

Transport
for NSW

Permit Parking Guidelines

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Introduction

Parking permits help to improve amenity for road users in locations where there is insufficient off-street parking and where on-street parking is restricted. Permit parking also helps to balance the needs of the local community in areas of high demand.

The provisions of the Road Transport (General) Regulation 2021 have replaced the six previously existing classes of permit parking with the general concept of a 'parking permit'.

The intention is to provide for greater flexibility in the operation of permit parking schemes and reduce the administrative load on parking authorities.

Parking authorities (local councils and declared organisations) are under no obligation to establish permit parking in their areas of operations. However, if they do propose to establish a permit parking scheme, it must comply with the Regulation and this guideline.



Legislation

The following legislation (available at www.legislation.nsw.gov.au) provides the framework for permit parking schemes.

Transport Administration Act 1988	Section 3I gives TfNSW the authority to delegate functions to an authorised person.
Transport Administration (General) Regulation 2018	Section 19-20 prescribes additional classes of people to whom TfNSW may delegate functions.
Road Transport Act 2013	Sections 121 to 126 set out the requirements relating to traffic control devices and the authority for installing, displaying or removing them.
Road Transport (General) Regulation 2021 (made under the Road Transport Act 2013)	<p>Sections 120-127 provide for the issue of parking permits and special event parking schemes.</p> <p>Sections 161 and 162 provide offence provisions for failing to comply with requirements or giving false or misleading information, for example, misuse of permits.</p> <p>Schedule 2 lists declared organisations.</p> <p>Schedule 4 prescribes authorised officers for the purposes of the Regulation.</p> <p>Schedule 5 prescribes penalty notice offences for the purposes of the Act.</p>
Road Rules 2014 (made under the Road Transport Act 2013)	Rules 204 to 207, 317 and 318 describe the application of signs and driver responsibilities relating to permissive parking signs and fees.

Definitions and abbreviations used in this manual

Area of operations	<div>a) A council's local government area</div> <div>b) A declared organisation's area of operations as specified in Schedule 2 of the Regulation.</div>
Car share operations	<div>Car share schemes may operate on the basis of xed parking spaces or non- xed parking spaces, or a mixture of both. In order to comply with regulations, xed and non- xed parking spaces are administered differently:</div> <div><div><div>• Fixed space—vehicle is picked up from and returned to the same designated car space. Parking is administered by signage</div><div>• Non- xed space—operates without designated parking spaces. Depending on the terms and conditions of the scheme, vehicles may have to be returned to a designated neighbourhood or they may be used for one way journeys. Parking is administered by permit.</div></div><div>Refer to TfNSW Technical Direction TDD 2018/001 Guidelines for on-street xed space car share parking (see References).</div></div>
Classified road	Roads declared under Part 5 of the Roads Act 1993 and published from time to time on the TfNSW website.
Council	Local government authority
Declared organisation	An organisation that has been declared the parking authority for an area of operations in Schedule 2 of the Regulation.
Household	A house, home-unit, flat or apartment where one person resides alone or a group of people reside together. A hotel is not considered a household.
Motor vehicle	A vehicle (other than a bicycle) that is built to be propelled by a motor that forms part of the vehicle.
Park, parking or parked	As defined in the Road Rules 2014 where a driver stops a vehicle and allows the vehicle to stay (whether or not the driver leaves the vehicle).

Parking area	<div>As defined in the Regulation, means the following:</div> <div><div>• Pay parking area</div><div>• Permissive parking area</div><div>• Special event parking area.</div></div>
Parking authority	A council or declared organisation.
Parking permit	<div>A permit authorises the parking of a vehicle without charge or time restrictions in a parking space:</div> <div><div>• Located within a parking areas or roads specified in the permit</div><div>• Designated by the parking authority for use by the holders of the permit.</div></div> <div>A permit might be issued in printed or electronic form.</div>
Pay parking area	Is a parking area designated by one or more permissive parking signs where information on or with the sign indicates that a fee is payable for parking in the area.
Permissive parking area	The part of a road to which a permissive parking sign applies.
Permissive parking sign	The part of a road to which a permissive parking sign applies.
Permissive parking space	Means a parking bay in a permissive parking area.
Special event parking schemes	The Regulation (section 127) allows Transport for NSW to establish and operate a special event parking scheme for a road and may set aside the whole or part of a road as a special event parking area.
TfNSW	Transport for NSW
Road and road related area	Has the same meaning as rules 12 and 13 of the Road Rules 2014. References to a road also include a road related area unless otherwise stated.
The Regulation	The Road Transport (General) Regulation 2021.
Trailer	As defined in the Road Rules 2014: a vehicle that is built to be towed, or is towed, by a motor vehicle, but does not include a motor vehicle that is being towed.
Truck	As defined in the Road Rules 2014: a motor vehicle with a GVM over 4.5 tonnes, except a bus, tram or tractor.

