

Temporary parking permit application

Civic Centre: 165 Sir Donald Bradman Drive, Hilton SA 5033. **Office hours:** Mon - Fri 8.30am - 5pm.
Phone: (08) 8416 6333. **Email:** info@wtcc.sa.gov.au. **Web:** westtorrens.sa.gov.au. **ABN:** 16 346 877 634



PLEASE NOTE

Allow 14 days for your application to be processed.

Temporary parking permits are only issued to current residents of the City of West Torrens. The intent of this permit is to provide temporary access to on-street parking for:

- overseas / interstate / intrastate visitors or work contractors of residents when there is no or insufficient off-streets space to accommodate these vehicles

OR

- resident vehicles when their usual off-street space is temporarily unavailable due to building renovations.

Temporary parking permits are available for periods between 1 - 4 weeks only.

APPLICANT DETAILS

Title

Legal first name

Surname

Residential address

Suburb

Post code

Postal address (if different from above)

Suburb

Post code

Daytime phone

Mobile phone

Email

APPLICATION TYPE AND VEHICLE DETAILS

Advise which temporary permit type you are applying for (tick ✓)

Visitor vehicle

Resident vehicle

Building contractor vehicle

Other (please specify):

Vehicle registration number

Vehicle make

Vehicle model

Permit duration:

1 week \$10.50

2 weeks \$21.00

3 weeks \$31.50

4 weeks \$42.00

Start date:

D

D

M

M

Y

Y

Y

Y

PROOF OF RESIDENCY

Documents to attach

One of the following proof of residency documents showing applicant's name and address (tick ✓):

Tenancy agreement

Current utility bill

Current rates notice

Current rent receipt

Rental bond receipt

Driver's licence

REASON FOR APPLICATION

Applicants for temporary parking permits must provide sufficient reasons and evidence as to why the vehicle cannot be accommodated off-street for the time of the application period.

Provide details below and overleaf (for building renovations, indicate the time line for completion and how parking on your property will be impacted).

Please provide extra pages if needed for our explanation.

Please note that until an approved permit is appropriately displayed in the vehicle, there is no entitlement to park contrary to parking restrictions.

APPLICATION CONTINUED OVERLEAF

Temporary parking permit application ID A7460

Last updated July 2026

REASON FOR APPLICATION CONT ...

CONDITIONS OF USE

- Permits are to be used by domestic vehicles, that is, vehicles with the main purpose of carrying passengers (including sedans, station wagons, vans, 4WD vehicles or motorcycles). Vouchers/Permits do not apply to:
 - unregistered vehicles
 - trailers in excess of 6x4, trucks, taxis, boats, buses, caravans
 - long vehicles (7.5 metres or over)
 - heavy vehicles (over 4.5 tonnes gross vehicle mass).
- The permit allows the permit holder to park a nominated vehicle in the designated street/precinct:
 - beyond the time limit displayed in 1P, 2P, 3P and 4P areas in the relevant street/precinct
 - in resident only permit zones in the relevant street/precinct.
- The permit is NOT valid for:
 - time limited zones of less than an hour; and
 - prohibited zones such as clearways, no parking, no stopping areas; and
 - parking contrary to any other Australian Road Rules.
- A permit does not guarantee a permit holder a specified parking space near their property or in the street/precinct to which the permit applies, nor does it guarantee kerbside street parking will be available at all times.
- Permits are not to be used for private benefit, e.g. parking close to your work or parking close to shops.
- Visitors Vouchers must be filled in with the vehicle's registration number and the date of the use. These details must be clearly marked with a permanent marker such as a Texta or pen (not a pencil).
*The voucher will be invalid and the time restrictions on the parking sign will apply if the "date of use" is overwritten or written in pencil.
- Visitor vouchers are only valid for:
 - the nominated precinct to which it applies,
 - date of use marked on the voucher, until Midnight of the nominated date
 - the vehicle whose registration is marked on the voucher.
- A vehicle specific permit is not transferable and is only valid for the vehicle whose registration is shown on the permit.
- All parking permits must be displayed as follows on the vehicle to which it applies:
 - Laminated permit or paper voucher-on passenger side of the dashboard or bottom passenger corner of the windscreen
 - Adhesive or electrostatic permits- attached to the bottom passenger side corner of the windscreen.
- All details on the permit/voucher must be fully visible and legible from the outside of the vehicle. If the permit is not fully visible, the permit is not considered valid and Council will issue a parking expiation for parking contrary to applicable parking restrictions.
- Expiations will not be waived for parking contrary to permit conditions or parking contrary to the parking restrictions before a permit has been approved and issued.
- Residential, Business and Community parking permits expire after 12 or 24 months (as elected on the application form and specified on the permit). Applicants must reapply for a permit before the end of the nominated period. Whilst Council may send a reminder notice to applicants, the onus remains with the applicant to apply for a new permit as required.
- Renewal of permits is not guaranteed. Council will take into account numerous factors, including the number of permits already issued for a precinct, the level of demand for kerbside parking before approving further applications. Further information relating to the process can be located in the Parking Permit policy at:
westtorrens.sa.gov.au/parkpermits
- When a vehicle subject to a vehicle specific permit is sold during a permit year and replaced with another vehicle, the owner must apply in writing to Council for the permit to be reassigned to the replacement vehicle. Replacement fees apply.
- A permit remains effective until:
 - the permit reaches its expiry date; or
 - the vehicle is sold, disposed of (unless approval to reassign the permit to a replacement vehicle has been obtained), or
 - the vehicle owner ceases to reside at the address to which the permit applies; or
 - the vehicle ceases to be used for providing home care to a resident (Community Services Permits only); or
 - a breach of the permit conditions results in a cancellation of the permit.
- If circumstances change and the permit holder no longer meets the criteria for a permit, the permit is no longer valid and must be destroyed or returned to Council.
- Permit/Voucher holders are strictly prohibited from selling, leasing, transferring or assigning permit vouchers to any other persons or vehicles for any use not permitted under this policy.
- Any breach of permit conditions may result in cancellation of the permit. The permit holder will be notified in writing of the cancellation and the reason(s) and no refund will be payable in these circumstances.
- A refund of the fee will not be made when a permit holder moves from the address or disposes of their vehicle without replacement.
- Council may refuse future applications to person/s who have misused permits or breached permit conditions. Reasons will be provided in writing for any such refusal.

DECLARATION

I certify the information provided above is true and accurate and in making this application, I acknowledge that I have read, understand and agree to be bound by the conditions of the permit.

Applicant signature

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OFFICE USE ONLY

Date application received

D	D	M	M	Y	Y	Y	Y
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Permit required

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Receipt number

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Amount paid

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Name and signature of processing Council officer

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DATE

D	D	M	M	Y	Y	Y	Y
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