



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 ensure 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 (for which permit is applied for):
3. Name and surname of applicant (to 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. Telephone:
9. Date of submission:
10. Type of application: a) Private resident ☐ b) Guest house or hotel ☐
11. If type of application above is b):
 1. Operating name of Guest house or hotel:
 2. Tel: Email:
 3. Website/link:
 4. Number of permits for guest rooms required:

12. The applicant hereby declares that the information provided above is true and correct to the best of their knowledge.

Signature of applicant:

Date:

Continue to page two to read the permit conditions and submit.

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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 or utility account or bank statement or 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 mentioned in the application.

Permit application process

- Submit the application form with all the supporting documentation to parking.info@capetown.gov.za.
- Your application will be vetted (up to seven working days). Upon acceptance, an invoice will be sent to your email address 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 disc will be printed (this may take up to five working days).
- Collect the permit and disc at the offices of the Green Point CID, Cape Town 8001.

Permit conditions

- This permit is only valid for use on the 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 must 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.
- A permit costs R970 in the 2026/27 financial year.
- Replacement of a lost or damaged permit in the 2026/27 financial year costs R290.
- 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 on the left-hand side of the vehicles' windscreen.
- This permit does not guarantee the holder access to parking on streets demarcated by "Permit holder" signs in the resident parking permit area nor provides for the exclusive use of any specific parking bay in the resident parking permit area.

Click the submit button below and choose how you would like to send the email. Once the email window opens, please remember to attach all the required documents before you send. Incomplete applications will not be considered.

SUBMIT FORM