Responsibilities

Transport for NSW

TfNSW is responsible for the control of traffic on all roads in New South Wales. Traffic is controlled by the installation of prescribed traffic control devices, such as regulatory signs for parking, or traffic control facilities, such as medians. Certain aspects of the control of traffic have been delegated to councils of local government areas and other organisations as prescribed by legislation.

The Regulation provides that TfNSW may issue guidelines relating to the issue of parking permits (these guidelines) and, if it does so, must publish the guidelines on a publicly accessible website. Parking authorities must not issue permits except in accordance with the TfNSW guidelines.

TfNSW will provide advice on matters relating to traffic management, traffic efficiency and road safety, including proposals involving parking schemes on roads and road related areas. Parking authorities may engage with TfNSW either directly or through the local traffic committee.



Councils

Councils are responsible for:

- Referring all proposed permit parking schemes to the local traffic committee for consideration
- Ensuring that parking permit schemes comply with TfNSW guidelines
- Establishing and operating permit parking schemes on roads and road related areas within their area of operations, except on classified roads if approved by TfNSW
- Developing a parking strategy that includes proposed permit parking schemes, supported by parking studies and community consultation
- Installing and maintaining parking control signs associated with the permit parking scheme
- Installing parking control signs associated with declared organisations' permit parking schemes, if and as required
- Installation, maintenance, enforcement and other administrative costs associated with the permit parking scheme
- Keeping records of the types of traffic control devices installed, time and date of installation, and display, alteration or removal of signs.

For more information on TfNSW delegation to councils and the operation of traffic committees, refer to A Guide to the Delegation to Councils for the Regulation of Traffic (see References).

Declared organisations

Declared organisations are listed in Schedule 2 of the Regulation. As parking authorities, declared organisations are able to issue parking permits in accordance with the Regulation and these guidelines.

However, declared organisations are not delegated the authority to install, display, alter or remove prescribed traffic control devices. Accordingly, declared organisations must work with local council/s or TfNSW to implement a parking scheme in their area of operations.

Declared organisations are responsible for:

- Establishing and operating permit parking schemes on roads and road related areas within their area of operations, except on classified roads unless approved by TfNSW
- Developing a parking strategy that includes proposed permit parking schemes, supported by parking studies and community consultation
- Liaising with local council/s to install and maintain parking control signs associated with the permit parking scheme. This will involve referral to the local traffic committee
- Bearing all installation, maintenance, enforcement and other administrative costs associated with the permit parking scheme
- Keeping records of the types of traffic control devices installed, time and date of installation, and display, alteration or removal of signs.

Parking strategies

Key to the NSW Government's congestion management, urban planning and liveability strategies are the promotion of public transport use and the encouragement of walking and cycling. A parking strategy is one of the tools available to local authorities to realise these objectives and to meet the local community's needs for mobility, access and equity. In NSW, there are no areas set aside exclusively for permit parking.

Parking authorities should develop their parking strategies to align with State government and other planning and transport strategies. In addition, strategies should include:

- reference to Australian Standard 2890: Parking facilities, the Austroads Guide to Traffic Management Part 11: Parking
- reference to TfNSW supplements to the Australian Standard and Austroads Guide
- evidence of consultation with stakeholders.

In developing parking strategies, councils and declared organisations are encouraged to work together where parking operations may benefit from cross boundary policies.

Parking authorities may be required from time to time to share parking information with TfNSW. This will help the development of evidence-based traffic and transport plans and strategies.

Parking authorities and car share operators may be required from time to time to share parking information with TfNSW. This will help the NSW Government develop evidence-based traffic and transport plans and strategies.

Parking permits

For the purposes of this guideline, a parking permit may be:

- a virtual product held in an electronic or other database that contains all relevant information about the permit, permit holder and vehicle (such as class of permit, applicant's name, residential or business address, vehicle registration, area or road to which the permit applies, expiry date, unique alpha-numeric code, any other relevant information, terms or conditions of use).
- A printed permit with sufficient information to ensure that it can be understood by the user and allow effective enforcement.

