

Application for Private Use of Public Car Parking Spaces

City Services

Works & Services

Local Government Act 1993

Guidance

Use this form to apply for Private Use of Public Car Parking Spaces

- To facilitate prompt processing, all relevant information must be provided. Incomplete applications may be delayed or returned.
- Enquiries concerning this matter can be addressed to Council by telephoning 1300 293 111.

1 Applicant details

Company Name (if applicable):

ABN / ACN:

Position:

☐ Mr ☐ Mrs ☐ Ms ☐ Other (specify):

First Name:

Last Name:

Email:

Note: At least one contact phone number must be supplied.

Mobile:

Home:

Business:

Postal Address Shop /Unit / Street No.:

Street Name:

Suburb / Town / Village / Locality:

State:

Postcode:

2 Application Type

☐ Construction / maintenance

☐ Community group / Charity activity

☐ Government agency, utility or telecommunications service provider use (e.g. Telstra)

☐ Private parking

☐ Other, specify:

This application is for the period inclusive from (insert date): to (insert date):

DA Number (if applicable):

Applicant's reference number (if required):

Vehicle registration numbers (if known):

Office Use Only

Related Policies: Legislative requirement

Form Number: 830

Issue Date:
08/25

Review Date:
08/27

Owned By (section): Works & Services



3 Location of car parking spaces and vehicle details

Street name / car park location:

Suburb:

Postcode:

Nearest cross street:

Do parking restrictions apply to the site?

☐ Yes ☐ No

If yes, ☐ 1P ☐ 2P ☐ 3P ☐ No parking ☐ No stopping ☐ Other:

Number of spaces requested:

4 Public Liability Insurance

Insurance Company:

Policy Number:

Value:

Expiry date:

Notes:

1. The policy must have a minimum value of \$20 million.
2. Shoalhaven City Council must be noted on the Certificate of Currency as an interested party.

5 Checklist

The following documents are required to support your application.

	Supplied
Location Diagram	☐
Certificate of Currency	☐

6 Applicant's declaration

I apply for private use of public parking.

I declare that all the information relating to this application and identified on any associated plans or documents is, to the best of my knowledge, true and correct;

I understand that if there is insufficient information or documentation provided at lodgement, the application may be delayed, rejected or may result in a request for additional information;

I acknowledge that these documents may be made available to the public; appear on a public register; and/or appear on Council's website as required by law and in accordance with relevant Council policies. The land owner has been advised accordingly.

Applicant signature:

Date:

Privacy & Public Access to Information

Information supplied on this form will be managed in accordance with [Council's Privacy Management Plan](#), Public Access to [Council Information Policy](#) and relevant legislation. Certain information supplied to and held by Council may be made available to the public pursuant to the provisions of the Government Information (Public Access) Act 2009 (GIPA Act) unless there is an overriding public interest against disclosure of this information. Further information on privacy and public access to information can be found on [Council's website](#).

The supply of personal information by you is voluntary. However, if you cannot provide or do not wish to provide the information required, Council will be unable to process your application. You may make

application for access to, or amendment of, information held by Council. You may also make a request that Council suppress your personal information from a public register. Council will consider any such application in accordance with the relevant legislation. Enquiries concerning this matter can be addressed to Council by telephoning 1300 293 111.

Lodgement details

You can lodge the completed application by

Email: council@shoalhaven.nsw.gov.au or

In person: Council offices at Bridge Rd, Nowra or Deering St, Ulladulla.

Once your application is received, a Council Officer will contact you if further information is required.