



RESIDENTIAL PRIORITY PARKING PERMIT AND VISITOR VOUCHERS 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.

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 date of publication and are subject to change. To confirm current fees and fee exemption eligibility, please check our website at melbourne.vic.gov.au/parkingpermits

SECTION 1: APPLICANT DETAILS - this section must be completed by all applicants

Title First name(s)

Family name

Telephone: Home Work

Mobile

Email

RESIDENTIAL ADDRESS

Unit/Number Street

Suburb Postcode

POSTAL ADDRESS (Only complete if different from residential address)

Go to Section 2

SECTION 2A: PERMITS REQUIRED AND FEES - please tick ✓ option(s)

Applicants in areas 4A, 4B, 4C, 4D, 5,6,9A,9B,9C may apply for up to two parking permits, minus the number of off-street parking spaces at their property. Applicants may also apply for visitor vouchers. Read the conditions of Issue and Use for further details on permit eligibility.

Each permit costs \$47 for the first permit and \$137 for the second permit at each property.

One (1) single vehicle registration permit **\$47/\$137**

Registration number

OR **One (1) dual** vehicle registration permit.... **\$47/\$137**

Registration number1

Registration number 2

OR **Two (2) single** vehicle registration permits.. **Total \$184**

Registration number 1

Registration number 2

OR **Two (2) dual** vehicle registration permits.. **Total \$184**

Registration number 1

Registration number 2

Registration number 3

Registration number 4

OR **One (1) single** vehicle registration permit PLUS

Registration number 1

One (1) dual vehicle registration permit

Registration number 2

Registration number 3

Total \$184

[^] If a permit has already been issued to a resident at your property, the second permit fee will be charged.

Go to Section 3

SECTION 2B: VISITOR VOUCHERS

One (1) booklet of 18 visitor vouchers..... **\$60**

Go to Section 3

OFFICE USE ONLY

	Interim No.	Eligibility papers sighted?	Eligibility papers received?	Permit No.
Permit 1		<input type="checkbox"/>	<input type="checkbox"/>	
Permit 2		<input type="checkbox"/>	<input type="checkbox"/>	
Voucher				
Fee exemptions <input type="checkbox"/> PCC <input type="checkbox"/> DVA-PCC <input type="checkbox"/> TPI <input type="checkbox"/> WW	Card No.			Expiry date

SECTION 3: ELIGIBILITY CHECK – this section must be completed by all applicants

1. How many car spaces are available on your property?
e.g. garage, driveway, car port etc.

0 1 2 Other:

Eligible applicants in properties with:

- a. no off-street parking spaces may apply for a maximum of two permits as well as vouchers
- b. one off-street parking space may apply for one permit as well as vouchers
- c. two off-street parking spaces may not apply for permits, but may apply for vouchers.

Only residential properties with a certificate of occupancy dated before 1 July 2005 (in areas 4A, 4B, 4C, 4D, 9A, 9B and 9C) or 1 July 2008 (in areas 5 and 6) are eligible for a permit or visitor vouchers.

2. Will this be the only parking permit/vouchers issued to a resident at this address?

Yes No

Please note: by answering 'Yes', any existing permits and/or vouchers issued to residents at this address will be cancelled.

If no, what is the name of the other permit holder?

Go to Section 4

SECTION 4: PERMIT DOCUMENTATION CHECKLIST – please tick ✓ option(s)

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.

SECTION 4A: PROOF OF RESIDENCY

One of the following documents must be provided to, or sighted by, the City of Melbourne at the time of application. Utility accounts supplied must have been issued in the last three months and must list the applicant's name and service address.

Applicants without the required documentation will be returned.

- Electricity account
- Gas account
- Land line telephone account
- Internet account fixed to the property (mobile bill not accepted)
- Welcome letter from utility company
(only for residents who have moved into the property within the last three months)
- Signed copy of current lease or tenancy agreement with at least six months remaining
- Statutory declaration from the landlord or property owner confirming residency with least six months remaining

Go to Section 4B FOR RESIDENTIAL PERMITS

Go to Section 5 FOR VISITOR VOUCHERS

SECTION 4B: PROOF OF VEHICLE OWNERSHIP

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

- Current vehicle registration certificate showing applicant's name and vehicle registration number.

Please note: If the vehicle is not registered under the applicant, a statutory declaration from the registered owner of the vehicle is also required confirming the applicant is an authorised user of the vehicle.

