

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*. 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. 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 |
| 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 is method is unsuitable please select an alternative.</i> | | | |
| Residential 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>(see page 2 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: | | | |

| OFFICE USE ONLY | Date: | CSO: | Information checked: Y / N |
|-----------------|---------|-----------------|----------------------------|
| | Amount: | Receipt number: | Application number: |

Detail why permit is required:

Site Address

Street number and name:

| | | |
|---------|--------|-----------|
| Suburb: | State: | Postcode: |
|---------|--------|-----------|

Declaration

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

Applicant name: Applicant signature: Date:

Signatory name: Signatory position:
(if partnership or company) *(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.