



Application for a Residents Parking Permit 2025/26

Please allow 7 working days for processing

- ☐ Residents' Parking Permit, up to 12 months ANNUAL - \$237.43 inc (applied 1 July 2025 to 30 June 2026)
- ☐ Residents' Parking Permit, up to 6 months JULY- \$118.82 inc (applied 1 July 2025 to 31 December 2025)
- ☐ Residents' Parking Permit, up to 6 months JAN - \$118.82 inc (applied 1 January 2025 to 30 June 2025)
- ☐ Replacement permit due to loss/damage or a change of vehicle - \$11.77 inc

Applicant Details:

Applicant Name:
First Middle Surname

Address:
.....

City: Post Code:

Telephone: Home: Mobile: Work:

Email:

Vehicle Details: Proof of vehicle ownership attached.

Registration Number: Make: Model:.....

Registered Owner: (if different from applicant) Authorisation letter from registered owner attached

Name.....
First Middle Surname

Address.....
.....

City: Post Code:

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.

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 Residents Parking Scheme.

Signature: Date:

Send Applications to: Transport@dcc.govt.nz or Residents Parking Scheme, Transport Department, PO Box 5045, Moray Place, Dunedin 9054, New Zealand.

Conditions of the Residents Parking Scheme

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 residents parking permit.**

Eligibility. An applicant must:

- Reside in the Inner City Residential Zone of the proposed Dunedin City Second Generation District Plan. (notified Sept 2015)
- 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 Dunedin Second Generation District Plan (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 1st July and 30th June. Applications are processed for each new permit year from 1st June. Annual permits expire on 30th June each calendar year. Applications must be made each year for a new permit. There are no automatic renewals.

There are three permit time frames: **Annual** (July 1 - June 30), **6 month July** (July - December 31st) & **6 month January** (January - June 30th)

Fees

Payment must be made within 10 days of the invoice being issued, or by the date written on the invoice. A permit is only issued once payment is received. If not paid within this time, the application process will start again. 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 Fees may be reviewed annually.

Replacement permits

If a new permit is required because a vehicle has been sold or disposed of, a replacement permit will be issued at a cost of \$11.77. The old permit (or even part of the old permit) must be presented to the DCC Customer Services Agency.

Refunds

If you move 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. Please provide us with your full name, address, vehicle details and permit number, we also require a bank deposit slip / bank statement, showing your bank, your name and account number. We also ask that you return the old permit or even part of the old permit to the DCC Customer Services Agency before a refund can be issued.

General

Residents Parking Permits: Cannot be transferred to another individual or vehicle. Are not to be used for business purposes. Are only valid in the residential parking area(s) specified. A site inspection and investigation may be undertaken by a council officer prior to approving a permit. If an on-site inspection is required, this will be arranged with the applicant. 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 Property

Owners: - 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 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 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.