



# Regulated Parking Permit Application

## Resident Permits

*Dedicated to a better Brisbane*

### Apply for a parking permit

Use this form to apply for the following parking permit types available to residents of Regulated Parking Permit Scheme areas:

- Resident Parking Permit
- Visitor Parking Permit
- Short-Term Parking Permit
- Carer Parking Permit
- Fleet Parking Permit
- Vessel Occupier Parking Permit

Permits are to be used by either the residents or genuine visitors to the property.

Council has introduced a digital parking permit system to replace paper-based permits. With a digital permit, you do not need to display a permit in your vehicle. Once a digital permit is active in the system, it is linked to the vehicle registration number you provide.

You must ensure your vehicle is parked legally according to the Traffic or Regulated Parking Permit Scheme Area restrictions, e.g. *not exceeding the applicable time limit*, until you have received confirmation that your permit is active.

Fill out all details correctly and in block letters on the application form. Please include an email address so we can keep you informed about the status of your application.

Submit the completed form with required documents (see section 4) by email, by mail or in person (see 'Application lodgement options').

#### Please note:

- The application form will not be processed unless all required details are completed, and supporting documents provided.
- Permits cannot guarantee residents access to on-street parking or parking directly in front of their residence.
- Permits are only issued for registered cars and motorcycles. Boats, caravans, trailers, buses, tractors, trucks over 4.5 tonnes, vehicles 7.5m or longer and other vehicles restricted from parking under Brisbane City Council Local Law (Heavy and Long Vehicle Parking) 1999 are not eligible for permits.

**WARNING** - misuse of permit may result in cancellation.

### For further information

Please contact Brisbane City Council Parking Permits Customer Service Centre on **1300 322 377** between 7am and 7pm Monday to Friday, excluding public holidays. All other times call (07) **3403 8888**.

For further information about eligibility and parking permits, visit Council's website: [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au) and search 'parking permits'.

Email: [enquiries@brisbaneparkingpermits.com.au](mailto:enquiries@brisbaneparkingpermits.com.au)

### Application lodgement options

If payment is not made at the time of lodgement, you will be contacted by phone on the contact number provided to pay by credit card (Visa or Mastercard).

#### By email

[applications@brisbaneparkingpermits.com.au](mailto:applications@brisbaneparkingpermits.com.au)

Payment options: credit card (Visa or MasterCard) by phone.

#### By mail

Brisbane Parking Permits  
PO Box 7907  
BRISBANE QLD 4001

Payment options: cheque or money order, payable to Brisbane City Council, credit card (Visa or Mastercard) by phone.

#### In person at

Brisbane City Council's Business Centres.

Payment options: cash, credit card (Visa or MasterCard), EFTPOS, cheque or money order.

#### FEES

For current parking permit application fees, visit [brisbane.qld.gov.au](http://brisbane.qld.gov.au) and search 'parking permit fees'.