Long term parking permits may be issued where an extended length of stay is expected or frequency of use is high.

Short term parking permits may be issued for casual or one-off uses, for durations of a few hours to a maximum of 30 days. Short term permits may be issued directly to a user or in bulk to a resident or business which can issue permits to visitors or business services.

Examples of long and short term permit formats are in Appendix A.

Eligibility criteria and features of a permit parking scheme

- There must be high demand for parking in the area
- There is inadequate off-street parking and no potential to modify premises or create off-street parking in the area
- There is little or no unrestricted on-street parking close by
- A vehicle, for the purposes of a permit, is not a truck, bus, tram, tractor or trailer (boat or caravan)
- A vehicle must be registered in NSW or classified as a vehicle temporarily in NSW under Schedule 1 of the Road Transport (Vehicle Registration) Regulation 2017
- Parking authorities have discretion over the total number of permits issued in their areas of operations
- A permit parking scheme that operates solely within a council's or declared organisation's area of operations must be distinct from other parking authorities' schemes
- A permit parking scheme that crosses council or declared organisation boundaries may have a common identification code across all areas of operation, but must be distinct from other permit parking schemes
- A permit parking scheme must be established and administered so users can readily identify which scheme applies to their vehicle
- Scheme identification codes must be displayed on permissive or pay parking signs

Reasons for issuing parking permits

The Regulation no longer specifies different permit classes. This is to allow parking authorities flexibility in the types of permits that are issued. Nevertheless, there are certain criteria which will help determine the basis for permit issue in the parking authority's area of operation.

Parking permit criteria include:

- Business needs where there is inadequate on-street parking to allow local businesses (principals and employees) to pick up or deliver goods and/or provide services
- Business needs where tradespeople require short term access to areas of high demand
- Needs of car share operations using non-fixed parking spaces where vehicles may have to be returned to a designated neighbourhood or used for one way journeys¹
- Needs of commuters accessing public transport who may or may not reside in the parking authority's area of operations but who can demonstrate public transport travel needs
- Needs of residents who live in areas of high parking demand and can demonstrate that they have access to a registered vehicle which they own or use. Household permit issue to residents (including those for boarding houses) should take into account:
 - o Access to off street parking
 - o Number of available on street parking spaces
 - o Number of permits already on issue to household.
- Determining the issue of permits: where the number of requests exceeds the number of available on-street parking spaces, parking authorities should ensure that only residents who do not have access to unrestricted parking along the kerbside are eligible to apply for a permit. Applications should be prioritised as follows:
 - o No off-street parking space
 - o One off-street car space
 - o Two or more off-street car spaces
- Needs of residents of short term rental accommodation who can demonstrate to the satisfaction of the parking authority that they are residents
- Needs of residents' visitors for permit issue where:
 - o There is no off street parking at the resident's address
 - o There are no unrestricted on-street parking spaces in front of the residence or along the kerbside
 - o The visitor is a carer of a resident who can provide:
- Written consent of the resident or their representative
- The resident's address
- Information about the duration and frequency of the use of the permit
- Needs of residents or businesses where parking is affected by special events (see definition of Special Event Parking Schemes). These permits may be:
 - o issued for individual events and the permit should include information to facilitate enforcement such as the date/s and location of the special event
 - o issued for longer periods according to the requirements of the parking authority.
- Needs of employees or contractors in the area of operation of declared organisations where suitable parking is not available or is in high demand (for example, for hospital staff).



Fees

A parking authority may charge fees for its permit parking schemes at its own discretion. Pricing should be based on cost recovery, for example, for administration of the scheme/s and the provision of infrastructure, taking into account the parking authority's return on investment policy.

Fees levied by councils should be fixed by a council resolution.

Terms and conditions

Instructions and conditions of use must be made available to the permit holder. Terms and conditions should include:

- Eligibility requirements
- Requirements for displaying printed permits where appropriate
- Conditions for use of the permit including:
 - o printed permits are not transferrable
 - o driver or rider must ensure that permit is valid
 - o renewal requirements on expiry of permit
 - o where eligibility changes, the permit must be returned to the parking authority
 - o penalties for misuse of a permit
- Notice that exemptions from time restrictions and parking fees only when parked in an area to which the permit applies
- Notice that a parking permit does not guarantee a parking space within a permit parking area
- Reminder that a parking permit does not provide exemptions from other parking restrictions.

