



TRADESPERSON 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 email, mail or in person.

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

Fees are correct at date of publication and are subject to change. To confirm current fees, please check our website at melbourne.vic.gov.au/parking

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

SECTION 1: APPLICANT DETAILS - this section must be completed by all applicants. The applicant must be the owner of the property.

Title First name(s)

Family name

RESIDENTIAL ADDRESS

Unit/Number Street

Suburb Postcode

CONTACT DETAILS

Home

Work

Mobile

Email

POSTAL ADDRESS (Only complete if different from residential address)

Go to Section 2

SECTION 2: NATURE OF WORK - this section must be completed by all applicants

Nature of work at the property

Date from: To:

Please note: Tradesperson parking permits are only granted for an initial maximum of 13 weeks (with an extension option of 10 weeks).

Go to Section 3

SECTION 3: PERMIT REQUIRED AND FEES - please tick ✓ option(s)

The fee is \$100 per week. Payment for the full number of weeks requested must be made in advance before the permit can be issued or extended.

New Tradesperson Permit application..... \$100

OR

Tradesperson permit extension..... \$100

Existing Permit number:

How many permits are required? 1 **OR** 2

Please note: the restrictions on how many permits per property set out in the Conditions of Issue, under the heading Eligible properties.

Please note: if applying for an extension to your tradesperson parking permit, you must supply an updated letter/quote from the tradesperson company confirming the required extension.

Go to Section 4

OFFICE USE ONLY

Area: 1A 1B 1C 2 3A 3B 4A 4B 4C 4D 5 6 7 8
 9A 9B 9C 10 12 14 15A 15B 16 17 18 19 20 21 22
 23 24 25 26 27

Eligibility papers received?	Pre-payments No.	Permit No.
<input type="checkbox"/>		

SECTION 4: PERMIT DOCUMENTATION CHECKLIST - please tick ✓

The following documents must be provided to, or sighted by, the City of Melbourne at the time of application. Applications without required documents will be returned.

Please supply a **copy** of the following document:

Letter/quote from the tradesperson company indicating the **nature of work** and the **timeframe for completion**

Please note: the letter/quote must be on company letterhead.

Go to Section 5

SECTION 5: STATEMENT OF ACCEPTANCE - this section must be completed by all applicants

I declare that the information I have provided is true and correct. I agree that I have read and understood the permit's Conditions of Issue and Use and wish to apply for the selected permit to use in accordance with these conditions. I will ensure that the permit is not altered, sold, transferred or assigned to another party and will be solely used for purposes as stated. I agree to destroy (or upon request return) the permit if my eligibility changes. I agree that all permits are non-refundable. I acknowledge information found to be false in support of this application will result in my permit being cancelled.

Applicant Name Signature Date

The City of Melbourne is committed to protecting your privacy. The personal information you provide on this application, is being collected by the City of Melbourne for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested, means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to the City of Melbourne whilst completing this application, please contact us on +61 3 9658 9658. Access our privacy statement at www.melbourne.vic.gov.au

Go to Section 6

SECTION 6: PAYMENT DETAILS – this section must be completed by all applicants unless paying in person

ONLINE

Once your application is approved, please go to melbourne.vic.gov.au/parking to pay online. Please ensure that you use the payment reference number provided.

↑ IN PERSON

Payments can also be made by EFTPOS or credit card at the Melbourne Town Hall Administration located at 120 Swanston Street, Melbourne CBD during business hours, Monday to Friday.

✉ MAIL

Alternatively, you can post your cheque or money order along with your completed application.

<input type="checkbox"/> I enclose a cheque/money order for AUD \$ <input type="text"/> Cheques must be marked 'Not Negotiable' and made payable to the City of Melbourne.
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	Permit No.
Permit 1	
Permit 2	

HOW TO APPLY

When you have filled out all relevant fields in CAPITAL LETTERS and signed the Statement of Acceptance, please submit your application.

To do this, please detach the completed application form and return (with any required supporting documents) via one of the methods listed below. **Keep the Conditions of Issue and Use page for your reference.**

✉ EMAIL

Please email the completed application form (with any required supporting documents) to: tradesparking@melbourne.vic.gov.au

✉ MAIL

Permits Team
City of Melbourne
GPO Box 488
Melbourne 3001

↑ IN PERSON

Melbourne Town Hall Administration
120 Swanston Street, Melbourne CBD
Business hours, Monday to Friday
Closed public holidays

FURTHER INFORMATION

Phone: +61 3 9658 9658
TTY (hearing/speech impaired): +61 3 9658 9641

Please note: If you are required to submit the original documents you can only do this via mail or in person.

City of Melbourne takes no responsibility for your personal information sent via email or mail.

CONDITIONS OF ISSUE AND USE FOR TRADESPERSON PARKING PERMIT

Please keep this page for your reference.

