



*Dedicated to a better Brisbane*

BRISBANE CITY COUNCIL ABN 72 002 765 795

## Regulated Parking Permit Application

### Apply for a digital parking permit

Council has introduced a digital parking permit system to replace paper-based permits. You do not need to display a permit in your vehicle. Once a permit is active in the system, it is linked to your vehicle registration number.

Permits are to be used by either the residents or genuine visitors to the property.

You must ensure your vehicle is parked legally according to the Traffic or Regulated Parking Permit Scheme Areas restrictions, e.g. *not exceeding the two hour limit*, until you have received confirmation that your permit is active. Permits do not allow you to park in areas such as Bus Zones, No Stopping Zones or Parking Meter Zones (unless signed 'resident permits excepted').

Fill out all details correctly and in block letters on the application form. Please include an email address so we can keep you informed about the status of your application.

Submit the completed form with required documents (see section 5) by email to [applications@brisbaneparkingpermits.com.au](mailto:applications@brisbaneparkingpermits.com.au), by mail or in person (see 'Application lodgement options').

#### Please note:

- The application form will not be processed unless all required details are completed, and supporting documents provided.
- 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

#### By email

[applications@brisbaneparkingpermits.com.au](mailto:applications@brisbaneparkingpermits.com.au)

Payment options: credit card (Visa or MasterCard)

Phone number for Council to contact you for payment:

#### By mail

Brisbane Parking Permits  
PO Box 7907  
BRISBANE QLD 4001

Payment options: cheque or money order, payable to Brisbane City Council.

#### In person at

Brisbane City Council's Business Centres.

Payment options: cash, credit card (Visa or MasterCard), EFTPOS, cheque or money order.

### 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](http://www.brisbane.qld.gov.au)

Email Council: [enquiries@brisbaneparkingpermits.com.au](mailto:enquiries@brisbaneparkingpermits.com.au)

Permit Type	Description	Unit	Fee
Resident permit	Permit issued to residents who reside on a street where parking is regulated. Permit is valid for 12 months from the date application is received.	Each vehicle	\$10.00
Visitor permit	Permit issued to a resident who lives on a street where parking is regulated for use by genuine visitors to their property. Permit is valid for 12 months from the date application is received.	Each vehicle	\$10.00
Short-Term permit	Permit issued to a resident who lives on a street where parking is regulated and who: <ul style="list-style-type: none"><li>• has engaged persons to undertake minor repair or renovation work at the residence; or</li><li>• is hosting an organised event or party.</li></ul> Permit is valid for 48 hours.	Each permit	No charge

Maximum charge per household is \$25.00

Eligible pensioners receive a 50% discount on Regulated Parking Permits



# Regulated Parking Permit Application

## 1 Applicant details

Please complete all information in this section

Full name

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

Residential Address

Must be within a Regulated Parking Permit Scheme Area

Unit/Street number	Street		
Suburb		State	Postcode

Postal address *If different to above*

Must provide at least one contact number and email address

Home phone	Work phone
Mobile phone	
E-mail address	

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

Yes No

Eligible for pensioner discount (tick box only if eligible)

To be eligible for pensioner discount, you must hold one of:

- a current Centrelink Pensioner Concession Card;
- a Repatriation Health Card (Gold Card) issued by the Department of Veteran Affairs;
- a Department of Veteran's Affairs Pensioner Concession Card.

## 2 Number of permits

1. Regulated Parking Permit Scheme Areas 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.
2. Regulated Parking Permit Scheme Areas established before 30 June 2015 (all other permit areas) - eligible residents can apply for one resident permit for each eligible registered vehicle and two visitor permits per residence.

For further information about eligibility for permits, visit Council's website: [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)

## 3 Permits

### Resident permit

Vehicle registration number/s

This applies to resident permits - see section 2 for number of permits you can apply for in your area. Resident permits are not transferable to another vehicle.

### Visitor permit

Vehicle registration number/s

This applies to visitor permits - see section 2 for number of permits you can apply for in your area. Visitor permits are transferable to another vehicle.

If the allocation of permits has been reached for the address you may be requested to provide a statement that the previous permits are no longer used.

### Short-term permit

Vehicle registration number/s

A short-term permit, valid for 48 hours, may be issued for up to 10 vehicles per event (for a maximum of two events annually per residence).

Start date

Applicant must hold a valid resident or visitor permit to be eligible for short-term permit.

### Note:

For visitor and short-term permits to change the vehicle registration details, phone 1300 322 377.

For resident permits to change the vehicle registration details a new application is required.

## 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 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.

You must provide supporting documents for:

- Proof of Residency
- Proof of Vehicle Details (for resident permit)

### PROOF OF RESIDENCY

**Owner** (provide one of the following documents)

Rate Account (please provide most recent copy), or  
Contract of Sale (for new owners only)

### Tenant

Tenancy Agreement - first 2 pages only (minimum of 6 months period remaining)

If applicant's name is not on the Tenancy Agreement - applicant must provide the Tenancy Agreement and a letter or statement from the primary tenant verifying the applicant resides at that address, AND utility bill or driver's licence (as listed below - additional proof).

If there is no formal Tenancy Agreement - applicant must provide a letter or statement from the property owner verifying the applicant resides at the permit address and stating the term of the tenancy, AND utility bill or driver's licence (as listed below - *additional proof*).

### PROOF OF VEHICLE DETAILS

Current vehicle registration certificate/transfer document/renewal notice showing applicant name and address.

If vehicle registration document has:

- a. Different name to applicant, but same address as the application - applicant to provide statement on section 6.
- b. Same name as applicant but different address or no address - applicant must provide Driver's licence showing the same address as the permit application, as additional proof.
- c. Different name and address to permit application - applicant must provide a statutory declaration from the registered vehicle owner to confirm that applicant drives and parks the vehicle at the address permit/s applied for.

**Note:** If multiple vehicles, documentation must be provided for each vehicle.

For a company vehicle, a letter on company letterhead to state it is a company vehicle (include registration details and applicant name and address)

### ADDITIONAL PROOF (if required)

Driver's Licence (both sides) or Adult Proof of Age (18+) card – showing applicant's name and permit address

Utility Bill (not more than 3 months old) - Telephone, Electricity, Gas or Water

Letter from Property Owner or Primary Tenant

Statutory Declaration

## 6 Statement

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

Vehicle registration does not match applicant's name

Other (provide details to support application)

## 7 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