4 RESERVED PARKING PERMIT APPLICATION

CITY OF MELBOURNE

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. Applications submitted by mail may be subject to delays in the mail.

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

* (Large requests should be submitted at least two weeks prior to the first requested date)

The five clear working days will start from the day after the application is received by the City of Melbourne. Once a booking is approved, customers will be provided with a written confirmation; all fees must be received by 10am on the working day before the permit is due to start.

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

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

Title _____ First name(s) _____

Family name _____

BUSINESS NAME AND LOCATION ADDRESS

Business name _____

Unit/Level/Number _____

Street _____

Suburb _____ Postcode _____

RESIDENTIAL ADDRESS (For individual applicants only)

Unit/Number _____ Street _____

Suburb _____ Postcode _____

CONTACT DETAILS

Home _____

Work _____

Mobile _____

Email _____

POSTAL ADDRESS* (Only complete if different from physical address)

Go to Section 2

SECTION 2: TYPE OF ACTIVITY – please tick ✓ option

- ☐ Business activity
- ☐ Public event
- ☐ Private event (wedding, funeral etc)
- ☐ Bus parking (for people with disabilities supply a current copy of the organisational disabled permit)
- ☐ Bus parking (for schools or events)
- ☐ Construction activity
- ☐ Removalist
- ☐ Film Crew
- ☐ Building Maintenance

Go to Section 3

OFFICE USE ONLY

Pre-payments No.	Account No.	Permit No.

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

Indicate all the locations where you require reserved parking. In most cases, locations will be reserved for the permit holder by the City of Melbourne by changing existing parking signage to indicate the area is reserved.

Reserved parking is generally only permitted between two permissive parking signs (normally indicated by green signs, such as 1P).

In cases where the applicant only requires a small number of parking bays, a permit may be issued but signs may not be changed and the area will not be reserved.

Where the location is complex or requires further explanation, a site plan/mud map* of the location must be submitted showing local landmarks, parking signs and parking bays. A screen image of google maps is not considered a detailed map.

* Please note: a site plan/mud map identifies the location and all aspects of the proposed activity. For more information and to see an example of the type of map required, please refer to A World of Locations – A filming guide to Melbourne on our website at melbourne.vic.gov.au

EXAMPLE LOCATION

Street: COLLINS STREET

between (street): RUSSELL STREET

and (street): SWANSTON STREET

street side: NORTH SIDE
north, south, east, west or centre

Location: OUTSIDE MELBOURNE TOWN HALL

Date(s): 1-5 DECEMBER 2020 INCLUSIVE

Time: 8AM To: 5PM

Number of bays*: 4 BAYS

LOCATION 1

Street:

between (street):

and (street):

street side:
north, south, east, west or centre

Location:

Date(s):

Time: To:

Number of bays*:

LOCATION 2

Street:

between (street):

and (street):

street side:
north, south, east, west or centre

Location:

Date(s):

Time: To:

Number of bays*:

LOCATION 3

Street:

between (street):

and (street):

street side:
north, south, east, west or centre

Location:

Date(s):

Time: To:

Number of bays*:

LOCATION 4

Street:

between (street):

and (street):

street side:
north, south, east, west or centre

Location:

Date(s):

Time: To:

Number of bays*:

LOCATION 5

Street:

between (street):

and (street):

street side:
north, south, east, west or centre

Location:

Date(s):

Time: To:

Number of bays*:

* 1 parking bay = 6 metres. If your vehicle is over 6 metres in length, additional bays will be required.

Go to Section 4

SECTION 4: 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 **melbourne.vic.gov.au**.

Go to Section 5

SECTION 5: PAYMENT DETAILS – this section must be completed by all applicants unless paying in person

Payment must be received by 10am the working day before the permit is required. The current permit fees are:

a. $186 for the first parking bay for each day, street segment and side of the street.

b. $99 for each additional bay, for each day, street segment and side of the street.

Please note: A $186 fee applies should amendments be required to a permit after it has been issued. This fee will also apply for cancellation requests received prior to the cut-off time of 10am the business day before the start of the permit.

For information on fees associated with priority processing and permit amendments (including cancellations), please refer to our website at melbourne.vic.gov.au/parking.

If paying in person, do not complete this payment section.

☐ I enclose a cheque/money order for AUD $ _____

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

OR

☐ I am a City of Melbourne account holder and my account number is: _____

ONLINE

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

Reserved parking permit No.

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:
reservedparking@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

CONDITIONS OF ISSUE AND USE FOR RESERVED PARKING PERMITS

Please keep this page for your reference.

CONDITIONS OF ISSUE

Application process

1. Applicants may apply online for reserved parking permits (herein referred to as 'permits') at www.melbourne.vic.gov.au
2. Applications may also be made in writing by completing a Reserved Parking Permit application form (herein referred to as 'application form').
3. Applications must be received more than five business days before the booking is required.
4. Applications received between three to five business days before the start of the required dates may be accepted at the discretion of the City of Melbourne. A priority processing fee will apply.
5. Application forms can be submitted:
   a. by email to reservedparking@melbourne.vic.gov.au
   b. by mail addressed to the Permits Team, City of Melbourne, GPO Box 488, Melbourne 3001. Please take into account the delays when submitting by post
   c. in person at the Melbourne Town Hall, 120 Swanston Street, Melbourne
6. The City of Melbourne reserves the right to request further information or documentation to support an application.
7. 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.

