



APPLICATION FOR A RESIDENTIAL PARKING PERMIT

Please complete sections 1 to 12 below and submit to parking.info@capetown.gov.za with the necessary supporting documentation as requested below. The City of Cape Town is committed to ensuring that your personal information is used for the intended purpose in accordance with the Protection of Personal Information (POPI) Act.

1. Resident Parking Permit Area: _____
2. Address (where permit is applied for): _____

3. Name and surname of applicant (this name will appear on the invoice and permit):

4. New permit: Yes No
5. Renewal of existing permit: Yes No
6. Replacement permit (If damaged or lost): Yes No
7. Email address (for invoicing and notifications): _____
8. Phone number: _____
9. Date of submission: _____
10. Type of application: a) Private resident b) Guest House/Hotel
11. If type of application above is b):
 1. Operating name of Guest House/Hotel: _____
 2. Contact number: _____ email: _____
 3. Website/link: _____
 4. Number of guest rooms: _____
 5. Permits required: _____
12. The applicant hereby declares that the information provided above is, to the best of their knowledge, true and correct.
Applicant Signature _____

Please submit the following documents with your application:

- a) **Proof of identity (Copy of applicant's RSA ID or passport)**



- b) **Proof of address:** Any one of the following documents reflecting the applicant's name and the residential address appearing in section 2 above: City of Cape Town municipal account / Utility account / Bank Statement / Active lease or rental agreement.
- c) **Only for Property Managing Agents:** Copy of signed agreement between property owner and agent for the management of the property/properties in application.

Permit application process:

- Application form, with all supporting documentation, to be submitted to: Parking.Info@capetown.gov.za
- Your application will be vetted (up to 7 working days) and upon acceptance, an invoice will be sent to your email above with a reference number and guidance for making payment.
- Please send proof of payment to Parking.Info@capetown.gov.za
- Once payment has been received a permit and disk will be printed (this may take up to 5 working days).
- This can be collected at the offices of the Green Point CID: Prestwich Memorial, Prestwich Street, Cape Town

Permit conditions:

- This permit is only valid for use on streets demarcated by "Permit holder" signs in the Resident Parking Permit Area stipulated on the permit.
- The permit is valid for 12 months from date of issue, and is to be renewed annually in advance.
- The permit is only valid while the permit holder resides at the address for which the permit is granted. Residential status is confirmed by proof of address, submitted as part of the application.
- The permit is not permanently transferrable to any new or other resident of a property in the Resident Parking Permit Area.
- The 2022/23 cost of a permit is: R930.00
- The 2022/23 cost to replace a lost or damaged permit is: R930.00
- The tariffs are reviewed and approved by Council on an annual basis.
- The permit may not be duplicated in any way.
- The permit disc must be prominently displayed in the left-hand side of the windscreen of the vehicle.
- This permit does not guarantee the holder access to parking on streets demarcated by "Permit Holder" signs in the Resident Parking Permit Area nor for the exclusive use of any specific parking bay in the Resident Parking Permit Area.