

Application for new/renewed coupon exemption parking permit

An application form and supporting documentation needs to be provided each time you apply for a coupon exemption permit. Send applications to: Wellington Parking and Infringement Services, PO Box 24344, Manners Street, Wellington. You will need to **sign the back of the form** and either enclose a cheque with this completed form, complete the credit card authorisation on the back or pay at our Taranaki Street office (address below). For more information check the parking section of our website Wellington.govt.nz or phone 910 3444.

Coupon parking scheme

An exemption permit acknowledges that the commuter coupon parking scheme should not penalise people living within the commuter coupon zone. The cost of this service is \$65 per year. The exemption permit will enable bona fide residents to park near their homes without displaying a coupon, but not in areas specially set aside for residents-only parking. If you wish to use residents-only zones, please phone for more information.

Permits are not refundable. Failure to supply correct information will result in your application being declined. Don't forget to sign the form.

Personal details

Vehicle registration	<input type="text"/>	Make	<input type="text"/>
Model	<input type="text"/>	Colour of vehicle	<input type="text"/>
Miss/Mrs/Ms/Mr	<input type="text"/>		<input type="text"/>
	First name	Last name	
Address	<input type="text"/>		
	<input type="text"/>		<input type="text"/>
	Suburb		Postcode
Phone: Bus	<input type="text"/>	Home	<input type="text"/>
Email address	<input type="text"/>		
Registered owner of vehicle if different from applicant (you'll need to supply a letter from the registered owner):			
Name	<input type="text"/>	Address	<input type="text"/>
Reason	<input type="text"/>		

Information for coupon exemption applications

1. **If you are a tenant** you must provide confirmation that shows you live at the address applied for. This **must** be in the form of either:
 - a copy of a current/recent tenancy agreement with your name on it, signed within the last 12 months; or
 - a copy of a letter from the owner of the property stating you are a tenant of the property, signed within the last 12 months; or
 - a current (within the last three months) electricity/gas or landline phone bill sent to you at the above address.
2. **If you don't own the vehicle**, please provide a letter from the owner authorising you to use the vehicle. You must provide a valid reason why you are going to be the primary driver of the car.
3. A coupon exemption does not allow you to exceed any time restrictions when parking in a time-restricted space in a coupon parking area.
4. If you purchase a new car or move to another suburb that has coupon parking, you may transfer the permit to the new car/suburb but the old permit must be scraped off the vehicle and brought back to our office. The permit may come off in pieces, but it is important that we view all or parts of the old permit so we know that it will not be in use. Only the original applicant can transfer their permit.
5. The fee is \$65 per year. Permits are **NON-REFUNDABLE**.
6. All motor vehicles must have a current warrant of fitness and registration. A coupon exemption permit does not exempt you from that responsibility.
7. The vehicle must be registered to the same address as on this application form: If it is not, please update your details with NZTA online at www.nzta.govt.nz or over the phone 0800 108 809.
8. Permit approval is not guaranteed. Please enquire at Wellington Parking and Infringement Services for more information.
9. Failure to comply with the provisions of the Wellington Consolidated Bylaw 2008 (as it relates to parking) will result in the cancellation of a permit. The permit must be displayed on the front windscreen of the vehicle for which it was issued.
10. The permit must be removed if you move from the designated area or dispose of the vehicle. It must also be removed when it expires. It is your responsibility to renew your permit annually.
11. **It is important that we receive all supporting documentation with your application (new, renewals and transfers) in order for us to process it.** If you are unsure of what you require please contact us at:

Wellington Parking and Infringement Services, ground floor, NEC House, 40 Taranaki Street, Wellington
 Phone: 910 3444
 Fax: 910 3440
 Email: nz.info@tenixsolutions.com

Please turn over

Credit card authorisation

Type of credit card (please tick ✓)

Mastercard

Visa

Card no:

Expiry date

 /

Amount \$

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I hereby authorise Wellington Parking and Infringement Services to charge my credit card on this occasion only.

Cardholder's name

Cardholder's signature

Coupon exemption permit application check list

Tenancy details

Vehicle authorisation letter attached

Vehicle registered to same address

Permit fee attached

Property owner

If you own the property that this application applies to, or are a tenant and have provided the necessary documentation to show where you live, please sign the following declaration. If, for some reason, you have been unable to provide the necessary documents to show you live at the address applied for, you will have to sign the second declaration in the presence of a Justice of the Peace.

DECLARATION (under the provisions of the Wellington Consolidated Bylaw 2008)

I declare the information I have supplied is correct and agree to comply with the conditions outlined on this form.

Signature

Date

DECLARATION/AFFIRMATION (for declarations to be signed with a Justice of the Peace as a witness)

I declare the information I have supplied is correct and agree to comply with the conditions outlined on this form.

Signature

on this

day of

20

before me.

JP's signature

FOR OFFICE USE ONLY

Permit no. issued

Expiry date Date

Location