

Residential Parking Permit Terms and Conditions

Important please read **before** filling out the application

- **Each vehicle owner will need to complete their own form.** You have the option to complete your application online at parkingballarat.com or by filling in the application form and submitting this in person, by mail or by email.
- **A maximum of three Residential Parking Permits** will be issued to each residence.
- **The permit/s are not transferable** between vehicles and can only be used in the immediate area of the applicants residence and where the permit is issued.
- **A residential parking permit does not guarantee parking will be available and parking cannot be reserved** - but it does allow you to park in any parking space within your neighbourhood, with the exception of bus zones, loading bays or no stopping zones.
- **Some residents may only be eligible for one permit.** If you live within the CBD and the property has access to off-street parking, you may not be eligible for a permit. If your property is outside the CBD and in a street with parking restrictions but you have access to off-street parking, you may only be eligible for one permit. Off-Street Parking can include:
 - a) **a driveway**
 - b) **a vehicle crossover**
(this is the section of a driveway that crosses the nature-strip or gutter, connecting your driveway to the street or road)
 - c) **rear access to your property**
 - d) **a garage**
 - e) **a carport**
- **Residential Parking Permits will only be issued for a registered vehicle**, which excludes boats, buses, trailers, trucks, caravans, motorcycles or vehicles greater than 4.5 tonnes or 7.5 metres in length.
- **Photocopies of permits must not be made** or displayed in any other vehicle. These will be immediately cancelled and no replacement permit issued.
- **Residential Permits are not valid for:** timed areas below 2P, off street car parks, shopping strip areas, clearways, disabled parking bays, no stopping areas, loading, bus, mail, or work zones, within 10m of an intersection, when other statutory signs are in force. CBD Permits issued are only valid for the areas outlined in the letter supplied with the permit.
- **The permit must be displayed in clear view** on the inside, lower left-hand corner of the front windscreen. If the permit is not clearly displayed you may receive a parking fine.
- **Your first and second permits must be renewed every three years.** If you own your property, your first and second permits must be renewed every three years.

If you are renting your property, your permit will expire in conjunction with your lease agreement. You will need to reapply and provide a new lease upon expiry of your permit.

Any third permits will expire yearly, regardless of if you own or rent your property. You will need to reapply each year and the circumstances for approval will be reviewed.
- **A statutory declaration is required for replacement permits.** A statutory declaration or a police report is required for replacement of lost/stolen permits. If your permit is damaged or a replacement is required due to a change in vehicle registration, your old permit will need to be return to City of Ballarat in exchange for a new permit.
- **A permit is only valid while the resident lives at the address** shown on the approved application form and will only be issued to properties with parking restrictions in their street. If you change address you must return your Permit(s) to City of Ballarat, within 14 days, failure to do so may affect future applications.