

# RAA HEALTHCARE SUPPORT WORKER PARKING PERMIT APPLICATION



## HOW TO COMPLETE THIS FORM

1. Read the Conditions of Issue and Use section before completing this form.
2. Fill out all fields using CAPITAL LETTERS.
3. Submit the completed form and documents by mail or in person.

**Please note: the application will not be processed unless all details are completed.**

The City Of Melbourne aims to process all applications within 10 working days

Fees are correct at the date of publications and are subject to change. To confirm current fees, please check our website at [melbourne.vic.gov.au/parkingpermits](http://melbourne.vic.gov.au/parkingpermits)

## SECTION 1: APPLICANT DETAILS (the person in the organisation who is responsible for the permit/s)

<b>Name:</b>	
<b>Role:</b>	
<b>Organisation:</b>	
<b>*Business Telephone:</b>	
<b>Mobile Telephone</b>	
<b>*Email address:</b>	

## SECTION 2: PERMITS REQUIRED AND FEES - Please tick ✓ option(s).

Eligible organisations are entitled to apply for a maximum of five permits. Read the conditions of issue and use for further details on permit eligibility.

The permit fee is \$250.00 per registration:

No. of Permits	Vehicle Registration		Transferable
Permit 1		OR	
Permit 2		OR	
Permit 3		OR	
Permit 4		OR	
Permit 5		OR	

## **SECTION 3: Conditions of issue and use for residential all areas (RAA) healthcare support worker parking permits**

*RAA healthcare support worker parking permit (the permit) is one component in the City of Melbourne's provision of appropriate parking arrangements for healthcare professionals to carry out their obligations on behalf of licenced healthcare providers solely during home visits.*

### **Application process and eligibility criteria**

1. To be eligible for the permit, a healthcare support worker must be in a role that conducts approved home visit consultations or community visits (such as providing healthcare services) in the City of Melbourne during business hours.
2. Applications must be made in writing by completing a RAA healthcare support worker parking permit application form.
3. Application forms should be submitted by email to [healthparking@melbourne.vic.gov.au](mailto:healthparking@melbourne.vic.gov.au)
4. City of Melbourne branch reserves the right to request further information or documentation to support an application.
5. Exceptions to parking restrictions are applicable only to vehicles correctly displaying a valid permit. Permit holders must continue to observe the signed parking restrictions until their permit has been issued and is correctly displayed on their vehicle.
6. Maximum number of five permits per organisation may be issued.

### **Required supporting documents**

7. A signed and dated letter on company letterhead from the service provider confirming in-home care services are provided to City of Melbourne residents.
8. All supporting documents must be current and issued within the last three months of receipt. Supporting documents must be signed by an authorised person.

### **Permit fee**

9. There is an annual \$250 permit fee for each eligible healthcare support worker vehicle.
10. A replacement fee equivalent to the annual permit fee may apply when the permit is not returned to City of Melbourne.

### **Timelines**

11. Permits will expire on the date shown on the permit.
12. Upon expiry, the permit is no longer valid for exception from parking conditions and the permit holder must ensure the permit is securely destroyed.

## **CONDITIONS OF USE**

### **Compliance with conditions of issue and use (the conditions)**

13. The applicant is responsible for the overall use and management of the permit by healthcare support workers within their organisation. Each individual permit holder is responsible for compliance with the conditions.

### **City of Melbourne approved use only**

14. The permit must only be used when the healthcare support worker is required to conduct approved home visit consultations during the valid permit days and times.
15. The permit is not for private use.
16. The permit is not to be used for other work-related activities (such as attending meetings, conferences or other non-client related activities).

## Permit use

17. The original and unaltered permit must be correctly displayed with all inscriptions clearly visible through the passenger side of the front windscreen throughout the duration of parking.
18. Permits are valid only where parking signs indicate that an exception is provided for residential parking. Permits are not valid for use in areas where signs indicate 'Authorised vehicles excepted'.
19. Permits are not valid for use in areas reserved for people with disabilities or in restricted locations, including but not limited to Clearways, Loading Zones, No Stopping areas, Taxi Zones and Bus Zones.
20. A vehicle registration shown on the permit must match the registration of the vehicle in which it is displayed.
21. Parking availability is not guaranteed to permit holders.
22. By using a permit, a driver has confirmed they accept all current conditions.
23. A member of Victoria Police or an authorised City of Melbourne officer may vary without notice the use of parking spaces in areas that have been designated for permit holders.
24. Valid permit times: 7.30am to 7.00pm

## Replacement permits

25. If a permit is stolen, damaged or otherwise rendered unusable, the permit holder must report it to the person responsible for the permit (or their manager) as named on the application form, who may request a replacement in writing (by email to [healthparking@melbourne.vic.gov.au](mailto:healthparking@melbourne.vic.gov.au)). The new permit will have the same expiry date as the permit it replaces.
26. If the permit holder changes vehicle registration, they must report it to the person responsible for the permit (or their manager) as named on the application form, who may request a replacement permit in writing. The permit issued for a previous vehicle registration must be returned to City of Melbourne.
27. If a permit is lost, a replacement permit will be issued for a fee equivalent to the annual permit fee. The new permit will be valid for 12 months.
28. If a permit is stolen, a replacement permit will be issued free of charge provided that a copy of a police report is submitted with the request. A fee equivalent to the annual permit fee will be payable if the permit holder is unable to supply this supporting documentation.

## Parking infringement notices

29. Failure to adhere to the permit's conditions, regardless of the permit holder's entitlement to the permit, may result in the driver incurring a parking infringement notice.
30. If a driver receives a parking infringement notice, under the *Infringements Act 2006*, the registered vehicle owner (or authorised representative) can make one application for internal review.
31. If the healthcare support worker decides to make an application for internal review, the application must be made in writing and state the grounds for internal review. Please apply online at [melbourne.vic.gov.au/parking](http://melbourne.vic.gov.au/parking)

## Other conditions

32. Failure to adhere to the permit's conditions, regardless of the permit holder's entitlement to the permit, may result in the permit being cancelled. This may affect future eligibility for permits.
33. If a permit holder no longer satisfies the conditions, the permit will cease to be valid and must be returned to City of Melbourne.
34. The City of Melbourne reserves the right to cancel permits at any time.
35. All permits remain the property of the City of Melbourne.
36. City of Melbourne reserves the right to change the conditions of the permit.
37. Any permit which is altered, copied, reproduced in any fashion, leased, traded, sold or offered as part of a transaction is no longer valid. In such cases, permits may not be replaced and permit holders may not be able to obtain permits in the future.
38. Any permit holder found to be displaying (or allowing to be displayed) a cancelled or fraudulent permit will have all permits issued in their name cancelled and will not be able to obtain permits in the future.
39. Permit misuse may also be referred to Victoria Police for investigation.
40. Any permit obtained as the result of providing false or misleading information is not valid. In such cases, the applicant may be excluded from the scheme.

- 41. The City of Melbourne is not liable for any claims for loss or damage sustained or incurred to any person or property due to the approval, issue, rejection or cancellation of a permit
  - 42. These conditions are the primary source of conditions for RAA healthcare support worker parking permits. Any variance requires authorisation from the Program Manager, Street Trading and Permits.
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**SECTION 3: authorisation details**

I acknowledge that I have read and understand the conditions of issue and use of this permit as detailed above.

**Signature of Manager:**

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**Name of Manager:**

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**Organisation:**

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**Date:**

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