CONDITIONS OF ISSUE

Application process

1. Applications may be made in writing by completing a Tradesperson Parking Permit application form (herein referred to as 'application form').
Application forms can be submitted:
 - a. by email to tradesparking@melbourne.vic.gov.au
 - b. by mail addressed to the Permits Team, City of Melbourne, GPO Box 488, Melbourne 3001
 - c. in person at the Melbourne Town Hall, 120 Swanston Street, Melbourne
2. The City of Melbourne reserves the right to request further information or documentation to support an application.
3. Exceptions to parking restrictions are applicable only to vehicles correctly displaying a valid permit. Applicants must continue to observe the signed parking restrictions until their permit has been issued and is correctly displayed on their vehicle.
4. The owner of the property (or their agent) must be the applicant.

Eligible properties

5. Owners are expected to consider their current and future parking needs and options before commencing works at their property.
6. Tradesperson parking permits will only be issued to owners of properties that are eligible for residential parking permits.
7. Owners of properties in areas 7, 12, 14, 15A, 15B, 16, 17, 18, 19, 20, 21, 22, 23, 24, 25, 26 and 27 may apply for one permit. Owners of properties in areas 1A, 1B, 1C, 2, 3A, 3B, 4A, 4B, 4C, 4D, 5, 6, 8, 9A, 9B, 9C and 10 may apply for a maximum of two permits.
8. Tradesperson permits will only be issued for small home renovations, not initial constructions or major redevelopment.

Permit fee

9. Payment for the full number of weeks requested must be received prior to a permit being issued or extended.
10. Current fees and charges are available at our website at melbourne.vic.gov.au/parkingpermits.
11. Once a permit is issued, the permit holder is not eligible for a full or partial refund.

Timelines

12. Applicants may apply for an initial maximum period of 13 weeks. If the works exceed the initial period, permits may be extended for a further 10 weeks.
13. Permits will expire on the date shown on the permit.
14. Upon expiry, the permit is no longer valid for exception from parking conditions and the permit holder must ensure the permit is destroyed.
15. Permits are not valid for use outside the hours of 7am and 7pm Monday to Friday and Saturday between 8am and 3pm inclusive.

CONDITIONS OF USE

Permit use

16. The permit or voucher must be correctly displayed with all inscriptions clearly visible through the passenger side of the front windscreen throughout the duration of parking.
17. Permits are valid only where parking signs indicate that an exception is provided for a Residential Permit with an Area Number matching that shown on the permit. Drivers must strictly adhere to parking conditions in all other locations.
For example, an Area 12 Resident Parking Permit is valid only where a panel on a parking sign indicates '1P, Area 12 Resident Permit Excepted' or 'Permit Zone, Area 12 Resident'.
18. Permits are not valid for use in areas where signs indicate 'Reserved Parking Permit Holders 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. Parking availability is not guaranteed to permit holders.
21. By using a permit, a driver has confirmed they accept all current Conditions of Issue and Use.
22. A permit is valid only in vehicles less than 7.5 metres in length and less than 4.5 tonnes Gross Vehicle Mass.
23. Permits are not valid for use in caravans or trailers or vehicles attached to caravans or trailers.
24. 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.

Replacement permits

25. The permit holder may request a replacement permit in writing to us at tradesparking@melbourne.vic.gov.au outlining the reasons for replacement or by visiting the Melbourne Town Hall.
26. If a permit is damaged or unusable, a replacement permit may be issued free of charge upon the return of the old permit. Otherwise, a replacement fee will be charged at the cost of an annual permit.
27. If a permit is reported stolen, we require a copy of the police report and a replacement permit may be issued free of charge. A replacement request without the required documentation will be charged at the cost of an annual permit.
28. Requests to replace a lost permit will be charged at an annual fee.
29. City of Melbourne reserves the right to refuse a request for replacement.

CONDITIONS OF ISSUE AND USE FOR TRADESPERSON PARKING PERMIT

Other conditions

30. Failure to adhere to the permit's Conditions of Issue and Use, regardless of the permit holder's entitlement to the permit, may result in the driver incurring a parking infringement notice.
31. If a permit holder no longer satisfies the Conditions of Issue, the permit will cease to be valid and must be returned to the City of Melbourne or destroyed.
32. The City of Melbourne reserves the right to cancel permits at any time
33. All permits remain the property of the City of Melbourne.
34. The City of Melbourne reserves the right to change the Conditions of Issue and Use of permits at any time.
35. Any permit or voucher which is altered, copied, reproduced in any fashion, leased, traded, sold or offered as part of a transaction is no longer valid and will be cancelled. In such cases, permits may not be replaced and permit holders may be excluded from the scheme.
36. 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 be excluded from the scheme.
37. Permit or voucher misuse may also be referred to Victoria Police for investigation.
38. 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.
39. 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.