¹For further information, see [Guidelines for on-street fixed space car share parking 26 October 2018 TTD 2018/01 \(nsw.gov.au\)](#)

Enforcement

Parking authorities are responsible for the enforcement of permit parking schemes in their areas of operation and should not rely on the NSW Police for enforcement.

Schedule 4 of the Regulation sets out the relevant classes of officers that are authorised by councils and declared organisations as enforcement officers.

Parking signs

Section 26 of the Regulation authorises traffic signs while Road Rule 204 describes the information which must be included on signs in relation to permit parking schemes.

For all new permit parking schemes, the permissive parking signs must have the words PERMIT HOLDERS EXCEPTED and an area identifier -to allow permit holders to be excepted from the period restrictions or charges for parking.

For existing permits issued for resident and resident's visitor parking scheme, permissive parking signs displaying the words AUTHORISED RESIDENTS VEHICLES EXCEPTED

While these old AUTHORISED RESIDENTS VEHICLES EXCEPTED parking signs remain enforceable, they should be replaced through normal maintenance practice with new signs using the words PERMIT HOLDERS EXCEPTED. Refer to Figure 1 for examples of permissive parking signs.

Special event parking signs will include the words SPECIAL EVENT PARKING AREA. Refer to Figure 2 for examples of special event parking signs.

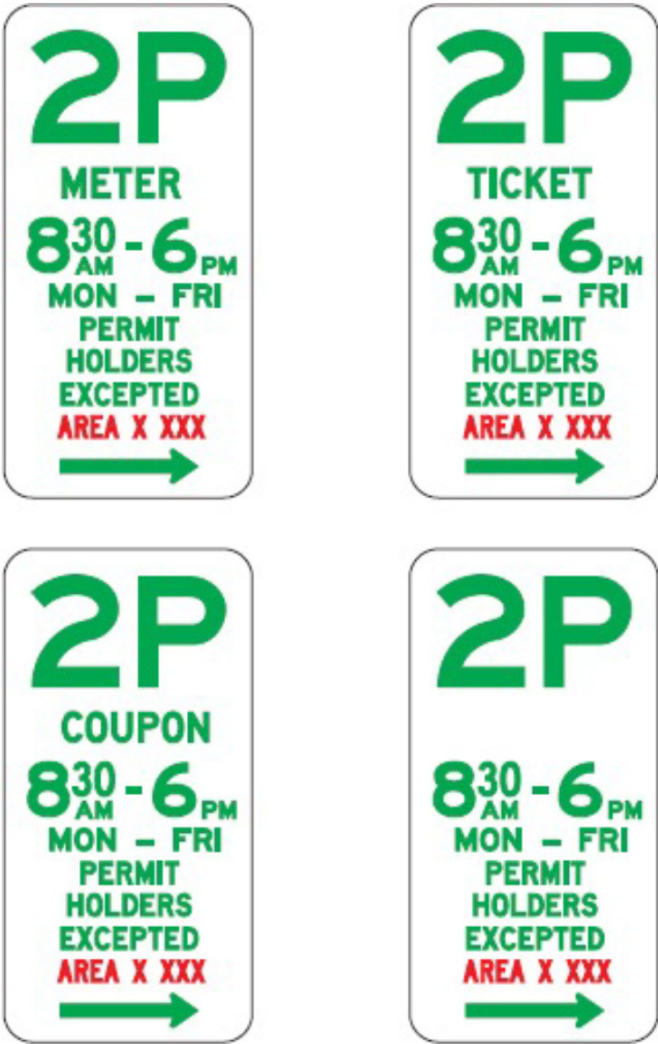
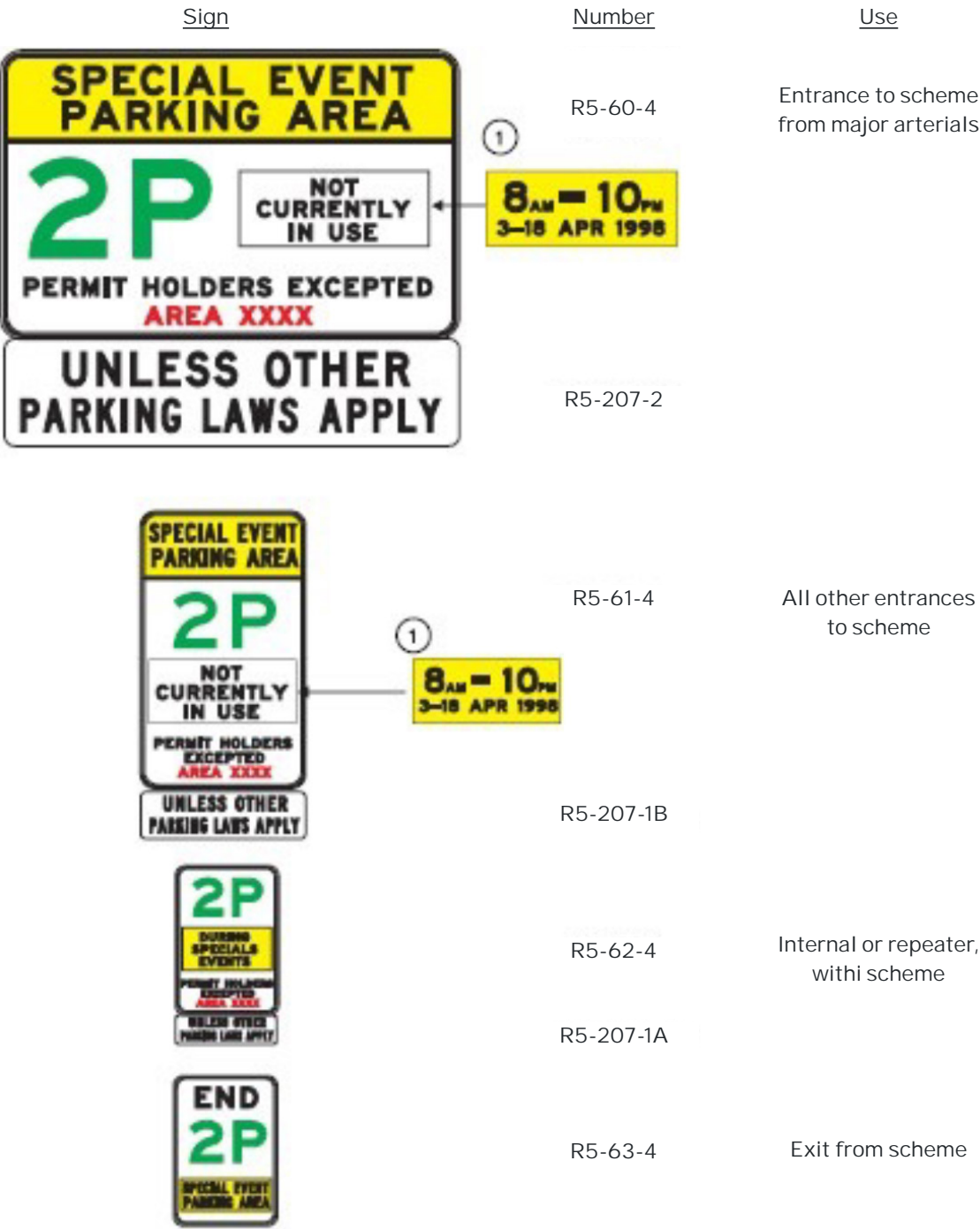


