

# Application for Resident Parking Permit

An application form and supporting documentation must be provided each time you apply for a Resident Parking Permit. Send applications to: Wellington City Council, Parking Services, PO Box 2199, Wellington 6140. You must **sign the form** and either complete the credit card authorisation or pay at a Council service desk at Te Awe Library, 29 Brandon Street, 8am-5pm Monday to Friday or Johnsonville Library, 34 Moorefield Road, 10am-5pm Monday to Friday. Please read the information on the back of the form.

**For more information, visit [wellington.govt.nz/parking](http://wellington.govt.nz/parking) or phone us any time on 04 499 4444.**

## Resident parking scheme

Resident parking areas are clearly signposted and enforced by Wellington City Council. Possession of a permit does not guarantee a parking space. A maximum of two Resident Parking Permits may be granted per household and one permit per household for multi-unit dwellings. The cost of this service is \$195 per year.

**Permits are not refundable. If the information you supply is not correct, your application will be declined. Remember to sign the form.**

## 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	First name <input type="text"/>	Last name	<input type="text"/>
Address	<input type="text"/>		
Suburb	<input type="text"/>	Postcode	<input type="text"/>
Phone: Business	<input type="text"/>	Home	<input type="text"/>
Cell phone	<input type="text"/>		
Email	<input type="text"/>		

Registered owner of vehicle if different from applicant (you'll need to supply a letter from the registered owner):

Name	<input type="text"/>
Address	<input type="text"/>
Reason	<input type="text"/>

If you own the property that this application applies to, or are a tenant and have provided the necessary documentation to show where you live, please sign the following declaration.

## 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

Please turn over

## FOR OFFICE USE ONLY

Date	Permit no.
Expiry date	Location

## Credit card authorisation

Type of credit card (please tick)

Mastercard  Visa

Card number

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Expiry date

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Amount

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

Cardholder's name

Cardholder's signature

## Resident Parking Permit application checklist

- Permit fee attached  Tenancy Details attached OR  I am the property owner  
 Vehicle authorisation letter attached  Vehicle registered to same address

## Information for Resident Parking Permit applications

- 1. If you are a tenant** you must provide evidence that shows you live 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 past 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 past 12 months; or
  - a current (within the past three months) electricity/gas or landline phone bill sent to you at the above address.
- 2. If you don't 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.
- 3.** A Resident Parking Permit does not allow you to exceed any time restrictions when parking in a time-restricted space in a coupon parking area.
- 4.** 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. Only the original applicant can transfer their permit and you will need to complete a new application form and attach your old permit.
- 5.** All motor vehicles must have a current warrant of fitness and registration.
- 6.** The fee is \$195 per year or part year. Permits are **NON-REFUNDABLE**.
- 7.** The vehicle must be registered to your primary place of residence (as above). If it is not, please update your details with NZTA online at [nzta.govt.nz](http://nzta.govt.nz) or phone 0800 108 809.
- 8.** Permit approval is not guaranteed. For more information, phone our Contact Centre any time on 04 499 4444.
- 9.** Parking availability is not guaranteed and can be affected by roadworks or construction.
- 10.** If you do not supply correct information, or comply with the parking provisions of the Traffic and Parking Bylaw 2021, will result in your permit being declined or cancelled. The permit must be displayed on the front windscreen (on the passenger side) of the vehicle for which it was issued.
- 11.** The permit must be removed if you move from the area or dispose of the vehicle. It must also be removed when it expires. It is your responsibility to renew your permit annually.
- 12. It is important that we receive all supporting documentation with your application (new, renewals and transfers) in order for us to process it.**