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 Wellington City Council service desks at:

Te Awe Library, 29 Brandon Street, 8am-5pm, Monday to Friday

Johnsonville Library, 34 Moorefield Road, 10am-5pm, Monday to Friday

Personal details

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Miss/Mrs/Ms/Mr	First name			Last r	name					
Occupation										
Business name										
Business address										
Postal address										
Phone					Fax					
Cell phone										
Email										

Vehicle details									
Vehicle registration	Ma	ake							
Model	Sty	yle							
Colour									
Expiry date of licence label									
Name of registered owner									

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

lastercard 🗌 Visa						
Amount \$.						
I hereby authorise Wellington City Council to charge my credit card on this occasion only.						
Cardholder's signature						

Application approved	Yes	No	Permit number
Letter sent	Yes	No	Receipt number
Date			Date