If you can't supply a copy of the vehicle's current registration certificate, we will also accept a copy of the vehicle's Bill of Sale (if issued within the last 3 months) or a copy of the vehicle's Transfer of Registration. Documents need to show your name and the vehicle registration number for which the permit will be issued.

Go to Section 5

If you have any concerns about providing copies of the required documents, you may apply for your permit/vouchers in person at Melbourne Town Hall Administration, 120 Swanston Street Melbourne, where the required documents can be sighted by officers.

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

I declare that I am an ongoing resident at the property address and 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/vouchers 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/voucher. 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 melbourne.vic.gov.au.

[Go to Section 6](#)

SECTION 6: PAYMENT DETAILS

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.

	Permit No.
Permit 1	
Permit 2	
Voucher	

✉ MAIL

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

I enclose a cheque/money order for

AUD \$

Cheques must be marked 'Not Negotiable' and made payable to the City of Melbourne.

OR

I hold a valid DVA Gold Card specifying TPI or War Widow(er); or a DVA Pensioner Concession Card; or a Pensioner Concession Card.

A copy of the relevant card is attached to this application. Any concession card submitted in support of this application must show the same address as listed on this application form.

Please note: Health Care Card holders are not eligible for concession.

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.**

✉ 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 in person.

If you wish to apply for an interim permit while your application is being assessed, please come into Melbourne Town Hall Administration, 120 Swanston Street with photo ID and proof of residency.

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

CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS AND VISITOR VOUCHERS

Please keep this page for your reference.

CONDITIONS OF ISSUE

Application process and interim permits

1. Applicants may apply online for residential parking permits and visitor voucher booklets (herein referred to as 'permits' and 'vouchers') at www.melbourne.vic.gov.au
2. Applications may also be made in writing by completing a Residential Parking Permit and Visitor Vouchers application form (herein referred to as 'application form').
3. Application forms can be submitted:
 - a. by mail addressed to the Permits Team, City of Melbourne, GPO Box 488, Melbourne 3001
 - b. in person at the Melbourne Town Hall, 120 Swanston Street, Melbourne
4. The City of Melbourne 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 or voucher. Applicants must continue to observe the signed parking restrictions until their permit or voucher has been issued and is correctly displayed on their vehicle.

Interim permit

6. An interim residential parking permit (herein referred to as 'interim permit') may be issued if the applicant applies in person at the Melbourne Town Hall and does not have all of the required proof of residency documentation at the time of application. In these circumstances, the applicant must produce independent, third party documentation that confirms they reside at an eligible property. Statutory declarations will not be accepted for this purpose
7. If you have just moved into a property within the City of Melbourne, a 4-week interim permit may be issued to eligible applicants until all of the required documentation is ready for submission. Current fees and charges are available at our website at melbourne.vic.gov.au/parkingpermits.
8. Once all of the required documentation has been submitted and approved, an annual permit will be issued.
9. If the applicant has not submitted the required documentation or has been assessed to be ineligible, no refund or further interim permits will be issued.
10. A resident may only apply for one interim permit at a property unless they require a short term change of vehicle registration for the purpose of vehicle repair.

Permit types

11. Residents may apply for single registration permits, dual registration permits and a booklet of visitor vouchers.
12. A resident may nominate no more than two vehicle registration numbers on each dual registration permit.

Eligible properties

13. Residents are expected to consider their current and future parking needs and options when assessing the suitability of a new property or a vehicle.
14. The municipality is divided into areas for the purpose of administering the residential parking scheme. Applicants may only apply for permits and vouchers in the area in which they reside, as indicated in the Permit Area Map in the application form.

15. Interim permits are included in the total number of permits issued at a property.
16. Only residential properties with a certificate of occupancy dated before 1 July 2005 (in areas 4A, 4B, 4C, 4D, 9A, 9B and 9C) or 1 July 2008 (in areas 5 and 6) are eligible to apply for a permit (including visitor vouchers). Properties constructed or converted to a residential property after these dates are not eligible for a permit if they increase the number of dwellings.
17. Only a property that was originally and is currently a residential property is eligible for permits. The property must not have been reconstructed after the above dates (refer to point 14 above) to increase the number of dwellings.

