

Community Service 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

A Community Service parking permit may be issued to employees and registered volunteers of community service organisations or registered volunteers working under government community service programs who provide home support services to residents of the City of West Torrens.

To be eligible for a community service parking permit, an applicant must be:

- an employee or registered volunteer for a not-for-profit community service organisation OR
- an employee or registered volunteer employed under a government community service program OR
- a family member or volunteer (not living at the residence) who provides care and is registered as a carer or receives a carer's allowance through a government authority.

Until an approved permit is appropriately displayed in the vehicle, there is no entitlement to park contrary to parking restrictions.

DETAILS OF RESIDENT RECEIVING CARE

Legal first name	Surname
Residential address	
Suburb	Post code
Daytime phone ()	Mobile phone

Attach one of the following proof of residency documents showing the resident's name and address (tick ✓).

☐ Driver's licence	☐ Tenancy agreement	☐ Current utility bill	☐ Current rates notice	☐ Current rent receipt	☐ Rental bond receipt
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SECTION A: INDIVIDUAL APPLICATION

Legal first name	Surname	
Residential address		
Suburb	Post code	
Postal address (if different from above)		
Suburb	Postcode	
Daytime phone ()	Mobile phone 	
Email 		
Vehicle registration number	Vehicle make	Vehicle model

Documents to attach

One of the following proof of being a valid care giver (tick ✓).

- ☐ Certificate registering you as a carer of the resident.
- ☐ Recent letter confirming entitlement to a carer's allowance for the resident under a government program.

Proof of vehicle registration (tick ✓).

- ☐ Current vehicle registration papers.
- ☐ Statutory declaration signed by the registered owner stating the vehicle is normally used by the applicant (if the vehicle is not registered in the applicant's name).

SECTION B: ORGANISATION APPLICATION

Name of organisation	Contact person name and position (applicant)
Business address	
Suburb	Postcode
Postal address (if different from above)	

SECTION B: ORGANISATION APPLICATION CONT ...

Suburb																		Post code			
Daytime phone ()										Mobile phone											
Email																					
Vehicle registration number						Vehicle make						Vehicle model									
Vehicle registration number						Vehicle make						Vehicle model									
Vehicle registration number						Vehicle make						Vehicle model									
Vehicle registration number						Vehicle make						Vehicle model									

Documents to attach

Attach **both** of the following documents:

- Current vehicle registration certificate(s).
- Letter on company letterhead from a senior company officer (i.e. Director or Fleet Manager) stating the car is used for official duties within the City of West Torrens.

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 (4.5 tonnes or over 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 that 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	Permit required	Approved
		☐ Yes ☐ No
Name and signature of Council processing officer	Date	