

RESIDENTIAL PARKING PERMITS INFORMATION AND APPLICATION FORM



Types of permits

Two types of permits are available:

- (a) Specified vehicle permit (similar to a registration label) – which includes the vehicle registration number
- (b) Visitor permit – which allows a vehicle (in which the permit is displayed) to park in the street stated on the permit. This permit is transferable to other vehicles.

Number of permits/ eligibility for permits

Up to three residential parking permits may be issued to a house, in cases where access to on street parking in the street concerned is adversely affected by parking restrictions that apply there. Two of the three permits may be visitor parking permits. If the width of frontage is sufficient (at least 23m of legal parking space), a fourth specified vehicle permit may be approved. Additional permits may be issued beyond a fourth permit where it can be demonstrated to the satisfaction of the responsible manager, that parking demands and circumstances can accommodate additional permits.

Owners or occupiers living within multi unit developments may be eligible for one residential parking permit where:

- The planning approval of the units pre dates August 2001
- The units have been built since August 2001 in accordance with a planning permit which does not contain a note stating that the units will not be eligible to participate in Council's residential parking permit scheme
- The multi unit development consists of no more than two dwellings and parking demands are unlikely to be adversely affected.

If the residence is on an arterial (or major) road AND at any time CLEARWAY restrictions apply, permits will only be issued if there is a suitable side street nearby, to which such permits can be applied.

If the residence is within a shopping or commercial area, permits may be issued, subject to the rule relating to arterial roads and only if the premises are being used as a residence.

Permits are issued either to the owner of the property – if the owner resides there, or to the tenant – in which case proof of tenancy must be provided in the form of a copy of the tenancy agreement.

Permit Conditions

Failure to comply with the conditions of use, as set out below, may result in infringement notices being issued.

CONDITIONS OF USE OF RESIDENTIAL PARKING PERMIT:

1. Specified vehicle permits only apply to the motor vehicle with the registration specified on the permit label. This vehicle must be registered to the address of the permit holder.
2. The permit is only valid for parking in the street location specified on the permit label and the nearest intersecting street to the permit holder's residential property.
3. The permit enables parking for unlimited time periods in designated permit zones. The permit also provides an exemption from compliance with time restricted parking zones of one hour or greater.
4. The permit cannot apply to a vehicle used for commercial purposes such as a van, a heavy or long vehicle as defined in *Rule 200 of Road Safety Road Rules 2009*, a caravan, a boat, a motor home, a trailer or earthmoving equipment.
5. The permit does not guarantee the availability of any parking space to the permit user. [Note: On the permit label, the street location appears as a code number for privacy reasons and cannot be used in designated shopping areas.]
6. If the permit holder disposes of the vehicle that the permit is attached to, the permit label must be removed from the vehicle's windscreen before the disposal. Council must be advised of any change in ownership within seven days so the permit can be cancelled.
7. If the permit is lost, it can be cancelled and replaced with a new permit, but only after a sworn Statutory Declaration is submitted to Council, together with the required replacement fee.
8. The permit label must be displayed in accordance with the instructions provided, so as to be clearly and readily visible from the outside of the vehicle.
9. The permit may be revoked where it has been found to be used contrary to the conditions specified.
10. In accordance with legislation, the use of parking spaces in streets which parking permits apply may be suspended by members of the Victoria Police or by authorised Council Officers.
11. The permit is issued in accordance with the Residential Parking Permit Policy, available on Council's website.

Address for mail: City of Boroondara Local Laws Department, Private Bag 1, Camberwell VIC 3124
Customer Service Centres: Hawthorn: (at which the Local Laws Department is based) 360 Burwood Road;
Camberwell: 8 Inglesby Road and Kew: Civic Drive/ Cotham Road
Office Hours: 8.45am – 5.00pm. **Telephone:** 9278 4444 **Facsimile:** 9278 4466

RESIDENTIAL PARKING PERMITS APPLICATION FORM



Please read the information on the back of this form regarding eligibility for permits.

After completing the details below, the form may be sent by mail or lodged over the counter at any of Boroondara's Customer Service Centres. A period of up to 28 days should be allowed for processing.

If the applicant is the owner of the residence, a copy of a current utility bill is required to verify entitlement to the permit(s). If the applicant is not the owner of the residence, a copy of the tenancy agreement is required. Proof is also required for any specified vehicle permit that the nominated vehicle is registered at the same residential address. If the vehicle is allocated by an employer to the resident, proof is required from the employer to that effect.

An additional form is required to be completed for applications for fourth or additional permits (see overleaf for advice on eligibility).

Owners or occupiers living within multi unit developments may be eligible to apply for one permit only. Please refer overleaf for additional advice on eligibility.

APPLICATION DETAILS [PLEASE USE BLOCK LETTERS]

Family Name				Given Name		Address		Postcode	
Home Phone Number			Bus Hrs Phone Number			Mobile Number			
The parking restrictions that apply immediately adjacent to my residence are [indicate by ticking boxes below]: Permit Parking Only <input type="checkbox"/> Time Limited Parking <input type="checkbox"/> Clearway(peak hours) <input type="checkbox"/> Within a Shopping or Commercial area <input type="checkbox"/> Other <input type="checkbox"/>									

FILL IN ONLY ONE OF THE FOUR OPTIONS BELOW

OPTION A: PERMITS FOR THREE SPECIFIED VEHICLES

VEHICLE 1		VEHICLE 2		VEHICLE 3	
Vehicle Reg. No	State Registered In	Vehicle Reg. No	State Registered In	Vehicle Reg. No	State Registered In

OR

OPTION B: PERMITS FOR TWO SPECIFIED VEHICLES (plus, if required, 1 visitor permit)

VEHICLE 1		VEHICLE 2		ONE VISITOR PERMIT
Vehicle Reg. No	State Registered In	Vehicle Reg. No	State Registered In	Yes <input type="checkbox"/>
				No <input type="checkbox"/>

OR

OPTION C: PERMIT FOR ONE SPECIFIED VEHICLE (plus, if required, 1 or 2 visitor permits)

VEHICLE 1		VISITOR PERMIT/S REQUIRED?	
Vehicle Reg. No	State Registered In	If yes, number required: _____ (max 2) or No <input type="checkbox"/>	

OPTION D: ONE OR TWO VISITOR PERMITS ONLY

One or Two

REMINDER - Enclose with your application

Proof of residence - if you are a property owner and resident, a copy of a recent utility bill. If you are a tenant, a copy of your current lease agreement.

For specified vehicle permits - proof (such as a copy of registration certificate) that each of the vehicles is registered at the premises. If it is a company car, a letter from the company is required to validate the application.

In making this application, I confirm having read the information supplied and agree to comply with the conditions of permit, as stated.

.....
Signature of Applicant

.....
Date