Eligible vehicles

8. Reserved parking permits will generally only be issued to vehicles that cannot be parked off-street. For vehicles of participants in events (including VIPs), off-street parking should be arranged.
9. Applicants requesting parking for vehicles over six metres in length must indicate the number of bays required that accommodate the entire length of the vehicle.

   For example, a truck measuring 20 metres in length will require four parking bays. This will accommodate the truck, its tailgate and any proposed loading/unloading activity at the back of the truck.

Eligible locations

10. All applicants must ensure they visit their locations before requesting a reserved parking permit, and must provide a clear description of their parking requirements.
11. The installation of temporary parking signs is not guaranteed, due to the location of existing signs in the area.
12. Permits will not be approved in areas reserved for people with disabilities or in restricted locations (normally indicated by red parking signs), including but not limited to: Clearways, No Stopping areas, Taxi Zones and Bus Zones.
13. Reserved parking is only permitted between two permissive parking signs (normally indicated by green signs, such as 1P).
14. If the applicant does not require the total number of parking bays between the permissive parking signs, the permit may be issued but temporary signs will not be installed indicating the area is reserved for the permit holder.
15. If the applicant requires more than 30 per cent of all parking bays in a street segment, the application must be considered by the City of Melbourne's Traffic Engineers and may not be approved. A justification for each parking bay should be submitted with the application.
16. Reserved parking permits will not be issued in locations where parking may restrict access for other vehicles. Reserved parking cannot be issued in laneways or shared areas.
17. Where the location requested is complex or requires further explanation, a site plan/mud map of the location must be submitted with the application showing local landmarks, parking signs and parking bays.

Permit fee

18. Payment must be received by 10am the working day before the permit is required.
19. Current fees and charges are available at our website at melbourne.vic.gov.au/parkingpermits.
20. Changes to a permit or cancellations must be made by 10am the working day prior to the permit commencing. All changes and cancellations made after this time will be charged at the full rate, and any payments already made will not be refunded.
21. Charges may apply for cancellation or amendment requests to the reserved parking permit. If less than 5 clear business days' notice is provided, applications may still be accepted at our discretion, a priority processing fee will apply.
22. Reserved parking permits are not subject to GST.

Fee discount/fee exemption

23. Residents of the City of Melbourne may receive a 50% fee reduction if the permit is required for the purposes of maintenance, renovations or a removalist at their residential address.
24. Organisations that transport people with disabilities in buses may have their fee waived. These organisations must supply a copy of a current Australian Disability Parking (ADP) Permit (for organisations) or a letter on letterhead from the organisation stating that purpose of the application is to transport people with disabilities.

Timelines

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

CONDITIONS OF ISSUE AND USE FOR RESERVED PARKING PERMITS

Please keep this page for your reference.

CONDITIONS OF USE

Permit use

27. The permit must be correctly displayed with all inscriptions clearly visible through the passenger side of the front windscreen throughout the duration of parking.
28. Permits are only valid where signs show 'No Stopping, Reserved Parking Permit Holders Excepted' or 'No Stopping, Reserved Parking Permit Holders Excepted All Other Times' at the location shown on the permit.
29. The permit is only valid for the number of parking bays indicated on the permit.
30. If temporary signage cannot be installed in the requested location indicated on the permit, the permit holder must check for reserved parking signage in the entrire street segment indicated on their permit. If none can be located, they must first contact the City of Melbourne. If the City of Melbourne indicates no signage has been placed in the area, they then may park in the nearest possible parking bay to which a permissive parking sign applies (normally green signs, such as 1P).
31. Parking availability is not guaranteed to permit holders. From time to time, other motorists may park in locations reserved for permit holders. In this situation, permit holders must first contact the City of Melbourne quoting their permit number. The permit holder may then park in the nearest possible parking bay to which a permissive parking sign applies (normally green signs, such as 1P).
32. The City of Melbourne is unable to tow vehicles parked in locations reserved for permit holders.
33. Permits are not valid for use in areas reserved for people with disabilities or in restricted locations, including but not limited to: Clearways, No Stopping areas, Taxi Zones and Bus Zones.
34. By using a permit, a driver has confirmed they accept all current Conditions of Issue and Use.
35. A member of Victoria Police or an authorised City of Melbourne officer may vary without notice the use of parking bays in areas that have been designated for permit holders.

Other conditions

36. Failure to adhere to a 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.
37. If a permit holder no longer satisfies the Conditions of Issue or Use, the permit will cease to be valid and must be returned to the City of Melbourne or destroyed.
38. The City of Melbourne reserves the right to cancel permits at any time.
39. All permits remain the property of the City of Melbourne.
40. The City of Melbourne reserves the right to change the Conditions of Issue and Use of permits at any time.
41. Any permit which is altered, 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 not be able to obtain permits in the future.
42. 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.
43. Permit misuse may also be referred to victoria Police for investigation.
44. Any permit which is obtained as the result of providing false or misleading information is not valid. In such cases, the applicant may not be able to obtain permits in the future.
45. 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.