

APPLICATION FOR

Hollywood Ave/Waverley Library Staff Pass Card



Eligibility

- Permanent/fixed-term employees and regular/systematic casuals (14 hours per week) may apply for a pass card
- The pass card is to be used by the Council employee for parking their nominated vehicle
- The pass card is available for a minimum of one (1) month
- Please email application to parkingadmin@waverley.nsw.gov.au.

Nominate Car Park

☐ Hollywood Avenue ☐ Waverley Library

Vehicle Details

Vehicle Registration: Make/Model: Colour:

Applicant Details

Title: ☐ Mr ☐ Mrs ☐ Ms ☐ Other

Name: Employee No:

Position Title: Mobile No:

Full / Part Time Hours per week

Manager Mobile No:

Payment Options

\$170.00 per month (averages \$8.50 per day for 20 workdays per month) **Plus**, a card fee of **\$36.00** on first initial payment.

An upfront payment of \$170.00 plus a \$36.00 card fee is required for the first month and to obtain the Pass Card. All cards are set up as self-managed accounts and can be topped up via pay stations located in the car parks (a new application form is not required for top up).

Declaration

I declare that the above information is true and correct in every detail. I have read and understand the conditions listed on the back of this form. I accept all conditions of operation under the Waverley Council Car Park Account Permit Scheme. I understand that any permits may be revoked if any of the information declared on this form is incorrect or any staff beach permit conditions are breached.

Applicant's Signature: Date:

CM reference: D25/99194 | Last updated: 24/07/2025

1/2

Postal address

PO Box 9, Bondi Junction NSW 1355
ABN 12 502 583 608

Waverley Council Service Centres

Bondi Junction Customer Service Centre, 55 Spring St, Bondi Junction NSW 2022
Bondi Pavilion Customer Service, Queen Elizabeth Drive, Bondi Beach NSW 2026

W waverley.nsw.gov.au

E info@waverley.nsw.gov.au
T (02) 9083 8000

You can contact us through the **National Relay Service** if you are deaf or have a hearing or speech impairment.

Translating and Interpreting Service (TIS)
131 450

TTT/Voice Calls
133 677

Speak & Listen
1300 555 727

Car Park Hours of Operation

- Hollywood Avenue and Waverley Library Car Parks: 5am to 11pm, 7 days.

How to lodge this application

Email: parkingadmin@waverley.nsw.gov.au

In person: At any of Council's Customer Service Centres:

- **Bondi Junction Customer Service Centre**, 55 Spring St, Bondi Junction NSW 2022
- **Bondi Pavilion Customer Service (Welcome Centre)**, Queen Elizabeth Drive, Bondi Beach NSW 2026

Conditions of Use

- A Car Park Pass Card entitles you to park in either Hollywood Avenue or Waverley Library Car Park for the duration that has been pre-paid, up to 12 months.
- Pass card holders must use their pass cards each time they park, to both enter and to exit the car park (1 entry & 1 exit each visit).
- The pass card provides 24/7 access to the nominated car park. It is to be used only by the Council employee and only for parking their nominated vehicle.
- All pass cards are set up as self-managed accounts that can be topped up using the auto pay stations in the nominated car park, see Instruction Sheet.
- To exchange or cancel the pass card you must notify Parking Administration immediately.
- Fixed-term employees can only purchase a pass card for the length of their employment with Waverley Council.
- Pass Cards are valid from the date of purchase until the expiry date, based on the pre-paid amount.
- To change the nominated vehicle, you must notify Parking Administration immediately.
- To replace a lost, damaged, or stolen pass card you must notify Parking Administration immediately. A replacement fee of \$36.00 will apply.
- It is the responsibility of the Council employee to top up their pass card using the auto pay stations in the car parks. If the pass card has expired, you will not be permitted to exit the car park without topping up the card or paying the required fee.
- The issuing of a pass card does not guarantee the availability of a parking space to the holder.
- Pass cards are intended for single vehicle use only, multiple vehicles exit on a single card is prohibited and can result in cancellation of the pass card and possible disciplinary action for the Council employee.
- Pass card holders must abide by the Car Park Conditions of Entry, which are displayed throughout the car park and on the Council website at www.waverley.nsw.gov.au.
- Misuse of the pass card may result in confiscation of the card without refund and disciplinary action for the Council employee.

Privacy Notice

Waverley Council (55 Spring Street, Bondi Junction NSW 2022) is collecting and holding your personal information for the purpose of processing your request or application. The intended recipients of your personal information are Council officers and other service providers necessary to process your request or application, if applicable. We will not disclose your personal information to anybody else unless you have given consent, or we are authorised or required to do so by law. If you do not provide your personal information, we may be unable to process your request or application. To access or correct your personal information, please contact parkingadmin@waverley.nsw.gov.au or call 9083 8000. For further details on how Council manages your personal information, please refer to the Privacy Management Plan at waverley.nsw.gov.au/privacy.

OFFICE USE ONLY

Receipt No

Date

Issued By