

MANLY RESIDENT CARD

MANLY COUNCIL RESIDENT CARD SYSTEM **FAQ's**

Who can apply?

The owner occupier or the tenants of each rateable residential address in Manly are eligible to apply.

How many Resident Cards can I apply for?

1 Resident Card per residential property.

What do I need to apply?

Resident ratepayers (owner occupiers) – rates notice and either drivers' licence or vehicle registration at the same address.

Residents (tenants) – current tenancy agreement (lease) and either drivers licence or vehicle registration at the same address.

How to apply

Online - at Council's website - www.manly.nsw.gov.au via Council's online parking application system

Email - (as pdf attachments) all documents including a credit card payment authorisation form to records@manly.nsw.gov.au

Fax - all documents including a credit card payment authorisation form to 02 9976 1400

Mail - a copy of all documents enclosing either a cheque or with a credit card payment authorisation form to: **Manly Council**
PO Box 82
MANLY NSW 1655

In person - with your original documents and payment at Council 1 Belgrave Street Manly
- business hours Monday to Friday 8.30am to 5pm.

Additional Cards

There is a maximum of 1 Resident Card per property. No additional Cards are permitted.

Where to Park

Cards are only valid in the Manly National, Pacific Waves, Peninsula and Whistler Street parking stations.

Commercial Properties

The Resident Card scheme only applies to residential properties.

Changing Address

If you are changing your address within Manly please contact Council to have your details updated. If you are moving to live outside the Manly Local Government area, please notify Council so your Card can be deactivated.

Expiry Date & Annual Revalidation

Cards are valid for (12) months. The fee is a one-off payment. You will need to revalidate your Card annually with Manly Council. Council will contact you when your card needs to be revalidated.

Card Use

All Cards remain the property of Manly Council and are not to be re-sold. Any misuse of a Card will result in the Card being cancelled.

ADDITIONAL INFORMATION AND FORMS

For application forms or further information on Council's Manly Resident Card please visit www.manly.nsw.gov.au or contact the Manly Resident Card hotline on 9976 1600, fax 9976 1400 or email records@manly.nsw.gov.au

PLEASE REFER OVERLEAF FOR
TERMS & CONDITIONS OF USE



SURF CITY
MANLY AUSTRALIA®
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COUNCIL OFFICES
1 Belgrave Street
Manly NSW 2095

POSTAL ADDRESS
PO Box 82
Manly NSW 1655

T: +61 2 9976 1500
F: +61 2 9976 1400
E: records@manly.nsw.gov.au
W: www.manly.nsw.gov.au

MANLY RESIDENT CARD

MANLY COUNCIL RESIDENT CARD SYSTEM **TERMS & CONDITIONS**

1. By using the Manly Resident Card you agree to these terms and conditions.
2. Card holders must abide by the terms and conditions of entry displayed at the entrance of each Council Parking Station.
3. Cards can only be used for up to 3 continuous hours per day and in only ONE parking station per day, between the hours of 7am and 7pm.
4. Less than 3 hours parking – parking is free, no fees apply.
5. Stays of more than 3 hours parking will attract full fees, with no discount.
6. Failure to present the Card - full fees apply.
7. These conditions and fees may change without notice.

8. TO ENSURE YOUR CARD REMAINS IN WORKING ORDER PLEASE:

- a. Do not punch a hole in the Card.
- b. Do not expose the Card to excessive heat.
- c. Do not insert the Card into the Auto Pay Machine.
- d. Do not use the Card in the boom gate exit machine.

9. Cards must be returned to Council when no longer required or when moving to live outside the Manly local government area.

How to use the resident card

10. Upon entering a Council Car Parking Station take a ticket from the boom gate entry machine.
11. Upon leaving a Council Car Parking Station:
 - a. Insert the parking ticket into Auto Pay Machine (APM) ticket slot.
 - b. The parking fee owing will appear on the screen.
 - c. Hold the Card against the APM ticket slot – **DO NOT INSERT.**
 - d. More than 3 hours will require a fee payment to be made by credit card or cash into the APM.
 - e. The APM will validate the parking ticket.
 - f. Remove the parking ticket from the APM and drive to the exit.

For further information on Council's Manly Resident Card please visit www.manly.nsw.gov.au or contact Customer Service on 9976 1500, fax 9976 1400 or email records@manly.nsw.gov.au

FOR ASSISTANCE IN USING YOUR RESIDENT CARD IN THE PARKING STATION PLEASE SEE THE PARKING STATION STAFF.



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