

Parking Permit Application Form



Privacy Notice: Rockhampton Regional 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*. Your personal details will not be disclosed to any other person or organisation external to Council without your consent unless required or authorised by law

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 only where it would not unduly impede the flow of traffic either on the road or in the area. 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: www.rrc.qld.gov.au | PO Box 1860 Rockhampton QLD 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	
Residential address:			
Street number and name	City	State	Postcode
Postal address: <i>(if different)</i>			
Preferred contact number:		Email:	
Preferred delivery method: <input type="checkbox"/> Email <input type="checkbox"/> Post <input type="checkbox"/> Collect – (Rockhampton, Gracemere, Mt Morgan)			
<i>Email is the standard form of delivery. If this method is unsuitable please select an alternative.</i>			
Vehicle Details			
Registration number:		Registration expiry date:	
Model:		Make:	
Colour:		Registered owner of vehicle name:	
Permit Details <i>(see page 2 for supporting documentation and additional information)</i>			
<input type="checkbox"/> Work Zone Parking Permit <input type="checkbox"/> Temporary Parking Permit <input type="checkbox"/> Resident Parking Permit <input type="checkbox"/> Visitor Parking Permit <input type="checkbox"/> Community Service Organisation Parking Permit			
Site address:			
Street number and name	City	State	Postcode
Dates and duration of permit:			
Detail why permit is required:			
Declaration			
I submit this Parking Permit Application Form with the relevant fee and supporting documentation as required.			
Applicant name:		Applicant signature:	Date:
Signatory name: <i>(if partnership or company)</i>		Signatory position: <i>(if partnership or company)</i>	
OFFICE USE ONLY	Date:	CSO:	Information checked: Y / N
OFFICE USE ONLY	Amount:	Receipt number:	Application number:

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 approval.

Resident Parking Permits:

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

Community Service Organisation Parking Permits:

- Evidence that 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.

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.

Additional Information

Works Zone Parking Permit – 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.

Temporary Parking Permit – where it is not reasonably practical for the applicant to carry out the activity unless the designated parking space or spaces are allocated to the applicant's exclusive use for the duration of the activity.

Resident Parking Permit – where the person resides in a residence situated on a section of road and parking immediately adjacent to the residence is regulated by time, and the residence does not have adequate off-street parking.

Visitor Parking Permit – where the parking permit is to be made available by the resident for use by another person who is visiting or attending at the residence.

Community Service Organisation Parking Permit – 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.