all details are completed.
- Permits cannot guarantee residents access to on street parking or parking directly in front of their residence.

WARNING - misuse of permit may result in cancellation.

Application lodgement options

NOTE: No payment is required with initial application

Return completed application:

By email

applications@brisbaneparkingpermits.com.au

By mail

Brisbane Parking Permits
PO Box 7907
BRISBANE QLD 4001

In person at

Brisbane City Council's Business Centres.

For further information

Please contact Brisbane City Council Parking Permit Team on **1300 322 377** between 7am and 7pm Monday to Friday, excluding public holidays. All other times call (07) **3403 8888**.

Visit Council's website: www.brisbane.qld.gov.au

Email Council: enquiries@brisbaneparkingpermits.com.au

Residential Parking Permit

Permit Type	Description
Residential permit	Permit is only for use by the resident. Permit must be clearly displayed on the passenger side of the dashboard.
Visitor permit	Permit is only for use by genuine visitors to the place of residence and must be clearly displayed on the passenger side of the dashboard. Permit is transferable.
Short-Term Permit	Permit is for use by guests attending a private function or event at the residence, and is valid for up to two days.



Traffic Area/Resident Parking Scheme Permit Application

1 Applicant details

Full name

Mr	Mrs	Ms	Other	▶
Surname/family name				
Given name/s				

Residential Address

(Must be within Residential Permit Parking/Traffic Area)

Unit/Street number	Street	
Suburb	State	Postcode

Postal address *If different to above*

Phone number

Work number

Mobile number

E-mail address

Is this solely a residential property? *Combined commercial properties will require a site inspection to ensure eligibility.*

Yes

No

2 Permit

Please tick the applicable box/es and specify the number of permits requested.

	Number required
Resident Permit ▶	See section 8
Visitor Permit transferable ▶	See section 8
Additional Visitor Permit ▶	See section 5 for requests over standard allocation
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Short-Term Permit transferable ▶	See section 6
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Replacement Permit (Lost, stolen, destroyed, damaged) ▶	See section 3 and section 7

3 Vehicle registration details

This applies to Resident permits and Replacement (resident) permits. The parking permits are not transferable.

Registration number/s

4 Streets

You may nominate up to three streets to be included on your permit, your residential street and two alternate streets in close proximity to your street. If none are nominated, your permit will only include your residential street. If there is no allocated permit parking on your residential street, you may nominate a third street as an alternative to your residential street.

Street

Suburb

5 Additional Visitor Permits

Number of vehicles currently registered to this address

Please give reasons why you require additional permits above the allocated amount. (Please note a site inspection may be required.)

6 Short Term Permit

Number of permits requested

Maximum 10 permits

Start date

End date

Reason permits requested

7 Statement

Tick if any of the following statements are applicable and give details below.

A permit has been lost, stolen, damaged, destroyed or defaced

You are unable to provide proof of residence in the form of a utility bill or tenancy agreement

Your vehicle registration details do not match your current address, or registered owner's name

You are unable to provide any of the required documentation

No access to previous tenant's permits

8 Number of Permits

1. Regulated Parking Permit Scheme Area established before 30 June 2015 - eligible residents can apply for one resident permit for each eligible registered vehicle and two visitor permits per residence.
2. Regulated Parking Permit Scheme Area established after 30 June 2015 (Taringa Residential Parking Permit Area and New Farm and Teneriffe Hill Residential Parking Permit Area) - eligible residents can apply for one residential permit per residence and one visitor permit per residence.

For further information about eligibility for permits, visit council's website: www.brisbane.qld.gov.au

9 Documentation

The following documentation must be provided to Brisbane City Council at the time of application. Documents supplied must be current. The documentation must show the applicant's name and address. For a company vehicle, a letter on company letterhead with the relevant registration documentation is required.

You must provide one of each of the following documents:

- Proof of Residency
- Proof of Vehicle Details/Company letter

PROOF OF RESIDENCY

Owner

Rate Account (please provide a most recent copy)

Contract of Sale (for new owners only)

Tenant

Utility Bill (please provide a most recent copy)

Tenancy Agreement (for a minimum of 6 months period)

PROOF OF VEHICLE DETAILS

Current vehicle registration certificate/transfer document showing applicant name and address (different name will be accepted if the vehicle/s registered address is the same as the residential address on the application)

If vehicle ownership documentation shows a different address, or no address, applicant/s must provide their Driver's Licence showing the same address as the permit/s are being applied for, as additional proof. If multiple vehicles, documentation must be provided for each vehicle.

ADDITIONAL PROOF (if required)

Driver's Licence (both sides)

Company letterhead to state it is a company vehicle

10 Applicant's agreement

I certify that the information on this form, as supplied by me, is true and complete. I understand that information I provide will be used by Brisbane City Council or its agents for purpose of assessing and issuing permits. I understand that the misuse of permits will result in permits being cancelled, and that permits remain the property of Brisbane City Council.

Signature

Date