#### All documents must be provided in hardcopy, when lodging in person

Permit Types	Description
Resident permit (digital only)	<p>Permit issued to a resident who resides in a Regulated Parking Permit Scheme Area for their own vehicle. These permits are not transferable to another vehicle.</p> <p>Eligible residents who live in Taringa, New Farm Teneriffe Hill, and West End Highgate Hill Regulated Parking Permit areas can apply for one resident permit per residence. Eligible residents of all other Regulated Parking Permit areas can apply for one resident permit for each eligible vehicle.</p> <p>Permit is valid for 12 months from the date application is received.</p>
Visitor permit (digital only)	<p>Permit issued to a resident who resides in a Regulated Parking Permit Scheme Area for use by genuine visitors to their property. These permits are interchangeable between visitors' vehicles.</p> <p>Eligible residents who live in Taringa, New Farm Teneriffe Hill, and West End Highgate Hill Regulated Parking Permit areas can apply for one visitor permit per residence. Eligible residents of all other Regulated Parking Permit areas can apply for two visitor permits per residence.</p> <p>Permit is valid for 12 months from the date application is received.</p>
Short-Term permit Category A (digital only)	<p>Permit issued to a resident who resides in a Regulated Parking Permit Scheme Area, holds a resident or visitor permit at the residence, and who:</p> <ul style="list-style-type: none"> <li>• has engaged persons to undertake minor repair or renovation work at the residence; or</li> <li>• is hosting an organised event or party at their residence.</li> </ul> <p>Permit is valid for two days and can include up to 10 vehicles per event, for a maximum of two events per calendar year per residence.</p>
Short-Term permit Category B (digital only)	<p>Permit issued to a resident who resides in a Regulated Parking Permit Scheme Area, holds a resident or visitor permit at the residence, and who has engaged persons to undertake construction works at the residence.</p> <p>Permit is valid for a period of up to 3 months, and up to 3 permits may be issued per calendar year.</p> <p>Permits may be issued at the same time (e.g. 3 vehicles for a single construction work) or separately (one permit at a time for multiple construction works).</p>
Carer permit (digital only)	<p>Permit issued to an eligible resident who resides in a Regulated Parking Permit Scheme Area, and who requires a carer to visit and provide ongoing care, support or assistance, due to a chronic medical condition, disability or frailty due to age.</p> <p>Permit is valid for up to 12 months from the date application is received.</p>
Fleet permit (digital only)	<p>Permit issued to a resident that has exclusive use of a vehicle which is registered to a corporation or business and the vehicle is kept at the resident's place of residence.</p> <p>Eligible residents can apply for one fleet permit per residence in place of a resident permit or visitor permit.</p> <p>Permit is valid for 12 months from the date application is received.</p>
Vessel Occupier permit / Vessel Occupier Visitor permit (digital only)	<p>Permit issued to the occupant of a vessel moored on the Brisbane River on an official mooring (Gardens Point Boat Harbour or Dockside Marina moorings).</p> <p>Eligible vessel occupants can apply for one vessel occupier permit and one vessel occupier visitor permit per vessel.</p> <p>Vessel occupier permits and vessel occupier visitor permits are valid for 3 months from the date application is received.</p> <p>Household cap does not apply.</p>
Peer-to-peer car-share	<p>Peer-to-peer car-share operations or similar car-sharing arrangements are not eligible. A peer-to-peer car sharing model is one whereby an individual resident can temporarily rent out their personal vehicle for use by any person via a controlled online platform.</p>
<p>Eligible pensioners receive a 50% discount on Regulated Parking Permits</p>	



# Regulated Parking Permit Application

Parking Application Notice (PAN) Date 

## 1. Applicant details

Please complete all information in this section

Existing permit holder  or  New applicant

Full name

Mr  Mrs  Ms  Other 

Surname/family name

Given name/s

Residential Address or mooring location for vessel occupier

*Must be within a Regulated Parking Permit Scheme Area*

Unit/Street number Street

Suburb

State

Postcode

Is this solely a residential property? *Combined commercial properties may require a site inspection to ensure eligibility.*

Yes No 

Postal address (if different to above)

*Must provide at least one contact number and email address*

Home phone

Work phone

Mobile phone

SMS notification in addition to email (tick box if yes) 

Email address

Eligible for pensioner discount (tick box only if eligible) 

To be eligible for pensioner discount, you must hold one of:

- a current Centrelink Pensioner Concession Card;
- a Repatriation Health Card (Gold Card) issued by the Department of Veteran Affairs;
- a Department of Veteran's Affairs Pensioner Concession Card.

## 2. Regulated Parking Permits

See permit types information on Page 2 for number of permits you can apply for. Complete only the relevant fields below (sections A to H) for the permit/s you are applying for.

### A. Resident permit

Number requested: Vehicle registration number/s 

### B. Visitor permit

Number requested: Digital Visitor Permit Vehicle registration number/s (if known at time of application): 

### C. Short-term permit - Category A

Applicant must hold a valid resident or visitor permit for this residence.

Start date Vehicle registration number/s (if known at time of application) up to 10 vehicles: 

### D. Short-term permit - Category B

Applicant must hold a valid resident or visitor permit for this residence.