Figure 1
Examples of permissive parking signs



Notes:
① Time panels are removable to suit event and to display 'NOT CURRENTLY IN USE' panel, sample only

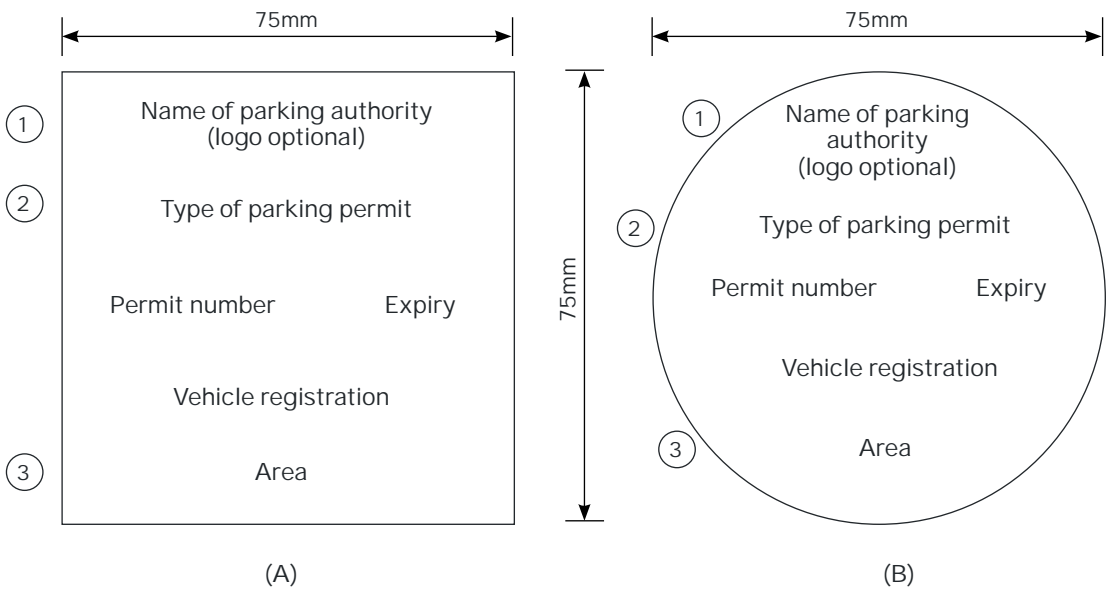
Figure 2
Examples of special event parking signs

