

Residential Parking Permit Amendment Form



Please ensure all required Sections of the form are completed, if not there will be a delay in processing your application. Allow for a minimum of 10 business days to have your application processed.

Section A	
Permit Number: RPP _____	
Residential Address: Property where permit is issued _____	
Permit Holder: _____	
Contact Details: Ph: _____ Email: _____	

Section B	
What are you applying to do?	
<input type="checkbox"/> Add an additional permit Continue to Section F	<input type="checkbox"/> Update registration for a Specified Vehicle Permit Continue to Section C
<input type="checkbox"/> Change a Specified Vehicle Permit to a Visitor Permit Continue to Section D	<input type="checkbox"/> Change a Visitor Permit to a Specified Vehicle Permit Continue to Section E

Section C - When completed, continue to Section G	
Changing your existing Specified Vehicle Permit (windscreen sticker) to a different vehicle registration. Please ensure to include one of the below documentation:	
<ul style="list-style-type: none"> - current VicRoads paperwork confirming property address where vehicle is registered; or, - current insurance paperwork confirming where vehicle is garaged and insured at; or, - if the vehicle is owned by a company provide a letter on company letterhead confirming use of vehicle and where vehicle is garaged. 	
OLD Vehicle Registration: _____	NEW Vehicle Registration: _____
OLD Vehicle Registration: _____	NEW Vehicle Registration: _____

Section D - When completed, continue to Section G	
Change an existing Specified Vehicle Permit (windscreen sticker) to a Visitor Permit (hanging permit). It is important to note that if you already hold two Visitor Permits, you cannot hold a third Visitor Permit.	Registration of vehicle(s) no longer requiring a permit:
	Vehicle 1. _____
	Vehicle 2. _____

Section E - When completed, continue to Section G	
Changing your existing Visitor Permit (hanging permit) to a Specified Vehicle Permit (windscreen sticker). Please ensure to include one of the below documentation:	
<ul style="list-style-type: none"> - current VicRoads paperwork confirming property address where vehicle is registered; or, - current insurance paperwork confirming where vehicle is garaged and insured at; or, - if the vehicle is owned by a company provide a letter on company letterhead confirming use of vehicle and where vehicle is garaged. 	
Prior to a Specified Vehicle Permit being issued, you are required to return a Visitor Permit.	Registration of vehicle(s) no longer requiring a permit:
	Vehicle 1. _____
	Vehicle 2. _____

Section F - When completed, continue to Section G	
This Section of the form is to be used when applying for an additional permit (including a permit in excess of your total permit(s) allowed under the Policy).	

Please note that if your are requesting a Specified Vehicle Permit you will need to supply one of the following documents:

- current VicRoads paperwork confirming property address where vehicle is registered; or,
- current insurance paperwork confirming where vehicle is garaged and insured at; or,
- if the vehicle is owned by a company provide a letter on company letterhead confirming use of vehicle and where vehicle is garaged.

It is important to note that if you already hold two Visitor Permits, you **cannot** hold a third Visitor Permit.

What permit type are you applying for?

Visitor Permit Specified Vehicle Permit: Vehicle Registration _____

If you are applying for a permit in excess of your total permit(s) allowed, pleased provide an explanation below as to why the permit is required:

When applying for a fourth or additional permit there must be 23 metres of legal parking frontage along the kerb, immediately adjacent to the property.

Section G

By signing this, you are confirming that all information is correct and up to date.

Print Full Name: _____

Signature of applicant: _____ **Date:** _____

Application Checklist

Prior to submitting you application form, please complete the checklist below to ensure your application can be processed in a timely manner.

Failure to complete any part of the application or supply required documentation may result in the application being rejected.

Current Vehicle Registration paperwork or Insurance paperwork (for vehicle permit)

PRIVACY STATEMENT

The personal information requested on this form is being collected by Council for the purpose of processing Residential Parking Permit application. The personal information will be used by Council for that primary purpose or directly related purposes. The information may also be used to update Council's customer databases to assist Council in discharging its functions or providing services. The personal information collected will not otherwise be disclosed unless permitted or required by law. If the information is not collected we are unable to process your application and provide you with Residential Parking Permits. Requests for access to and/or amendment of personal information should be made to Council's Privacy Officer