Guidelines for
CBD Resident Parking Permit

About the guidelines

The Central Business District (CBD) Residents' Parking Scheme allows a parking exemption for those who live in the central city. This will allow residents to park their vehicle in a 60 minute or 120 minute time restricted parking area at any time of the day or night. The permit will not allow residents to park in pay and display parks, metered areas and any 5, 10 and 30 minute time restricted parking areas. The parking scheme includes any time restricted parking spaces in Kahutia Street and Cobden Street. See website for map of CBD showing time restricted parking zones.

Who qualifies for a permit?

Residents living in the inner CBD area, which is the area bounded by Reads Quay, Palmerston Road, Carnarvon Street, Childers Road, Grey Street, Kahutia Street, Customhouse Street and Pitt Street. See our website for a detailed map.

Terms and conditions for use of a permit

- A permit is valid for only one specified vehicle and is issued against the registration number of that vehicle. It is not valid for a replacement vehicle.
- The permit does not apply to pay and display areas, metered areas, 5, 10 or 30 minute time restricted parking areas. The permit applies to 60 and 120 minute time restricted parking areas.
- The permit is valid for one year from the date of issue up to the date of expiry.
- The permit does not apply to prohibited parking places such as broken yellow lines, clearways or bus stops.
- The permit must not be used for displaying advertising or promotional signs.
- The permit does not guarantee a parking space to a resident and parking spaces cannot be reserved by any means.
- A valid permit must be displayed and clearly visible at all times on the dash on the inside of the windscreen.
- The original permit must be displayed, copies are not acceptable.
- Any abuse of the terms and conditions of this permit may result in future applications being refused.
- Permit fees are non-refundable.
- Gisborne District Council reserves the right to revoke a permit at any time without reason.

Processing your application

Once we have received the completed application form with all supporting documentation, you will receive your permit in approximately five working days. See application form.

What you need to provide

- Completed application form.
- Acceptable proof of residency in the CBD such as a copy of your power or phone bill or bank statement that is less than two months old and clearly shows your name and full residential address. Note – a rates invoice provides proof of ownership, but not residency – and are therefore not accepted.
- If you are not the registered owner of the vehicle (i.e. the vehicle is a company vehicle or belongs to a friend) a letter of authority is required to state the vehicle is for sole use of the applicant who lives in the CBD.
- Payment of the fee.

What will a permit cost?

A CBD Residents' Parking Permit will cost $150.00 per year. This fee will be reviewed annually.

Easy ways to pay

- Post a cheque with your application – the cheque will be returned in cases where the permit application is declined. (Please make cheques payable to Gisborne District Council).
- In person at Gisborne District Council, 15 Fitzherbert Street, Gisborne (cash, eftpos, cheque).
- Online see our website for bank account details.

Note: Permits will not be issued until payment has been received. When submitting your application, you can either send a cheque with your application form or, once the permit is approved, you can pay using the payment methods above. Cheques sent with application forms will only be receipted if the permit is approved.

Replacing an existing permit

To replace a lost or damaged permit or to update if you change your vehicle will incur a $15 administration fee. An application form must be completed and payment made. The standard processing time still applies so please lodge your application as soon as possible.