References

Document	Location	Comment
Australian Standard 2890: Parking facilities	SAI Global	This series (5 parts) has been adopted as practice by TfNSW except as modified by the associated Supplement (see following).
RMS Supplement to AS 2890	https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/documents/guidelines/australianstandardssupplement-as2890-version2b.pdf	This Supplement defines TfNSW practice for parking facilities against the requirements of AS 2890 series.
Australian Standard 1742: Manual of uniform traffic control devices	SAI Global	This series (15 Parts) has been adopted as practice by TfNSW except as modified by the associated Supplements (see following). Part 11 of this series is relevant to parking facilities.
RMS Supplement to AS 1742	https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/document-types/supplements-australian-standards.html#sec1	Supplement series which defines TfNSW practice for traffic control devices against the requirements of the AS 1742 series.
Austroroads Guide to Traffic Management Part 11: Parking Permit Parking Guidelines	Austroroads website	This document has been adopted as practice by TfNSW except as modified by the associated Supplement (see following)
RMS Supplement to the Austroroads Guide to Traffic Management Part 11	https://roads-waterways.transport.nsw.gov.au/business-industry/partners-suppliers/documents/austroroads-supplements/austroroadssupplement_gtm_part11.pdf	Supplement which defines TfNSW practice for parking against the requirements of Austroroads Guide to Traffic Management Part 11.
A guide to the delegation to councils for the regulation of traffic (TfNSW)	A Guide to the delegation to councils for the regulation of traffic Including the operation of Traffic Committees (nsw.gov.au)	These guidelines provide the policy and framework for Councils to exercise the traffic functions delegated to them by TfNSW.
Technical direction TTD 2018-001 Guidelines for on-street fixed space car share parking	https://roads-waterways.transport.nsw.gov.au/trafficinformation/downloads/ttd_2018-001.pdf	This technical direction provides the guiding principles for implementing on-street car share parking facilities for fixed space car share parking.

Appendix A

Long term permit example



- Notes:
- 1 The parking authority is responsible for the final design, layout and colour of the permit. The colour should be different from the registration label (still required on some vehicles), which follows a 6 year cycle: orange – blue – red – purple – brown – green. The permit may be either a label or a card.
 - 2 Type of permit, ie business, resident, resident's visitor, commuter, special event or declared organisation.
 - 3 Area identifier/s may be preceded by an alphabetic code to identify the parking authority.

Short term permit card example

①	Name of parking authority (logo optional)					
②	Type of parking permit					
	Permit number			Expiry		
③	Area					
④	Space for vehicle registration					
Scratch date, month and year:						
Date						
1	2	3	4	5	6	
7	8	9	10	11	12	
13	14	15	16	17	18	
19	20	21	22	23	24	
25	26	27	28	29	30	
31						
Date						
Jan	Feb	Mar	Apr	May	Jun	
Jul	Aug	Sep	Oct	Nov	Dec	
Year	2019	2020	2021			

Notes:

- ① The parking authority is responsible for the final design, layout and colour of the permit.
- ② Type of permit, ie business, resident, resident's visitor, commuter, special event or declared organisation. Or a generic term, eg Visitor Permit, Temporary Permit, as long as the class of permit is recorded in the permit database.
- ③ Area identifier/s may be preceded by an alphabetic code to identify the parking authority.
- ④ A blank space may be provided so the vehicle registration can be written on the permit as required for all permits other than resident's visitor permits.

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transport.nsw.gov.au

(02) 8202 2200

Transport for NSW
PO Box K659
Haymarket NSW 1240

