

Parking Permit Application Form

Privacy Notice: Council is collecting the personal information you supply on this form for the purpose of processing your application. Council is authorised to do this under the *Rockhampton Regional Council Local Law No. 1 (Administration) 2011*, specifically *Subordinate Local Law No. 1.15 (Parking Contrary to an Indication on an Official Traffic Sign Regulating Parking by Time or Payment of a Fee) 2011*. Council deals with personal information in accordance with the law, including the *Information Privacy Act 2009*.

This form is to be used when applying for a permit to park contrary to an indication on an official traffic sign regulating parking by time or payment of a fee. Please allow a minimum of 10 working days for your application to be processed.



P: 07 4932 9000 | E: enquiries@rrc.qld.gov.au | W: rockhamptonregion.qld.gov.au | PO Box 1860, Rockhampton 4700 | ABN: 59 923 523 766

Applicant Details			
Applicant name: <i>(if partnership or company)</i>		ABN:	
Applicant name: <i>(if individual)</i>			
First	Middle	Last	
Preferred contact number:		Email:	
Residential/Business Address			
Street number and name:			
Suburb:		State:	Postcode:
Postal address <i>(if different)</i> :			
Vehicle Details			
Registration number:		Registration expiry date:	
Model:		Make:	
Colour:		Registered owner of vehicle name:	
Permit Details <i>(please see page 3 for supporting documentation)</i>			
Please select the relevant parking permit:			
<input type="checkbox"/> Work Zone Parking Permit	<i>Where the part of the road is adjacent to a site at which the person is proposing to undertake building or construction work, and it is not reasonably practical for all work activity and movements to be confined within the site.</i>		
<input type="checkbox"/> Temporary Parking Permit	<i>Where the applicant is engaged in a temporary activity affecting premises immediately adjacent to the parking space/s and it is not reasonably practical for the applicant to carry out the activity unless the parking space/s are allocated to the applicant's exclusive use for the duration of the activity.</i>		
<input type="checkbox"/> Resident Parking Permit	<i>Where the person resides in a residence which does not have access to adequate off-street parking and parking on the road immediately adjacent to the residence is regulated by time. No more than one resident parking permit will be issued for the same residence.</i>		
<input type="checkbox"/> Visitor Parking Permit	<i>A permit made available by the resident for use by another person who is visiting/attending the residence and intends to park on the section of the road immediately adjacent to the residence which is regulated by time. No more than one visitor parking permit will be issued for the same residence. A visitor parking permit is not specific to any particular vehicle.</i>		
<input type="checkbox"/> Community Service Organisation Parking Permit	<i>Where the person will use the parking permit for an activity, which is consistent with the objectives of the community service organisation, and parking is regulated by time.</i>		
<input type="checkbox"/> Tourist Vehicle Parking Permit	<i>A tourist vehicle is a horse drawn vehicle or a pedicab which is used for the purposes of carrying passengers on a commercial basis. A tourist vehicle parking permit may be issued to allow a person to park a tourist vehicle in a designated parking space/s regulated by time or by payment of a fee.</i>		
Dates and duration of permit:			
Detail why permit is required:			
OFFICE USE ONLY	Date:	CSO:	Information checked: <input type="checkbox"/> Yes <input type="checkbox"/> No
	Amount:	Receipt number:	Application number:

Parking Address		
Street number and name:		
Suburb:	State:	Postcode:
Standard Conditions of Approval		
<p>(1) The conditions of an approval may require the approval holder to —</p> <ul style="list-style-type: none"> (a) affix the approval to, or exhibit the approval on, a specified part of the vehicle identified in the approval facing outwards so that it is clearly visible to a person outside the vehicle; and (b) if the approval holder requests the issue of a replacement approval — complete a statutory declaration detailing the facts and circumstances of the loss, destruction or damage of the original approval; and (c) enter into an agreement with the local government to indemnify the local government against claims (including claims made against the approval holder by the local government) for personal injury (including death) and damage to property (including economic loss) arising by, through or in connection with the use of a vehicle under the approval; and (d) if the approval holder is a business — take out and maintain insurance against personal injury and property damage resulting from the activities authorised by the approval; and (e) take specified measures to reduce the impact of the activities authorised by the approval so that the activities do not — <ul style="list-style-type: none"> (i) create a traffic nuisance; or (ii) increase an existing traffic nuisance; or (iii) detrimentally affect the efficiency of the road network in which the activity is undertaken. <p>(2) Also, the conditions of a resident parking permit may require that the approval holder —</p> <ul style="list-style-type: none"> (a) only use the permit in respect of the parking of a vehicle identified in the permit at the location identified in the permit which must be — <ul style="list-style-type: none"> (i) the road adjacent to the residence identified in the permit; or (ii) the one or more segments of road in close proximity to the residence identified in the permit; and (b) only use the permit whilst the holder resides at the residence identified in the permit. <p>(3) Also, the conditions of a works zone parking permit may —</p> <ul style="list-style-type: none"> (a) specify the part of the road to which the permit relates; and (b) require the approval holder to pay a prescribed fee, as determined by the local government, for the installation of official traffic signs, or other signs and markings, as determined by the local government to be appropriate, to identify the boundaries of the works zone identified in the permit; and (c) require that the approval holder not park a vehicle within the works zone except while the vehicle is being loaded or unloaded in connection with the building or construction work to which the permit relates; and (d) require that materials of any kind not be stacked, placed or otherwise left on the road or footpath (either within or outside of the works zone); and (e) require that a vehicle not be parked, loaded or unloaded or that other operations be carried out, in a manner which obstructs pedestrian movement along a footpath within or adjacent to the works zone. <p>(4) The conditions of a visitor parking permit may —</p> <ul style="list-style-type: none"> (a) require that the approval holder only use the permit in respect of the parking of a vehicle at the locations identified in the permit which must be — <ul style="list-style-type: none"> (i) the road adjacent to the residence identified in the permit; or (ii) the one or more segments of road in close proximity to the residence identified in the permit; and (b) require that the permit must only be used by a person visiting or attending at the residence identified in the permit; and (c) specify that the visitor parking permit is not specific to any particular vehicle. <p>(5) The conditions of a tourist vehicle parking permit may —</p> <ul style="list-style-type: none"> (a) require that the tourist vehicle used in the undertaking of the prescribed activity must be kept in a condition which is clean, safe and fit for the conveyance of passengers; and (b) require that the person driving the tourist vehicle must be in a clean and presentable condition; and (c) limit the operation of the prescribed activity by reference to specified hours and specified days; and (d) require that the name, address and telephone number of the holder of the permit is prominently and permanently displayed on both sides of the tourist vehicle; and (e) if the tourist vehicle is a horse drawn vehicle — <ul style="list-style-type: none"> (i) require that the driver of the horse drawn vehicle undertaking the prescribed activity must, at all times, be close enough to the vehicle to be able to maintain adequate control over the vehicle and the horse; and (ii) require that the driver of the horse drawn vehicle ensure that appropriate measures are taken to — <ul style="list-style-type: none"> (A) prevent manure dropping onto a road; and (B) remove any manure that drops onto a road; and (C) ensure that no overloading of the vehicle occurs; and (f) require the holder of the permit to give specified indemnities and take out and maintain insurance against personal injury and property damage resulting from the activities authorised by the permit. 		

