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RESIDENTIAL PRIORITY 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 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 2: PERMITS REQUIRED AND FEES - please tick ✓ option(s)

Applicants in areas 1A, 1B, 1C, 2, 3A, 3B, 8, 10, 16 and 27 may apply for two permits, only one of which may be a transferable permit. Applicants in areas 7, 12, 14, 15A, 15B, 17, 18, 19, 21 and 23 may apply for one permit. 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) single** vehicle registration permit PLUS
Registration number 1
One (1) transferable permit**Total \$184**

OR **One (1) transferable** permit**\$47/\$137**

OR **One (1) dual** vehicle registration permit.**\$47/\$137**
Registration number 1
Registration number 2

OR **Two (2) single** vehicle registration permits.**Total \$184**
Registration number 1
Registration number 2

OR **One (1) dual** vehicle registration permit PLUS
One (1) transferable permit**Total \$184**
Registration number 1
Registration number 2

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**

OR **Two (2) dual** vehicle registration permits **Total \$184**
Registration number 1
Registration number 2
Registration number 3
Registration number 4

^ If a permit has already been issued to a resident at your property, the fee will be \$137.

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"/>	
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

Will this be the only parking permit issued to a resident at this address? Yes No

Please note: by answering 'Yes', any existing permits 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)

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 internet 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

Go to Section 5

If you have any concerns about providing copies of the required documents, you may apply for your permit 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 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

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.

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.

	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.**

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 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

Please keep this page for your reference.

CONDITIONS OF ISSUE

Application process

1. Applicants may apply online for residential parking permits (herein referred to as 'permits') at www.melbourne.vic.gov.au
2. Applications may also be made in writing by completing a Residential Parking Permit 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. Applicants must continue to observe the signed parking restrictions until their permit has been issued and is correctly displayed on their vehicle.

Interim permit

6. A 4-week interim 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.
7. Once all of the required documentation has been submitted and approved, an annual permit will be issued.
8. If the applicant has not submitted the required documents or has been assessed to be ineligible no refund will be issued.
9. 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.
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 transferable parking permits.
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 in the area in which they reside, as indicated in the Permit Area Map in the application form.
15. Applicants in areas 1A, 1B, 1C, 2, 3A, 3B, 8, 10, 16 and 27 may apply for two permits, only one of which may be a transferable permit.
16. Applicants in areas 7, 12, 14, 15A, 15B, 17, 18, 19 and 21, 23 may apply for one permit.
17. Interim permits are included in the total number of permits issued at a property.
18. Only residential properties with a certificate of occupancy dated before:

- 25 March 2010 (in areas 3B, 7, 12, 15A, 16, 18),
- 25 October 2011 (in area 8)
- 1 May 2018 (in Areas 1A, 1B, 1C)
- 1 July 2018 (in Area 3A) are eligible for a permit.

Properties constructed or converted to a residential property after these dates are not eligible for a permit if they increase the number of dwellings.

19. 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 16 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 would be eligible for a permit.

Example 2:

A single dwelling property is demolished and replaced with another single dwelling property. This property would be 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 2012 and the City of Melbourne assessed the property as residential. This property is not eligible for any permits.

20. 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.

Proof of residency

21. The City of Melbourne will only issue permits to residents of the municipality.
22. Property owners who do not reside at the property are ineligible for permits.
23. Applicants are eligible for permits at only 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 address (mobile internet account will not be accepted)
 - water bil showing 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
25. The proof of residency document supplied must include the name of applicant which matches the name on the permit application and the service address which matches the residential address of the application. All documents must be issued within three months of receiving the permit application.
26. Applicants wishing to apply for a second permit do not need to provide proof of residency if their existing residential parking permit at that address remains current.
27. 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.

CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS

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Permit fee

28. Payment must be received prior to a permit being issued.
29. Current fees and charges are available at our website at melbourne.vic.gov.au/parkingpermits.
30. Once a 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 after the date of permit issue is not eligible for a pro-rata refund.

Fee exemption

31. 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)
32. When renewing their permit, eligible concession card holders do not need to provide a copy of their current card unless requested.

Timelines

33. Permits will expire one year from the date of issue. The expiry date is shown on the permit.
34. Upon expiry, the permit is no longer valid for exception from parking conditions and the permit holder must destroy the permit.
35. If desired, permit holders may renew their permit up to two months before the expiry date.
36. 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 permit holder must complete a new application.
37. 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 and subsequently renews the permit on 30 September. A permit is then issued with an expiry date of 31 August the following year.

