Apply for a residential parking permit

Online:

1. Find out about eligibility and cost

- find “Willoughby-Resident-Parking-Permit-Eligiblity-Entitlement.pdf” from this Document Library

2. Prepare relevant documents

- copy of car registration papers showing all vehicles registered to the property address.
- if you use a company car, a letter from your company (on company letterhead) advising that the vehicle is kept at the home address
- current proof of residential status (drivers licence, residential lease, electrical/gas account or telephone account)
- any other supporting documents, such as photographs

3. visit website to fill up the form online:

https://willoughby.pulsesoftware.com/Pulse/PublicRegisters.aspx?TypeID=154

4. Provide payment information

We’ll verify your application information and confirm you are eligible. Then, you will be contacted to make your payment.

You have two options:

- Phone – You can pay over the phone using a credit card
- In person – You can visit Council and pay using credit card, cheque or EFTPOS

5. Receive your permit

We will mail the permit to you, and you can start parking within the designated permit zone.

6. Renew your permit

Permits must be renewed every year. Council will send you a renewal reminder when your permit is approaching the expiration date.

In Person:

1. Find out about eligibility and cost

- find “Willoughby-Resident-Parking-Permit-Eligiblity-Entitlement.pdf” from this Document Library

2. Prepare relevant documents

- copy of car registration papers showing all vehicles registered to the property address.
- if you use a company car, a letter from your company (on company letterhead) advising that the vehicle is kept at the home address
- current proof of residential status (drivers licence, residential lease, electrical/gas account or telephone account)
- any other supporting documents, such as photographs

3. Visit us:

- Phone: 02 9777 1000

- Address: Ground Level, 31 Victor Street Chatswood NSW 2067, Australia
- Email: email@willoughby.nsw.gov.au
- Operating hours: Monday to Friday, 9:00 am - 5:00 pm
- Postal address: Willoughby City Council, PO Box 57, Chatswood NSW 2057, Australia

3. Provide payment information:

We'll verify your application information and confirm you are eligible. Then, you will be required to make your payment. You will have the option of paying using credit card, cheque or EFTPOS

5. Receive your permit

We will mail the permit to you, and you can start parking within the designated permit zone.

6. Renew your permit

Permits must be renewed every year. Council will send you a renewal reminder when your permit is approaching the expiration date.