Number requested: Start date Vehicle registration number/s (if known at time of application) : 

**Note:** for visitor or short-term permit, to add or change vehicles later, phone 1300 322 377.

## E. Carer permit

Number requested:

Vehicle registration number/s:

Vehicle make

Vehicle model/type

## F. Fleet permit

Apply (*tick box*):

Vehicle registration number (if known at time of application):

Vehicle make

Vehicle model/type

## G. Vessel Occupier permit

Apply (*tick box*):

Vehicle registration number:

Vehicle make

Vehicle model/type

## H. Vessel Occupier Visitor permit

Apply (*tick box*):

Vehicle registration number (if known at time of application):

## I. Peer-to-Peer Car-Share

Apply (*tick box*):

Vehicle registration number (if known at time of application):

Note: If this box is ticked, a residential parking permit will not be granted by Council as peer-to-peer car-share models are not an appropriate use for parking permits of this type. Please refer to page 2 for more information'

## 3. Streets

You may nominate up to three streets to be included on your permit, your residential street and two alternate streets in close proximity to your street. If none are nominated, your permit will only include your residential street. If there is no allocated permit parking on your residential street, you may nominate a third street as an alternative to your residential street. Streets are subject to approval.

Street

Suburb

## 4. Documentation

The following documentation must be provided to Brisbane City Council at the time of application. Documents supplied must be current. The documentation must show the applicant's name and residential address.

You must provide supporting documents for:

1. Proof of Residency
2. Proof of Vehicle Details (for resident/fleet/vessel occupier permit)

### PROOF OF RESIDENCY

Tick the applicable boxes:

**Owner** (provide one of the following documents)

Rate Account (please provide most recent copy), or

Contract of Sale (for new owners only)

**Tenant**

Tenancy Agreement - first 2 pages only (minimum of 6 months period remaining).

- a. If applicant's name is not on the Tenancy Agreement - applicant must provide the Tenancy Agreement AND a letter or statement from the primary tenant, AND utility bill or driver's licence (as listed below - additional documents).
- b. If there is no formal Tenancy Agreement - applicant must provide a letter or statement from the property owner AND utility bill or driver's licence (as listed below - additional documents).

**Vessel occupant**

Mooring permit/consent/lease issued by Brisbane City Council or Dockside Marina.

### PROOF OF VEHICLE DETAILS

For resident/fleet/vessel occupier permit

For each vehicle, a current vehicle registration certificate/transfer document/renewal notice showing applicant name and address.

If vehicle registration document has:

- a. Different name to applicant, but same address as the application - applicant to provide statement on section 5.
- b. Same name as applicant but different address or no address - applicant must also provide driver's licence as listed below - additional documents.
- c. Different name and address to permit application - applicant must also provide a statutory declaration or signed statement from the registered vehicle owner as listed below - additional documents.

For a fleet/company vehicle, a letter on company letterhead signed by appropriate officer to state it is a company vehicle used by the applicant and parked at their address (include vehicle registration and make/model/type).

### ADDITIONAL DOCUMENTS (if required)

Letter from Property Owner or Primary Tenant verifying the applicant resides at the permit address and stating the term of the tenancy.

Utility Bill (not more than 3 months old) e.g. Telephone, Electricity, Gas or Water - showing applicant name and permit address.

Driver's Licence (both sides) or Adult Proof of Age (18+) card – showing applicant's name and permit address.

Statutory Declaration or signed statement from the registered vehicle owner to confirm that the applicant drives and parks the vehicle at the permit address on an ongoing basis.

For carer permit, letter on appropriate letterhead signed by medical practitioner confirming resident requires ongoing assistance of carer(s) because of chronic medical condition, disability or frailty due to age.

## 5. Statement

If statement or additional information required to support your application:

## 6. Applicant's agreement

I certify that the information on this form, as supplied by me, is true and complete. I understand that information I provide will be used by Brisbane City Council or its agents for purpose of assessing and issuing permits. I understand that the misuse of permits will result in permits being cancelled, and that permits remain the property of Brisbane City Council.

