

APPLICATION FORM AND CONDITIONS

Doctor/Care Worker Parking Permit Application



Please tick one of the following boxes:

New Replacement Renewal

SECTION 1 - APPLICATION

If you apply for a replacement permit, you must either return the damaged permit or provide evidence that your permit was stolen.

Care Provider Organisation: _____ Contact Person: _____

Address of Organisation: _____

Phone: _____ Mobile: _____ Care Provider Email: _____

Providers must supply company email address

SECTION 2 - VEHICLE DETAILS

	Carer's Name	Permit Number	Registration Number	Year of Car	Make of Car	Model of Car	Colour of Car
Permit 1							
Permit 2							
Permit 3							
Permit 4							
Permit 5							
Permit 6							
Permit 7							
Permit 8							
Permit 9							
Permit 10							
Permit 11							
Permit 12							
Permit 13							
Permit 14							
Permit 15							

PRIVACY STATEMENT

North Sydney Council is collecting your personal information for the purposes of processing an application or submission. The supply of personal information is entirely voluntary. If you elect not to provide or do not wish to provide your personal information, Council may not be able to process your application or act on or acknowledge your submission. North Sydney Council shall be regarded as the agency that holds your personal information and access to your personal information by interested parties, may be released in line with Council policies. North Sydney Council may publish any personal information included in a submission on a proposal or proposed development. You have a right to access your personal information held by Council. You also have a right to have your personal information corrected or amended by Council. Applications by members of the public to view Council's records which are not in the public arena are subject to the provisions of *Privacy and Personal Information Protection Act 1998*, *Government Information (Public Access) Act 2009* and North Sydney Council's Privacy Management Plan.

I have read and understand the Privacy Statement

Signed: Date:

PLEASE NOTE – COUNCIL INCURS COSTS ASSOCIATED WITH RUNNING THIS SCHEME THAT ARE NOT RECOVERED THROUGH THE FEE CHARGED, THEREFORE, NO REFUNDS ARE OFFERED FOR FEES PAID FOR DOCTOR/CARE WORKER PARKING PERMITS.



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SECTION 3 - PLAN OF MANAGEMENT TEMPLATE

Note: This is only a suggested template and organisations are encouraged to tailor it to meet their needs

1. Care Worker Permit Application – Plan of Management

Organisation: _____

Date: _____

2. Background

- Number of staff in your organisation: _____
- Number of vehicles in your fleet: _____
- Number of permits you are applying for: _____
- Description of the type of in-home care provided: _____
- Average number of in-home visits you expect to provide per week per vehicle in the North Sydney Council Area: _____

Potential risk of permit misuse within the organisation Identify potential circumstances where unauthorised permit use may occur	Level of risk Rare, unlikely, likely, almost certain	Method of control for this risk Describe the steps taken to reduce the identified risk	Person responsible Provide details of the person responsible for implementing and monitoring the risk control mechanism

SECTION 4 - DOCUMENTATION REQUIREMENTS

To apply for a Care Worker Parking Permit, you must supply:

- A copy of the Care Provider’s Plan of Management
- Appropriate accreditation or written support from:
 1. The Department of Family and Community Services – Ageing, Disability & Home Care;
 2. An area Health Service of the NSW Department of Health, or
 3. Any other Commonwealth, State or Non-Government health body, as may be determined by the Parking Permit Review Panel.
- The current registration certificate of the vehicle the permit is for. If the vehicle is in a private name, the Care Provider must supply a letter explaining that the permit will be used for the purpose of providing care only.



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GUIDE AND APPLICATION FORM

Use this form to apply for Care Worker Parking Permits for use within the North Sydney Local Government area.

Note: Not all streets within the North Sydney area have permit exemptions.

PART A: HOW PERMITS WORK

1. There are 33 parking areas in the North Sydney area. Care Worker Permits are issued for all areas, except Area 23 - CBA
2. A Care Worker Parking Permit does not exempt your vehicle from general road signs such as "No Parking" or "Loading Zones"
3. Not all streets have special arrangements for permit holders
4. It is the responsibility of the driver to carefully read any signs before parking their vehicle.
5. While permit holders benefit from exemptions to time restrictions in a parking area, North Sydney Council cannot guarantee the availability of a parking space.

PART B: ELIGIBILITY – GENERAL

An organisation may be eligible for Care Worker Parking Permits if it:

1. Is routinely engaged in the provision of in-home care services; and
2. Conducts, or is expected to conduct, more than 60 home visits per year in total to clients within the North Sydney Local Government area.
3. Provides a Plan of Management for all Care Worker Parking Permits; and
4. Has appropriate accreditation written support from:
 - The Department of Family and Community Services – Ageing, Disability & Home Care;
 - An area Health Service of the NSW Department of Health, or
 - Any other Commonwealth, State or Non-Government health body, as may be determined by the Parking Permit Review Panel.

A Care Worker Parking Permit is not valid for use on a caravan, bus, truck, trailer or any vehicle which exceeds 3.5 tonnes tare weight, unless such vehicle is necessary for the specific health or aged care service provided.

PART C: YOUR RESPONSIBILITIES

1. The organisation applying for Care Worker Parking Permits is responsible for all permits issued to it.
2. A Care Worker Parking Permit must only be used for the purposes of a home visit by the Carer registered in the application.
3. A Care Worker Parking Permit must not be used for permanent and overnight accommodation of the vehicles of service providers.
4. Where in use, the Care Worker Parking Permit must be displayed on the left side of the vehicle's front windscreen. The Permit must not be displayed when not in use.
5. A Care Worker Parking Permit must only be used on the vehicle bearing its registration.
6. If a permit is lost, stolen or damaged, the organisation must notify North Sydney Council within 7 days. A replacement permit will then be issued at the same cost of original permit.
7. If there are changes in staff registered to use a Care Worker Parking Permit, the organisation must notify North Sydney Council and update their details within 7 days.

PART D: PERMIT FEES

Please see North Sydney Council's website for fees, www.northsydney.nsw.gov.au/rpf.

Applicable fees are payable upon lodgement of the application form. Pay in person at Customer Service, or pay by Credit Card using the Credit Card Authority Form and email to customerservice@northsydney.nsw.gov.au.

PART E: WHAT NOW

When lodging your application you must attach current copies of the required documents, including:

1. Current vehicle registration papers
2. Plan of Management
3. Appropriate accreditation as listed in Part B, point 4.
4. Payment