

Holiday Van Owner – PSC Smart Parking Permit Applications

Hello everyone

After meeting and discussing options with the Smart Parking Team at Port Stephens Council, we are pleased to inform you that current Port Stephens Beachside Holiday Parks Holiday Van Owners are now eligible for a **Tenant Parking Permit** that can be applied for through the PSC permit portal on the Council website.

*[Please note that vehicles registered under this permit can park in any Smart Parking areas in Nelson Bay, Shoal Bay & Fingal Bay, however **Time Restrictions still apply (to all users) as signposted**. Fines apply if time restrictions are exceeded.]*

If you would like to apply for the **Tenant Parking Permit** (maximum two (2) vehicles per site can be registered per Holiday Van site), please follow these Step By Step instructions:

Step 1: Go to the **PSC website** and search **Smart Parking** or click the following link: <https://www.portstephens.nsw.gov.au/services/smart-parking>

There is extensive information on this webpage relating to **Smart Parking**. Please refer to this page in the first instance. If the information you seek is not available, please make direct contact with PSC through the **Lodge Enquiry** button on the FAQ's page or call Customer Service Desk at PSC head office on **4988 0255**.

Step 2: Under **Park Free Permit Portal** section, click the **Visit Portal** button

Step 3: You will need to *create an account* using your email address the first time you try to access the Portal, then once set up you can access the Portal at any time signing in with your email and verification code. You can then remove / replace / update your vehicles registration plate details as required.

Step 4: **IMPORTANT:** Choose the **TENANT** option, and for the property address, please ensure you enter your **abbreviated site address (as stated on your Occupancy Agreement)** and the correct Park address, in the format shown below:

For example: for Fingal: **KAR02**/52 Marine Drive, Fingal Bay NSW 2315

Or for Shoal Bay: **J03**/71 Shoal Bay Road, Shoal Bay NSW 2315

Or for Halifax: **018**/5 Beach Road, Little Beach, Nelson Bay, NSW 2315

Step 5: Enter the **vehicle registration license plate** details of the vehicle that will be parked outside the park. *(NB: a maximum of two (2) vehicles per Holiday Van site can be registered under the Tenants Permit, which can be updated (as required) at any time via the Portal).*

Step 6: Read the *Terms and Conditions* and *Privacy* information, and information on the *Park Free Permits* section as this contains relevant information about how the permits work, in particular the **Permit Holders Conditions of Use** section (summary below):

Permit Holders Conditions of Use:

- Vehicle registration plates must be current and clearly visible at all times
- A valid Parking Permit exempts a vehicle from parking fees

- Time based parking restrictions still apply where signposted
- Permits do not provide any right to park a vehicle contrary to the Australia Road Rules (e.g. parking in a Disabled parking space without a Disability Parking Permit; parking in Loading Zones, Bus Zones and No Stopping areas)
- In the event of relocation to another residence, disposal of the vehicle or any change to the license plates, Council must be notified within 7 days by the permit holder
- Vehicle parking must conform to the Scheme's Purpose of fair and equitable parking
- It is the responsibility of the permit holder to renew their Permit
- A Smart Parking Scheme Permit may be revoked by Council should there be any breach of these conditions
- Council may withdraw/cancel Permits at its sole discretion

Step 7: Click to **Agree** to the Terms and Conditions.

Step 8: Click **Submit**.

Step 9: You will receive an **email notification** once the application has been approved.

Step 10: Once approved, you are able to park these registered vehicles in *Nelson Bay, Shoal Bay and Fingal Bay* in any Smart Parking area, however **Time Restrictions still apply (to all users) as signposted**. Fines apply if time restrictions are exceeded.

Please note, that **Tenants Parking Permits** must be revoked at such time that you sell the van, and are no longer a Holiday Van Owner at our Parks.

Any questions, please refer to the PSC website FAQ's, or contact Council Head Office Customer Service on 4988 0255

Kind regards

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