Example 1:

A home constructed in 1900 became 'commercially' rated when it changed use to a lawyer's office in 1963. In 2012, when new owners restored the property back to a residence (without adding any new units), the City of Melbourne assessed the property as residential. This property is eligible for a permit.

Example 2:

A single dwelling property is demolished and replaced with another single dwelling property. This property is eligible for a permit.

Example 3:

A property constructed in 1980 has historically been used as a tie shop. It was converted to a house in 2010 and the City of Melbourne assessed the property as residential. This property is not eligible for any permits or vouchers.

18. Residential properties may not be eligible for a permit if the planning permit associated with that property specifically excludes residents or owners from the residential parking scheme.
19. Eligible applicants in all areas in properties with:
 - a. no off-street parking spaces may apply for a maximum of two permits as well as vouchers
 - b. one off-street parking space may apply for one permit as well as vouchers
 - c. two off-street parking spaces may not apply for permits, but may apply for vouchers.
20. The number of accessible off-street parking spaces is determined by the latest valuation assessment of the property.

Proof of residency

21. The City of Melbourne will only issue permits or vouchers to residents of the municipality.
22. Property owners that do not reside at the property are ineligible for permits or vouchers.
23. Applicants are only eligible for permits at one City of Melbourne property.
24. Applicants must supply a copy of one of the following documents as proof of residency:
 - electricity or gas account
 - internet account fixed to the property (mobile internet account will not be accepted)
 - water bill usage charges (water rates will not be accepted)
 - welcome letter from utility company (only for residents who have moved into the property within the last three months)
 - signed copy of the current lease or tenancy agreement with at least six months remaining
 - statutory declaration from the landlord or property owner confirming residency with at least six months remaining.

CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS AND VISITOR VOUCHERS

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25. The proof of residency document must include the name of the applicant which matches the name on the permit application and the service address which matches the residential address on the permit application. All documents must be issued within three months of receiving the application.
26. Applicants wishing to apply for a dual registration permit must provide proof of residency from the registered owner/s or authorised users of both vehicles. In cases where there are two owners, the name of the applicant will be listed as the permit holder.
27. Applicants wishing to apply for a permit or vouchers do not need to provide proof of residency if their existing residential parking permit or vouchers at that address remains current.
28. The City of Melbourne must be satisfied that the applicant will reside at the property for a minimum of six months after the permit is issued.

Proof of vehicle ownership

29. For single or dual registration permit applications, the applicant must supply a current vehicle registration certificate for each vehicle showing the applicant's name and vehicle registration number.
30. If the applicant is using a vehicle registered to another person on a permanent basis, they must supply a copy of the vehicle registration certificate as well as a statutory declaration from the registered owner confirming the applicant is an authorised user of the vehicle.
31. If a permit holder changes their vehicle registration, the City of Melbourne must be notified (by email or visiting the Town Hall) before an updated permit can be issued. Documentation proving ownership of the new vehicle must also be provided.

Permit fee

32. Payment must be received prior to a permit or vouchers being issued.
33. Current fees and charges are available at our website at melbourne.vic.gov.au/parkingpermits.
34. Once the permit is issued, the permit holder is not eligible for a full or partial refund. For example, a resident who moves out of a residence before their permit expires.

Fee exemption

35. Applicants who are concession card holders will have their fees waived if they provide a copy of their current card with their application. Eligible concessions are:
 - a. Pensioner Concession Card
 - b. Veterans' Affairs Pensioner Concession Card
 - c. Department of Veterans' Affairs Gold Card that specifies the applicant is
 - Totally and Permanently Incapacitated (TPI) or
 - a War Widow(er)
36. When renewing their permit, eligible concession card holders do not need to provide a copy of their current card unless requested.

Timelines

37. Permits will expire one year from the date of issue. The expiry date is shown on the permit.
38. Upon expiry, the permit is no longer valid for exception from parking conditions and the permit holder must ensure the permit is destroyed.
39. If desired, permit holders may renew their permit up to two months before the expiry date.
40. Permit holders may renew their permit up to one month after the expiry date, using the renewal notice supplied by the City of Melbourne. After this time, the resident must complete a new application.
41. The month and day of permit expiry will remain the same for the life of the permit number. For example, a permit is due for renewal on 31 August. The resident is overseas on this date, so they renew the permit on 30 September. A permit is then issued with an expiry date of 31 August the following year.
42. Residents may apply for vouchers every two calendar months by completing an application form available from www.melbourne.vic.gov.au or the renewal notice provided with their last voucher booklet.

