



Parking Permit Application

Postal address
PO Box 159
Caboolture QLD 4510

Customer Response Department
Ph: 07 3205 0555

Internet
www.moretonbay.qld.gov.au
council@moretonbay.qld.gov.au

Fees listed are applicable 1 July 2024 – 30 June 2025

ABN: 92 967 232 136

1. Applicant Details:

If applicant is an individual - complete **Section A**

If applicant is a company or an incorporated association
- complete **Section B**

Section A - Individual application

First name: Surname:

Address (not a PO Box):

Postal address:

Email address:

Home number: Mobile phone: Work phone:

Section B - Company or Incorporated Association application

Legal name:

ABN: ACN:

Email address:

Address (not a PO Box):
Companies - address as registered with ASIC
Incorporated associations - address as registered with ASIC

Postal address:

Contact person name:

Business number: Mobile phone: Work phone:

Email address:

Is this activity being organised by a Registered Charity or Not for Profit organisation? If yes, please provide evidence to be eligible for the fee waiver.

2. Parking Permit Details:

- Annual Resident parking permit.** This permit does not provide for the exclusive use of a parking space or area. Approval is valid for 12 months from the date application is received.

Property address:

- Annual Community service organisation parking permit.** This permit does not provide for the exclusive use of a parking space or area. Approval is valid for 12 months from the date application is received.

Location:

- Temporary / special events parking permit.** This permit does not provide for the exclusive use of a parking space or area.

Location:

- Work or Construction Zone Parking Permit.** Issued for a specified timeframe not exceeding 14 days.

Property address:

3. Vehicle Details (1 vehicle per application):

Vehicle Make: Model: Registration Number:

4. Date and time information:

Temporary / Special event / Work and construction zone parking permit

From:	Date: / / (DD/MM/YYYY)	Time: (HH:MM) <input type="checkbox"/> am / <input type="checkbox"/> pm
To:	Date: / / (DD/MM/YYYY)	Time: (HH:MM) <input type="checkbox"/> am / <input type="checkbox"/> pm

5. Conditions for a Parking Approval:

For the applicable mandatory conditions see moretonbay.qld.gov.au/Services/Licences-Regulations/Parking-Permits

6. Checklist for application:

- Payment of Application Fee (no payment required if evidence of a Registered Charity or Not for Profit organisation is provided) - please see moretonbay.qld.gov.au/Council/Governance/Fees-and-Charges for fee amounts
- Completed Declaration of Applicant and Indemnity sections
- Annual Resident Parking Permit** - proof of residence at residential property address - proof must be in the name of the person applying for the permit and match the address provided on the application
 - Copy of current vehicle registration notice showing applicant name.
 - Copy of Drivers Licence (both sides)
- Annual Community Service Organisation Permit** - supporting documentation or letter from an authorised representative on the organisation's letterhead detailing how the parking is required to achieve objectives of the community service organisation.
 - Copy of current vehicle registration notice showing vehicle is registered in the name of the community service organisation.
 - proof of current not-for-profit organisation status if applicable (required for fee exemption).
- Temporary / Special Event Parking Permit** - supporting documentation or letter from the event organiser detailing the reasons for permit application.
 - Site Plan
 - proof of current not-for-profit organisation status if applicable (required for fee exemption).
- Work or Construction Zone Parking Permit** - supporting letter for the authorised building or construction works detailing the nature of the building or construction works and why it is not practical for all work activities be confined within the work site.
 - site Plan that identifies the requested location for the permit.
 - copy of approval or application for approval required for the works (e.g. a building works approval)
- Confirm I have read and understood the conditions

7. Declaration of applicant:

- I acknowledge the information provided in this application is, to my knowledge true and correct.
- I acknowledge I have the authority to sign this application on behalf of the legal entity.
- I confirm I have read and understood the conditions relevant to this application.
- I understand that Fees and Charges may be payable on lodgement of this application.
- I am 18 years of age or older at the time of making this application.

Signature:

Date:

Privacy Statement

Moreton Bay City Council is collecting your personal information for the purpose of assessing your application. External stakeholders may be forwarded your personal information as part of this assessment. The collection of this information is authorised under Moreton Bay City Council - Parking Local Law 2023. If your application is approved, Council will forward your personal information to internal and external stakeholders to advise of the activity. Council will also use your personal information to update Council's customer information records and to contact you about other functions and services of Council.

8. Indemnity for approvals granted under a Moreton Bay City Council Local Law:

In consideration of Moreton Bay City Council ("Council"), giving approval for **(Name of activity to which the approval relates) ("the Activity")**:

At **(Address/area where the activity is to be undertaken)**:

I **(Applicant Name)**:

- I agree to indemnify Council and keep it indemnified against any claim, demand, action, suit or proceeding that may be made or brought against Council, its employees, contractors and elected members for personal injury to or death of any person or loss of or damage to any property caused by, arising out of or as a consequence of the Activity.
- I acknowledge that Council has not made any claim, statement or inference with regard to the suitability of the facility or land for the Activity and I have satisfied myself in this regard.

Name of Applicant:

Signature:

Date:

9. Payment options:

On receipt of application an invoice will be generated and sent to you. The following payment options will be available:



Pay by Web

Visit Council's website:
www.moretonbay.qld.gov.au



BPAY

Contact your participating financial institution to make payment from your account.



In Person

Payment can be made in person at Caboolture, Redcliffe and Strathpine Offices.



Mail

City of Moreton Bay
PO Box 159
Caboolture QLD 4510



Pay by Phone

Call (07)3480 6346