

# Application for Private Use of Public Car Parking Spaces

## Assets and Works

Local Government Act 1993

### Guidance

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

Guidance for completing this application can be found within the [Planning, Environment & Development Group HUB](#) located on Council's website.

- The checklist forms part of the application and must be completed.
- All documents submitted with this application must be listed on the [Transmittal Sheet](#).
- The application must be submitted in accordance with the Electronic Lodgement Guidelines.
- To facilitate prompt processing, all relevant information must be provided. Incomplete applications may be delayed or returned

### 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:

### Office use only

Related Policies: Legislative requirement

Issue Date: 1/12/2019

Review Date: 1/12/2020

Owned by (section): Assets and Works



## 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):

## 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	<input type="checkbox"/>
Certificate of Currency	<input type="checkbox"/>

## 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:

### Important information

#### Public Access to information

Pursuant to the *Government Information (Public Access) Act 2009* (GIPA Act) Council is required to make certain information publicly available, including by way of publication on public registers and on its website. Information submitted on and with this form may be made available to the public, unless there is an overriding public interest against disclosure of this information. Council is obliged to make information available on its website excluding the following:

- the plans and specifications for any residential parts of a proposed building, other than plans that merely show its height and its external configuration in relation to the site on which it is proposed to be erected; or
- commercial information, if the information would be likely to prejudice the commercial position of the person who supplied it or to reveal a trade secret.

#### Privacy

The personal information that Council is collecting from you on submission of this form is personal information for the purposes of the *Privacy Act 1998*. The intended recipients of the personal information are officers within the Council and third parties for the purpose of assessing the application as well as any person wishing to inspect the application in accordance with the *Local Government Act 1993* or the GIPA Act. The personal information may also be included on a public register and displayed 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 (02) 4429 3111

### Lodgement details

You can lodge the completed application by

**Email:** [council@shoalhaven.nsw.gov.au](mailto:council@shoalhaven.nsw.gov.au) or

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

For further information: Contact Assets and Works on (02) 4429 3625.