



# TRANSPORT APPLICATION FOR A RESIDENT PARKING PERMIT

Please allow 7 working days for processing

**Enquiries:** Call 477 4000 or visit [www.dunedin.govt.nz](http://www.dunedin.govt.nz)

**Send applications to:** Resident Parking Permit, Transport Department, PO Box 5045 Dunedin 9054, [transport@dcc.govt.nz](mailto:transport@dcc.govt.nz)

**In person:** Customer Services Centre, Ground Floor, Civic Centre, 50 The Octagon, Dunedin.

- Resident Parking Permit, up to 12 months ANNUAL (applied 1 July to 30 June)
- Resident Parking Permit, up to 6 months JULY (applied 1 July to 31 December)
- Resident Parking Permit, up to 6 months JANUARY (applied 1 January to 30 June)
- Replacement permit due to loss/damage or a change of vehicle

## Applicant's details

Name:

Address:

Post code:

Telephone: Home  Mobile

Email:

## Vehicle details

Registration	Make and Model
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

- Proof of vehicle ownership attached

## Registered owner (if different from applicant)

Name:

Address:

Post code:

- Authorisation letter from registered owner attached

## Other information required to process your application

- Proof of residency at property

I want to:

- Receive my permit application correspondence by post **OR**  Receive my permit application correspondence by email

Once payment is received, I want to:

- Receive my permit by post **OR**  Pick up my permit in person



## Conditions

Resident Parking Permits are allocated on a first-come first-served basis, at a maximum rate of one permit per residential unit. All permits are available to be re-allocated each year. There is no overallocation of spaces.

Failure to abide by these conditions will result in cancellation of your Resident Parking Permit.

## Eligibility

An applicant must:

- Reside in the Inner-City Residential Zone of the Partially Operative Dunedin City Second Generation District Plan (2GP), 19 August 2024.
- Live in a lawfully established 'residential unit'.
  - » 'Residential unit' means any building, or part of a building, that is capable of being used as a self-contained residence with sleeping, cooking, bathing, and toilet facilities.
- Own the motor vehicle to which the permit will apply (see below for proof of ownership information requirements).
  - » Motor vehicle must be within the standard vehicle dimensions set in the Partially Operative Dunedin City Second Generation District Plan (2GP), 19 August 2024 (no larger than 4.9m x 1.77m).
- Live at a property that has no off-street parking of any kind (e.g., garages, driveways, and carports).
  - » Permits are allocated based on the residence's available off-street parking no matter how this is used. In most instances, a vehicle entrance has been installed to support off-street parking, which reduces available parking on the street.
  - » No application will be approved where there is a garage, car port, or other off-street parking.
- If there is more than one residential unit on a site, parking is calculated per residential unit. E.g. If there are three residential units and two off-street parking spaces on a site, the three residential units may be eligible for one Resident Parking Permit.

## Permit period

Permits are valid for a maximum of 12 months between 1 July and 30 June. Applications are processed for each new permit year from 1 June.

Annual permits expire on 30 June each calendar year. Applications must be made each year for a new permit. There are no automatic renewals.

There are three permit timeframes: Annual (1 July – 30 June), 6-months July (1 July – 31 December) and 6-months January (1 January – 30 June).

## Fees conditions

Payment must be made within 10 working days of the invoice being issued. A permit is only issued once payment is received. If not paid within this time, the application will be cancelled, and the offered space will be available for reallocation. Do not send in the fee with the application. For the updated list of fees, please look on the Dunedin City Council website at [www.dunedin.govt.nz/residents-parking](http://www.dunedin.govt.nz/residents-parking). Fees may be reviewed annually.

## Replacement permits

If you have sold or disposed of the vehicle your permit covers, you will need to apply for a replacement permit. A replacement permit will be issued for a fee. The old permit (or even part of the old permit) must be retained and presented to DCC Customer Services in the Civic Centre to receive a replacement.

## Refunds

If you move accommodation during the year, you can apply for a partial refund up to 31 March. Please allow up to 10 working days to process.

If you are applying for a refund you must apply in writing to the Transport Department or via email [transport@dcc.govt.nz](mailto:transport@dcc.govt.nz). Please provide us with your full name, address, vehicle details and permit number, and we require a bank deposit slip or bank statement that shows your bank, your name and account number. We also ask that you return the old permit (or even part of the old permit) to DCC Customer Services in the Civic Centre before a refund can be issued.



## General

### Resident Parking Permits:

- Cannot be transferred to another individual or vehicle.
- Are not to be used for business purposes.
- Are only valid in the resident parking spaces specified.
- Do not provide you with an exemption from parking statute or bylaws.
- Do not authorise you to arrange for other vehicles to be towed.

Motor vehicles must be registered, licensed, and warranted; a permit does not exempt you from that responsibility.

A site inspection and investigation may be undertaken by a DCC staff member prior to approving a permit. If an on-site inspection is required, this will be arranged with the applicant. We may consult with other DCC departments to verify any information you have provided.

An application does not guarantee an allocation and permit approval is not guaranteed.

### Display of parking permits

Permits are to be displayed on the rear window in the bottom right corner. A vehicle may not park in a residential parking area if a permit is not displayed or is incorrectly displayed.

### Proof of residency

**Homeowners:** a computer-generated bill or statement that is not more than two months old and clearly shows your name and full residential address.

**Note:** Rates statements are considered proof of ownership, but not residency and are therefore not accepted.

**Tenants:** if you are a tenant, you must provide confirmation of your residency. This must be either a current signed copy of your tenancy agreement (it must have your name listed), or a recent letter from the property owner or agent.

### Proof of vehicle ownership

The vehicle must be registered to you at your place of residence. If it is not, please complete a change of address form (MR28) available at NZ Post outlets, or online at <https://transact.nzta.govt.nz/transactions/ChangeOfAddress/entry>.

**Note:** You must send an official document which includes your name, address, and car registration. This can be requested from NZ Transport Agency Waka Kotahi (NZTA). If you do not own the vehicle (company, leased or family vehicle etc.) please provide a letter or lease agreement from the owner authorising your use.

### Declaration

I hereby declare that the information I have supplied is true and correct. I have read and undertake to comply with the conditions of the Resident Parking Permit.

Signature:

Date: