



Vehicle Access Permit summary and Conditions

Permit summary

This permit approves limited vehicle access to designated restricted areas solely within the City of Melbourne.

As a permit holder, your key responsibilities are to ensure:

- all vehicle registrations have current authorisation via the permit
- vehicles do not enter areas outside the times indicated on the permit and on parking and traffic signs
- vehicles do not stop or park for longer than the period indicated on the permit and on parking signs
- vehicles do not enter tram super stops at any time.

This summary is subject to any requirements or conditions set out during the application process and subject to the full conditions set out in this permit. We encourage you to take a few moments to read the **full conditions**, as these will impact the conduct of your activities and help you avoid a fine, delays or cancellation of the permit.

You can visit our website for more information on [vehicle access permits](#)¹.

¹ <https://www.melbourne.vic.gov.au/parking-and-transport/parking/parking-permits/pages/swanston-street-and-bourke-street-mall.aspx>

Permit Conditions

In this permit:

“we”, “us”, “our” and “Council” refers to Melbourne City Council, “you” and “your” refers to the applicant/permit holder.

1. Compliance

- a. You must comply, and are responsible for compliance by your employees, agents and contractors, with:
 - i. all relevant legislation,
 - ii. [Council's Local Laws](#)², and
 - iii. all conditions of this permit.

2. Eligibility

- a. Commercial passenger vehicles, VHA hire vehicles, taxis and buses are not permitted to access Bourke Street Mall or Swanston Street areas.
- b. Access to any of the designated areas must be verified by providing a supporting document.
 - i. If the applicant has multiple delivery/service points in the area(s):
 - a letter from only one client in each of the areas is required.
 - ii. If the applicant has only one delivery/service point in the area(s):
 - a letter from their client indicating the premises being serviced by the applicant.
- c. Permits for the Bourke Street Mall will only be issued if the business being serviced has no alternative access to its premises.
- d. We may contact your nominated client to verify access requirements.

3. Specific conditions

- a. Permits are not valid for stopping or parking in any area other than those indicated on the permit.
- b. Permits only allow parking for a maximum of 30 minutes.
- c. Vehicles must be parked in accordance with parking signs and remain subject to 'No Stopping' and 'Clearway' restrictions where applicable.
- d. The permit does not guarantee the availability of any parking spaces to the holder(s).
- e. Permits issued to Fleet or Media vehicles must be securely displayed so all details remain clearly visible through the passenger side of the front windscreen throughout the duration of parking.
- f. Unregistered vehicles displaying a valid permit may still be towed under our [abandoned vehicle policy](#)³.
- g. If a change of vehicle registration is required, you can access and amend the permit record via [City of Melbourne Services](#)⁴ online.
 - i. One day advance notice is required to authorise a replacement registration, should a vehicle registration need to be amended.
 - ii. We may request further documentation to confirm proof of vehicle ownership.
- h. A member of Victoria Police, or authorised officers of the City of Melbourne may suspend the use of parking spaces in parking areas that have been designated for the use of this permit.

4. Swanston Street permit area

- a. Permits are not valid for use on Swanston Street between:
 - Little Lonsdale Street and La Trobe Street
 - Bourke Street and Little Bourke Street
 - Flinders Lane and Collins Street.

² <https://www.melbourne.vic.gov.au/about-council/governance-transparency/acts-local-laws/Pages/local-laws-2019.aspx>

³ <https://www.melbourne.vic.gov.au/parking-and-transport/parking/parking-rules/Pages/towed-impounded-vehicles.aspx>

⁴ <https://service.melbourne.vic.gov.au/>

- b. Permits are only valid for use on Swanston Street between Flinders Street and Little Lonsdale Street, between the hours of:
 - 9.30am and 12pm
 - 2pm and 4pm
 - 7pm and 7.30am the following day.

5. Bourke Street Mall permit area

- a. Permits are only valid for use on Bourke Street Mall between Elizabeth Street and Swanston Street, between the hours of:
 - 9.30am and 10:30am
 - Midnight to 7:30am.

6. General conditions

- a. Where required by us, you must maintain a comprehensive [public liability insurance policy meeting our requirements](#)⁵ for the duration of this permit.
- b. This permit is not transferable.
- c. You must comply promptly with any notices and instructions from an authorised officer of Council or member of Victoria Police.
- d. Any variation required to a permit must be submitted to and approved by us in writing prior to any change or variation to activities.
- e. This permit does not exempt you from compliance with our Local Laws.
- f. All activities under this permit must be undertaken during the hours stated herein, or in accordance with a relevant out of hours permit.
- g. You are responsible for ensuring all permit details are correct as no refunds will be considered after the date of permit issue, unless required by law.
- h. We reserve the right to amend, suspend or cancel this permit at any time.
- i. Any permit which is obtained as the result of providing false or misleading information will be cancelled and you will be ineligible to obtain a permit for a period of 12 months. Any vehicle(s) for which a permit is issued will also be ineligible for a permit for a period of 12 months.

⁵ <https://www.melbourne.vic.gov.au/about-council/governance-transparency/policies-protocols/Pages/public-liability-insurance.aspx>