

Community Application Guidelines for Beach Parking Permits

General Information

Applicants and authorised members (i.e. directors/administrators) of community groups and retirement villages are advised to read the following information before applying for beach parking permits.

- All members of community groups and retirement villages must apply for beach parking permits through their organisation.
- An authorised member of the community group or retirement village is responsible for ensuring all applicants complete and sign the application forms. The forms must also be signed and dated by an authorised signatory of the community group or retirement village before they are returned to Council.
- Beach parking permits will be posted directly to the community group or retirement village; they can not be posted to individuals or collected from Council.
- Community groups and retirement villages who have previously been provided with beach parking permits will be contacted in July each year as a reminder to submit a completed application form to Council. This will ensure new beach parking permits can be issued prior to the old ones expiring. A list of signatories who are authorised to approve the application forms for the following year will also be requested.
- It is the responsibility of the authorised signatories to ensure only legitimate applications are submitted to Council.
- Applications will be checked and duplicate requests for beach parking permits will not be processed.
- The number of beach parking permits distributed to each organisation will be monitored in order to meet audit requirements. Council may conduct an audit at any time, and further information may be requested to substantiate the legitimacy of applications submitted.
- The relevant application forms for community groups and retirement villages, and further information regarding where the beach parking permits are valid can be found under Services on Council's website www.warringah.nsw.gov.au.

Surf Life Saving Clubs (SLSCs)

- Members and volunteers required for surf life saving duties are entitled to one (1) beach parking permit each.
- Nippers are not permitted to submit an application, and this includes nippers' families/carers.
- To facilitate the provision of beach parking permits and to maintain our records, Council will contact SLSCs in July each year to request the annual number of members and volunteers.

Local Schools

- Local schools are entitled to one (1) beach parking permit per school vehicle used to transport pupils to and from the beach. Beach parking permits will be distributed to each school in Warringah upon application.
- If private vehicles are used for the regular transporting of pupils to and from the beach, then authorisation from the Head Master/Mistress will be requested prior to a beach parking permit being issued.

Retirement Villages

- Residents of retirement villages are entitled to one (1) beach parking permit per household upon application. A second permit may be obtained if there is a valid requirement.

Rural Fire Service/State Emergency Service

- The Rural Fire Service or State Emergency Service will be issued with one (1) beach parking permit upon application for each vehicle owned by the organisation.

New Community Groups

Community groups who have not previously applied for beach parking permits are advised to read the following information.

- Community groups will be required to explain why they need regular access to beach car parks in order to benefit the Warringah community.
- An indication of the number of members in the group and an estimate of the number of members requiring a permit should be provided to Council in order for the application to be considered.
- The application will be assessed by Council and if approved a list of members authorised to sign the application forms will be requested. An application form will then need to be completed and signed by an authorised signatory and returned to Council.
- One (1) beach parking permit is permitted per approved applicant.

Replacement Beach Parking Permits for Community Groups/Retirement Villages

- In order for beach parking permits for sold and damaged vehicles to be replaced, documentary evidence will be required to substantiate the loss, e.g. vehicle transfer forms or Statutory Declarations signed and witnessed by a Justice of the Peace. These forms can be sent directly to Council and do not need to be approved by an authorised member of the community group/retirement village. Once the forms are checked and processed, replacement beach parking permits will be posted directly to the applicant.

