

Application for Residents Parking Permit

An application form and supporting documentation needs to be provided each time you apply for a Resident/Coupon Exemption Permit.

Enquiries: Phone 910 3444 or visit www.Wellington.govt.nz/services/parking/

Send applications to: Wellington Parking and Infringement Services, PO Box 24344, Manners St, Wellington

Residents parking scheme

This scheme recognises the need to provide on-street parking solely for residents in some parts of Wellington City. The cost of this service is \$90 per year or part thereof. Residents parking areas are clearly signposted and enforced by Wellington City Council. You may only apply for a Residents Parking Permit if your main place of residence is located within a residents parking area. Possession of a permit does not guarantee a parking space. A maximum of 2 resident permits may be granted per household.

Permits are not refundable

Failure to supply correct information will result in your application being declined.

Personal details

Vehicle Registration	<input type="text"/>	Make	<input type="text"/>
Model	<input type="text"/>	Colour of Vehicle	<input type="text"/>
Miss/Mrs/Ms/Mr	<input type="text"/>	<input type="text"/>	<input type="text"/>
	First Name	Last Name	
Address	<input type="text"/>		
	<input type="text"/>		<input type="text"/>
	Suburb		Postcode
Phone: Bus	<input type="text"/>	Home	<input type="text"/>
Email address	<input type="text"/>		
Registered owner of vehicle if different from applicant: (Letter from the registered owner is required)			
Name	<input type="text"/>	Address	<input type="text"/>
Reason	<input type="text"/>		

Information required to process your application

- If you are a tenant, you must provide confirmation of your residency at the address above. This must be a current or recently signed copy of your tenancy agreement (it must have your name listed as a tenant); a recent letter from the property owner; or a recent power/landline phone bill with the address on (in your name).
- The fee is \$90 per year or part thereof. (see reverse to pay by credit card). Minimum Amount is \$30.00
- The vehicle must be registered to your primary place of residence (as above). If it is not, please provide a completed change of address form (MR28) which are available at NZ Post outlets and Wellington Parking and Infringement Services.
- If you do not own the vehicle please provide a letter from the owner authorising you to use the vehicle.
- Permit approval is not guaranteed. Please enquire at Wellington Parking and Infringement Services for more information.

Note: Motor vehicles must be registered and warranted. A Residents Parking Permit does not exempt you from that responsibility.

Additional information is provided on back of form

Important information

Permits are not transferable to any other person/vehicle/suburb. Failure to comply with the provisions of the Wellington Consolidated Bylaw 1991 (as it relates to parking) will result in the cancellation of your permit. The permit must be displayed on the front windscreen, (on the passenger side) of the vehicle for which it was issued. If you need to change your permit because you have sold the vehicle or moved from the area, you must complete another application form. Old permits – or even part of the permit if you are unable to remove it in one piece – must be attached to the application. Permits must be removed if you move from the area or dispose of the vehicle, and on expiry of the permit. It is your responsibility to ensure your permit is renewed annually.

Residents permit application check list

Tenancy details	<input type="checkbox"/>	Vehicle registered to different address but Change of Address form attached	<input type="checkbox"/>
Vehicle registered to same address	<input type="checkbox"/>	Permit fee attached	<input type="checkbox"/>
Property owner	<input type="checkbox"/>		

FOR OFFICE USE ONLY

Permit No. Issued Add conf Y/N
 Expiry Date Date
 Location Fee Paid / Receipt No.

DECLARATION (under the provisions of the Wellington Consolidated Bylaw 1991)

I hereby declare this information is correct in accordance with the Wellington Consolidated Bylaw 1991 and undertake to comply with the provisions of that Bylaw.

Signature Date

CREDIT CARD AUTHORISATION

Type of Credit Card (Please tick ✓)

Mastercard

Visa

Card No:

Expiry Date

I hereby authorise Wellington Parking and Infringement Services to charge my credit card on this occasion only.

Cardholders name

Cardholders Signature

Additional Information for Resident Permit Applications

- If you are a tenant** you must provide confirmation of your residency at the address applied for. This **must** be in the form of either:
 - a copy of a current/recent tenancy agreement with your name on it, signed within the last 12 months; or
 - a copy of a letter from the owner of the property stating you are a tenant of the property; signed within the last 12 months; or
 - a current (within the last three months) electricity/gas or landline phone bill sent to you at the above address.
- If you do not own the vehicle** please provide a letter from the owner authorising you to use the vehicle. You must provide a valid reason why you are going to be the primary driver of the car, such as, a family member gifting the car to you, or the registered owner is going to be overseas and you are given permission to drive the car while they are away.
- A permit does not exempt you from exceeding any time restrictions in a coupon parking zone.
- If you purchase a new car or move to another suburb that has residential/coupon parking you may transfer the permit to the new car/suburb but the old permit must be scraped off the vehicle and brought back to our office. The permit may come off in pieces, but it is important that we view all or parts of the old permit so we know that it will not be in use.
- Permits are **NON-REFUNDABLE**.
- All motor vehicles must have a current warrant of fitness and registration. A Residents/Coupon Exemption permit does not exempt you from that responsibility.
- It is important that we receive all supporting documentation with your application (new, renewals and transfers) in order for us to process it.

If you are unsure of what you require please contact us at:

Wellington Parking and Infringement Services

Ground Floor, Panasonic House

40 Taranaki Street

Wellington

Phone: 910 3444

Fax: 910 3440

Email: nz.info@tenix.com