

Application for new/renewed Loading Zone Permit

Send applications to: Wellington City Council, Parking Services, PO Box 2199, Wellington 6140.

For more information, check wellington.govt.nz/parking or phone us any time on 04 499 4444.

Loading zone authorisation scheme

This is to allow small business operators to service their business/customers without going to the expense of purchasing a vehicle that is specially designed to carry goods. At the same time it prevents motorists who are not involved in a goods service from parking in a loading zone.

You will need to pay an administrative fee of \$80 per permit each year. You must **sign the form** and either complete the credit card authorisation on the back of this form or pay at our offices at 12 Manners Street.

Personal details

Miss/Mrs/Ms/Mr	First name	<input type="text"/>	Last name	<input type="text"/>
Occupation	<input type="text"/>			
Business name	<input type="text"/>			
Business address	<input type="text"/>			
Postal address	<input type="text"/>			
Phone	<input type="text"/>	Fax	<input type="text"/>	
Cell phone	<input type="text"/>			
Email	<input type="text"/>			

Vehicle details

Vehicle registration	<input type="text"/>	Make	<input type="text"/>
Model	<input type="text"/>	Style	<input type="text"/>
Colour	<input type="text"/>		
Expiry date of licence label	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name of registered owner	<input type="text"/>		

Conditions

- Parking availability is not guaranteed and can be affected by roadworks or construction.
- The vehicle must be registered in either the name of the applicant or the name of the business.
- The applicant, or the manager where the vehicle is registered to a business, must supply in writing the reasons why a permit is required.
- The vehicle must be used for the purpose of carrying goods.
- The permit is non-transferable and must only be affixed to the vehicle for which the permit is issued.
- The permit only applies to loading zones where signs specify "Goods vehicles and other authorised vehicles only".
- The vehicle must not be left unattended in a loading zone for longer than the time shown on the signs.
- It is the permit holder's responsibility to renew permits on an annual basis.
- If you purchase a new vehicle you may transfer the permit to the new vehicle 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.

Declaration (Under the provisions of the Traffic and Parking Bylaw 2021)

I declare the information I have supplied is correct and agree to comply with the conditions outlined on this form.

Signature

Date

Credit card authorisation

Type of credit card (please tick) Mastercard Visa

Card number

Expiry date

 /

Amount \$

 .

I hereby authorise Wellington City Council to charge my credit card on this occasion only.

Cardholder's name

Cardholder's signature

FOR OFFICE USE ONLY

Application approved

Yes

No

Permit number

Letter sent

Yes

No

Receipt number

Date

Date