I agree with the full Terms and Conditions of the use of Permits attached and as specified on Council's website [www.brisbane.qld.gov.au](http://www.brisbane.qld.gov.au)

Name

Signature

Date

## Resident Parking Permits Terms and Conditions

- a. To be eligible for resident parking permits, residents must:
  - (i) be a primary owner-occupier or tenant with a current lease, with at least six months remaining;
  - (ii) reside in a regulated parking permit scheme area.
- b. Council may refuse future applications or cancel issued permits where there is evidence permit holders have used permits contrary to conditions of use.
- c. Council reserves the right to withdraw or cancel any permit that is used in contravention of this policy or any Local Law.
- d. All permits remain the property of Council.
- e. Permits are valid for the date/s specified on the permit.
- f. Permits do not allow holders to park in designated statutory areas, such as clearway zones, loading zones, no stopping zones, bus zones or taxi zones.
- g. Allocation of a permit does not guarantee availability of on-street parking.
- h. Some streets may not have exemptions for residents.
- i. Permits are not issued to:
  - (i) non-resident landlord;
  - (ii) hotel or hostel guests
  - (iii) occupants of serviced apartments;
  - (iv) other than a Carer Permit, to residents of multiple dwellings, apartments and rooming accommodation resulting from a development application lodged after:
    - 31 March 2015, in a Traffic Area or Regulated Parking Permit Scheme Area that was established prior to 30 June 2015;
    - 19 March 2017, in relation to the Taringa Residential Parking Permit Area;
    - 29 August 2017, in relation to the New Farm and Teneriffe Hill Parking Residential Permit Area;
    - 22 March 2019, in relation to the West End and Highgate Hill Parking Permit Area; and
    - for any other Traffic Area or Regulated Parking Permit Scheme Area established after 30 June 2015 – the date of gazettal of that Traffic Area or Regulated Parking Permit Scheme Area.
  - (v) residents of properties located in:
    - the Roma Street Parkland precinct;
    - South Bank; and
    - the suburb of Brisbane City.
- j. Boats, caravans, trailers, trucks, buses, tractors and vehicles restricted from parking under *Brisbane City Council Local Law (Heavy and Long Vehicle Parking) 1999* are not eligible for permits.
- k. Permits are valid only in resident's nominated streets for kerbside locations where:
  - (i) signed parking restrictions indicate "RESIDENT PERMITS EXCEPTED"; or
  - (ii) area-wide Traffic/Parking Control Area parking restrictions apply.
- l. Permits are not valid for parking in nominated precincts that Council has determined to be ineligible for the allocation of permits. This includes, but is not limited to:
  - (i) the Roma Street Parkland precinct;
  - (ii) South Bank; and
  - (iii) the suburb of Brisbane City.
- m. Permit holders are strictly prohibited from:
  - (i) selling, transferring, assigning, leasing or otherwise disposing of any permit to any other person in contravention of this policy; and
  - (ii) allowing any other person to use a permit that has been issued to them in contravention of this policy or the conditions of use of the permit.
- n. The permit holder is responsible for notifying Council to request cancellation of permits if:
  - (i) a permit holder disposes of a vehicle to which a permit applies; or
  - (ii) a permit holder changes their residential address (if applicable); or
  - (iii) a permit holder changes their business address (if applicable).
- o. Council must provide the applicant with the reasons for a decision to refuse or cancel permits.
- p. Refunds and pro-rata rates not available
- q. Council will not refund a permit fee, in full or in part, where the permit has been revoked or refused on the basis the permit holder has used a permit contrary to the conditions of use.
- r. Council, in its discretion, may decide to issue a Permit if the criteria for the issue of that Permit has been substantially fulfilled.
- s. All decisions are final

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### Additional Terms and Conditions Specific to Permit Type

1. VISITOR PERMIT
  - a. Visitor Permit is only for use by genuine visitors to the place of residence.
2. SHORT-TERM PERMIT
  - a. A Short-Term Permit is for residents to assign to persons who:
    - (i) are engaged to undertake minor repair or renovation work at the residence; or
    - (ii) are attending an organised event or party at the residence; or
    - (iii) has been engaged to undertake construction works at the residence.
3. CARER PERMIT
  - a. Carer Permits are for use by carers attending a resident who requires ongoing personal care, support or assistance because they:
    - (i) have a medical disability
    - (ii) have a medical condition (including a terminal or chronic illness);
    - (iii) have a mental illness; or
    - (iv) are frail or aged.
4. FLEET PERMIT
  - a. Fleet Permits are used by residents that have exclusive use of a vehicle which is registered to a corporation or business and which is kept at the resident's place of residence.
5. VESSEL OCCUPIER PERMIT
  - a. Vessel Occupier Permits may be issued to the occupant of a vessel moored on the Brisbane River on an official mooring (Gardens Point Boat Harbour or Dockside Marina moorings).