Replacement permit

38. 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.
39. 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.
40. 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.
41. 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 payable if the required documentation is not provided.

42. A replacement fee is charged for lost permits.
43. City of Melbourne reserves the right to refuse a request for replacement.

CONDITIONS OF USE

Permit 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 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 13A Resident Parking Permit is valid only where a panel on a parking sign indicates 'Area 13A Resident Permit Excepted' or 'Permit Zone, Area 13A Resident'.
3. Permits are not valid for use in areas where signs indicate 'Reserved Parking Permit Holders Excepted'.
4. 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.
5. The Permit Area Map in the application form shows the areas for which residents may apply for a permit. Within these areas, permits are valid only where specific exceptions are indicated on parking signs.
6. A vehicle registration shown on a permit must match the registration of the vehicle in which it is displayed.
7. Parking availability is not guaranteed to permit holders.
8. A transferable permit is issued for the sole use of the resident and their visitors.
For example, transferable permits must not be supplied to other parties for the purpose of commuting to work or the football.
9. By using a permit, a driver has confirmed they accept all current Conditions of Issue and Use.
10. A permit is valid only for vehicles less than 7.5 metres in length and less than 4.5 tonnes Gross Vehicle Mass.
11. Permits are not valid for use in caravans or trailers or vehicles attached to caravans and trailers.
12. 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.

CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS

Please keep this page for your reference.

Other conditions

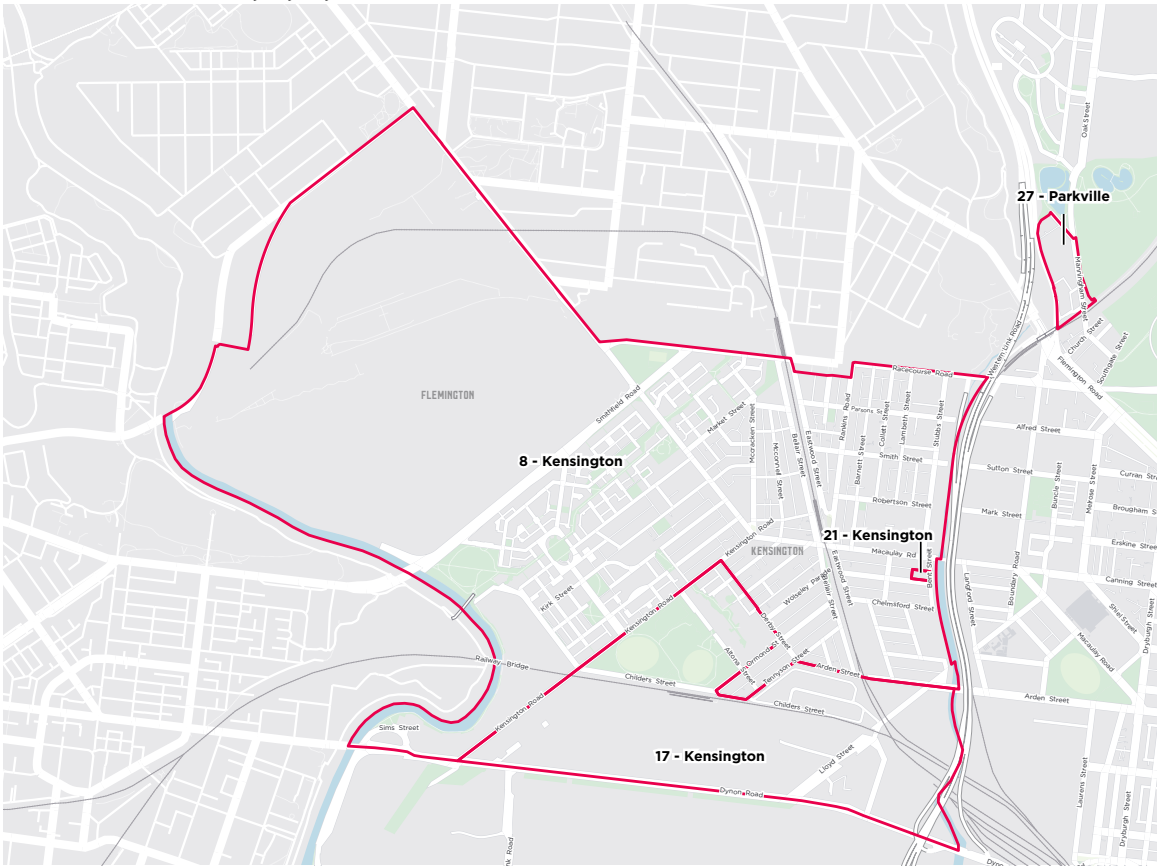
13. Failure to adhere to the permit's Conditions of Issue and Use, regardless of the permit holder's entitlement to the permit, may result in the driver incurring a parking infringement notice.
14. If a permit holder no longer satisfies the Conditions of Issue, the permit will cease to be valid and must be returned to the City of Melbourne or destroyed.
15. The City of Melbourne may cancel a permit if it has received advice from a new resident that the permit holder no longer resides at the property.
16. The City of Melbourne reserves the right to cancel permits at any time.
17. All permits remain the property of the City of Melbourne.
18. The City of Melbourne reserves the right to change the Conditions of Issue and Use of permits at any time.
19. Any permit 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.
20. 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.
21. Permit misuse may also be referred to Victoria Police for investigation.
22. 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.
23. 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.

CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS

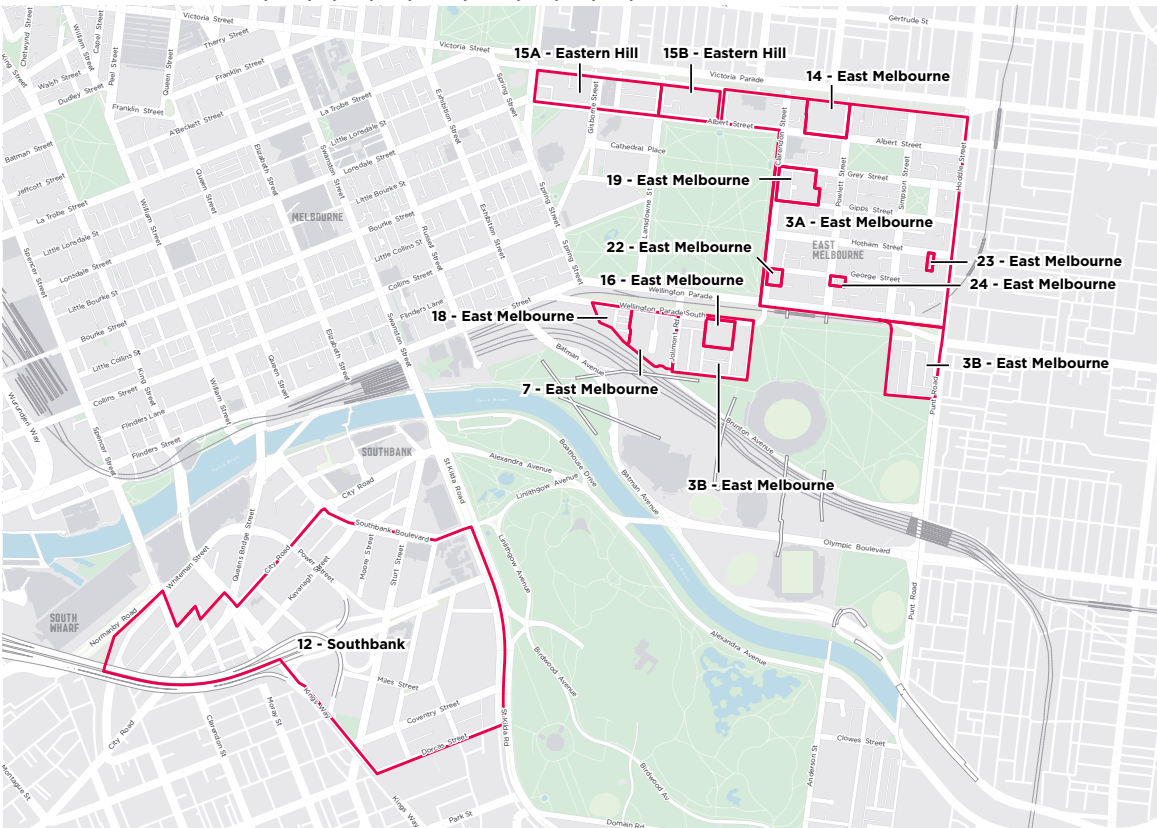
Permits are valid only where parking signs indicate that an exception is provided for a Residential Permit with an Area Number matching that shown on the permit.

Permit Area Map

PERMIT AREA MAP 8, 17, 21, 27



PERMIT AREA MAP 3A, 3B, 7, 12, 14, 15A, 15B, 16, 18, 19, 23



CONDITIONS OF ISSUE AND USE FOR RESIDENTIAL PARKING PERMITS

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

PERMIT AREA MAP 1A, 1B, 1C, 2, 10, 26



Example only

