



If you need help lodging your form, contact us	
Email	parkingoperations@northernbeaches.nsw.gov.au
Phone	1300 434 434
Customer Service Centres	Manly Town Hall, 1 Belgrave Street Manly NSW 2095
	Dee Why Civic Centre, 725 Pittwater Road Dee Why NSW 2099
	Mona Vale 1 Park Street Mona Vale NSW 2103
	Avalon 59A Old Barrenjoey Road Avalon Beach NSW 2107

Office use only	
Form ID	4096
TRIM Ref	C001977
Last Updated	July 2019
Business Unit	Transport and Civil Infrastructure

Privacy Protection Notice	
Purpose of collection:	Intended Owners Corporation User
Intended recipients:	Northern Beaches Council staff
Supply:	If you choose not to supply your personal information, it may result in Council being unable to provide the services you seek
Access/Correction:	Please contact Customer Service on 1300 434 434 to access or correct your personal information. Your personal data may be distributed to the owners corporation SP7114 upon request.

Part 1: Contact Details

Title	<input type="radio"/> Mr <input type="radio"/> Mrs <input type="radio"/> Ms <input type="radio"/> Other:		
Full Name			
Last Name			
Business Name			
Address			Postcode
Phone			Mobile
Unit Number			
Lot Number (if business)			
Car Make/Model/Colour			Car Registration
Is unit owned or rented? If rented, please provide Agency name and phone number.			
A copy of the lease may be required upon request.			
Email			
<p>Please note: This application only covers one vehicle per unit. Additional vehicles using Council parking facilities need to pay the daily parking fee and any overnight charges. Failure to do so will result in cancellation of access pass until full fees are paid.</p>			

Part 2: Declaration

I hereby declare that the information contained in this application is true and correct and that I/we will abide by the terms and conditions relating to the issue of this permit.			
Signature		Date	
Print Name			

Part 3: Manly National Carpark - Conditions of Use

The conditions for the use of pass cards provided to residents to enable passage through the public carpark to enter or exit the residents' carpark, are as follows:
1. The pass card needs to come into contact with the ticketing machine located at the entry and exit gates for approximately 5 seconds until the message ("welcome" at entry and "drive carefully" at exit) appears on the display and the gate opens. CAUTION: If cards are withdrawn too soon or if you wave the card, it may become unreadable and require re-formatting at the Whistler Street Carpark office.
2. Pass cards must also be used even if the gates are up, as the entry/exit is recorded and must follow a one-entry/one-exit cycle.
3. In the case of a lost/damaged pass card, a replacement fee of \$50.00 is payable to the Customer Service desk in the Council Chambers and the receipt brought to Whistler Street Carpark office where a new card will be provided.
4. Residents are NOT permitted to park in the public Council controlled parking area, unless a casual ticket is produced and paying the appropriate fee.
5. Visitors must obtain a casual ticket at entry and pay the required parking fee when exiting.
At no point should residents allow other residents or visitors to use their pass cards to enter or exit the parking area.
Failure to comply with these and other posted conditions located in the carpark including attempting to illegally obtain an entry ticket or help another vehicle exit the car park, will result in your card being suspended/cancelled without notice, or until full parking fees owing have been paid.
To avoid problems, please DO NOT: (a) Punch a hole in the card (\$50 fee) (b) Place the card in a hot environment (c) Insert the card into machine (d) Wave the card at entry/exit (e) Keep the card with a mobile phone
If required, assistance may be sought from the carpark Control Centre via the intercoms on entry/exit gates or autopay machine, during gate operating hours, or at Whistler Street Carpark office.
The Council parking facilities are electronically monitored
If you have any questions, please email: parkingoperations@northernbeaches.nsw.gov.au
Forms must be signed and returned to the Whistler Street Carpark office no later than 2 working days from receipt of form. Late forms will not be accepted and access cards will be suspended.

Office Use Only			
Card Number		Date Issued	
Authorised by (print name)			
Signature			