Declaration and Indemnity

In consideration of Council granting the approval of this Application, the Applicant:

- (1) Agrees, except to the extent caused or contributed to by the negligent act or omission of Council, to, at all times, hold harmless and keep indemnified the Rockhampton Regional Council and its officers, employees, members, agents and contractors ("Indemnified parties") from and against all actions, suits, proceedings, claims, demands, losses, costs, charges and expenses ("Claim") arising out of or in any way connected to or resulting from Rockhampton Regional Council granting the approval of this Application and any activity carried out or purported to be carried out under any approval of this Application (in all circumstances whether directly or indirectly), including:
 - (a) Any personal injury, illness, death to any person or damage to any property; and
 - (b) Any breach, non-observance or non-fulfilment of any condition of the approval; and
 - (c) Any act, matter, negligence or thing done or omitted to be done by the Applicant or its employees, agents or contractors.
- (2) Accepts that by proceeding with the activity, they will be taken to have agreed to the Standard Conditions of Approval outlined on this form.
- (3) Accepts that Council may impose additional non-standard conditions of approval after the application has been assessed which will be noted on the information notice issued at the time approval of the Application is granted.
- (4) Acknowledges that Council has not made any claim, statement or interference with regard to the suitability of the facility or land for the activity and had satisfied themselves in this regard.

I submit this Parking Permit Application Form with the relevant fee and supporting documentation as required.

Applicant name:

Applicant signature:

Date:

Signatory name:

(if partnership or company)

Signatory position:

(if partnership or company)

Supporting Documentation

Please remember to provide the following supporting documentation when submitting this form:

All applications:

- ☐ Evidence the vehicle is currently registered.

Work Zone Parking Permits:

- ☐ A site plan detailing the specific part of the road that will be used as a work zone.
- ☐ Evidence that building or construction work will be undertaken during the term of the permit.

Resident Parking Permits:

- ☐ Evidence that the applicant currently resides at the specified residence.

Community Service Organisation Parking Permits:

- ☐ Evidence the applicant is an association incorporated under the *Associations Incorporated Act 1981* which has the main purpose of its objects, making financial gain for community service, charitable or similar purpose.
- ☐ Details of off-street parking that is, or could reasonably be, made available for use by persons undertaking activities for or on behalf of the organisation on land of which the organisation is the occupier/owner.

Tourist Vehicle Parking Permits:

- ☐ Evidence the tourist vehicle will be utilised for the purpose of carrying passengers on a commercial basis.
- ☐ If the tourist vehicle is a horse drawn vehicle —
- (i) details of the horses to be used in the undertaking of the prescribed activity, including the condition and fitness of the horses and the address where the horses are normally stabled; and
 - (ii) the passenger carrying capacity of the tourist vehicle; and
 - (iii) lighting and warning devices attached to the tourist vehicle; and
 - (iv) the proposed hours of operation of the prescribed activity; and
 - (v) the name, address and telephone number of each person who will be driving the tourist vehicle, including details of their experience in operating such tourist vehicles; and
 - (vi) a statement by the owner of the tourist vehicle that the tourist vehicle complies with the *Transport Operations (Road Use Management Act) 1995*.

Fees and Charges

For a full list of fees and charges please refer to Council's [Fees and Charges Schedule](#).

Payment Information

In person | You can pay at Council's Customer Service Centres: 232 Bolsover Street, Rockhampton; 32 Hall Street, Mount Morgan; 1 Ranger Street, Gracemere.

By phone | Customer Service staff will contact you regarding payment via credit card or debit once this form is received.

By post | Make your cheques/money order payable to 'Rockhampton Regional Council' and send to PO Box 1860, Rockhampton, Queensland, 4700.