Vouchers

43. Voucher booklets consist of the following and cannot be customised to suit individual requests:
 - a. 12 'three hour' vouchers
 - b. four '24 hour' vouchers
 - c. two 'weekend' vouchers.
44. Vouchers will not be replaced if lost, misplaced or damaged.

Replacement permits

45. The permit holder may request a replacement permit in writing to us at residentialparking@melbourne.vic.gov.au outlining the reasons for replacement or by visiting the Melbourne Town Hall.
46. 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 is payable.
47. If a change of vehicle registration is required, a replacement permit with the new registration details may be issued free of charge upon the return of the old permit. Otherwise, a replacement fee is payable. Further documentation may be requested to confirm proof of vehicle ownership.
48. 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 fee is charged without the required documentation.
49. A replacement fee is charged for lost permits.
50. City of Melbourne reserves the right to refuse a request for replacement.

CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS AND VISITOR VOUCHERS

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CONDITIONS OF USE

Permit and voucher use

1. 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.
2. Permits and vouchers 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 or voucher. Drivers must strictly adhere to parking conditions in all other locations.

For example, an Area 4A Resident Parking Permit is valid only where a panel on a parking sign indicates '1P, Area 4A Resident Permit Excepted' or 'Permit Zone, Area 4A Resident'.

3. Permits and vouchers are not valid for use in areas where signs indicate 'Reserved Parking Permit Holders Excepted'.
4. Permits and vouchers 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.
5. The Permit Area Map in the application form shows the areas for which residents may apply for a permit or vouchers. Within these areas, permits and vouchers are valid only where specific exceptions are indicated on parking signs.
6. A vehicle registration shown on the permit or voucher must match the registration of the vehicle in which it is displayed.
7. Parking availability is not guaranteed to permit and voucher holders.
8. By using a permit or voucher, a driver has confirmed they accept all current Conditions of Issue and Use.
9. A permit or voucher is valid only in vehicles less than 7.5 metres in length and less than 4.5 tonnes Gross Vehicle Mass.
10. Permits and vouchers are not valid for use in caravans or trailers or vehicles attached to caravans and trailers.
11. 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 or voucher holders.
12. To use a voucher, the vehicle registration and the date and time parking commenced must be legibly written in pen or permanent marker. Laminating a voucher or altering or correcting details will render the voucher invalid.
13. A voucher is valid for one use only.
14. A vehicle with a valid and correctly displayed three hour voucher may park for three hours in addition to the restrictions shown on the parking sign.
For example, in a '2P - Area 5 Resident Permit Excepted' area, the correct display of a valid three hour voucher allows five hours of parking time. Three hours of parking via the voucher, and an additional two hours as indicated on the sign.
15. 24 hour vouchers are valid for 24 hours from the time and date inscribed on the voucher.
16. Weekend vouchers are valid from 12pm (midday) Friday to 11:59pm Sunday and must be inscribed with the date and time the voucher was first displayed.
17. Multiple vouchers may be displayed and used in succession.
For example, in a '1P - Area 5 Resident Permit Excepted' area, a vehicle correctly displaying two separate three hour vouchers inscribed with 2pm and 5pm allow the vehicle to remain legally parked from 1pm until 8pm.

18. For public holidays falling on a Friday, weekend vouchers are valid from 12pm (midday) Thursday until 11:59pm Sunday. For public holidays falling on a Monday, weekend vouchers are valid from 12pm (midday) Friday until 11:59pm Monday.
19. A voucher is issued for the sole use of the resident or their visitors.
For example, vouchers must not be supplied to other parties for the purpose of commuting to work or the football.

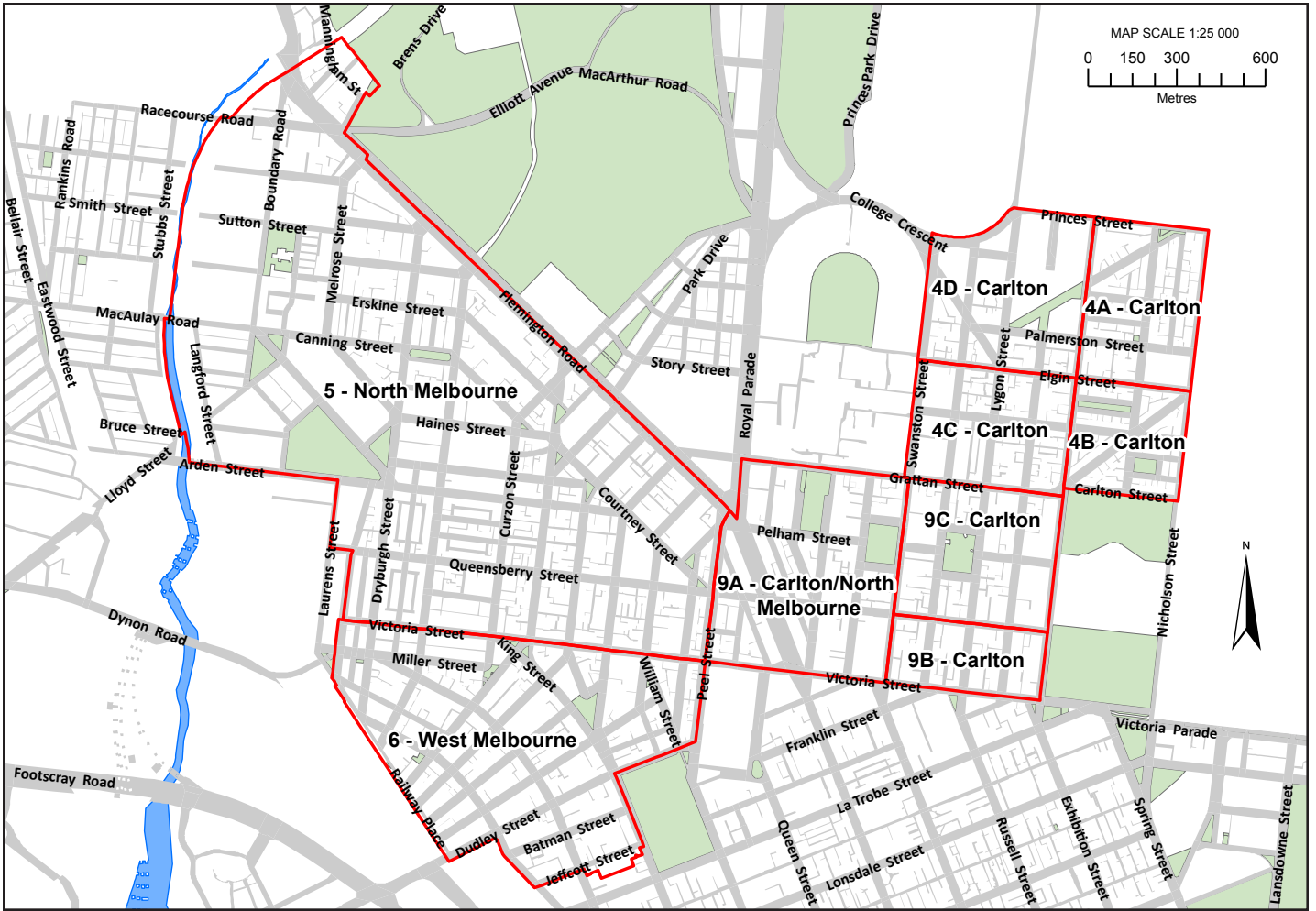
Other conditions

20. Failure to adhere to a permit or voucher's Conditions of Issue and Use, regardless of the permit holder's entitlement to the permit or voucher, may result in the driver incurring a parking infringement notice.
21. If a permit or voucher holder no longer satisfies the Conditions of Issue, the permit or voucher will cease to be valid and must be returned to the City of Melbourne or destroyed.
22. The City of Melbourne may cancel a permit or vouchers if they have received advice from a new resident that the permit holder no longer resides at the property.
23. The City of Melbourne reserves the right to cancel permits or vouchers at any time.
24. All permits remain the property of the City of Melbourne.
25. The City of Melbourne reserves the right to change the Conditions of Issue and Use of permits or vouchers at any time.
26. 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.
27. Any permit or voucher 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.
28. Permit or voucher misuse may also be referred to Victoria Police for investigation.
29. Any permit or voucher obtained as the result of providing false or misleading information is not valid. In such cases, the applicant may be excluded from the scheme.
30. 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 or voucher.

CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS AND VISITOR VOUCHERS

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.

Permit Area Map



Example only

