

Residential Parking Permit Lost or Damaged Application Form

(RC472)



If you have lost or damaged any of your residential parking permits, please use this form to notify Council.

Please note to replace permits a fee of **\$15.80*** applies per permit.

Where possible, Council requires all permits that are no longer required or damaged to be returned. Permits that are no longer required or are damaged will be cancelled upon the reissue of your replacement permits. Use of any cancelled permits may result in an infringement being issued.

Please note: Only the original permit holder may request replacements.

If you have lost any of your residential parking permits, you will need to complete all sections of this form (including the statutory declaration outlining the circumstances around your lost or damaged permit).

Please be sure to include the entire permit number as this will indicate which permit needs to be reissued. (E.G. RPP 12345/1).

Residential parking permits are issued subject to eligibility and conditions. For further information, please refer to Council's website at www.boroondara.vic.gov.au or by contacting Local Laws on 9278 4444.

CONTACT DETAILS:

NAME OF PERMIT HOLDER:

RESIDENTIAL ADDRESS:

CONTACT NUMBER:

SIGNATURE: DATE:

REPLACEMENT OF A RESIDENTIAL PARKING PERMIT:

Please ensure you include the permit number which has been lost / damaged.

Permit number: RPP:/..... - for visitor permits ONLY.

Vehicle registration number: - for specified vehicle permits ONLY.

PAYMENT BY CREDIT CARD

VISA BANKCARD MASTERCARD DINERS AMEX

CARD NUMBER

EXPIRY DATE

I, _____ (Cardholder's full name. **PLEASE PRINT CLEARLY**), hereby authorise the City of Boroondara to charge the amount of **\$15.80*** per permit (plus Credit Card surcharge) to my credit card for the purposes of a one off application fee.

Name on card _____ Signature _____ Date _____

***CREDIT CARD SURCHARGE:** Please note that payments to Council made by credit card and debit card may incur a payment surcharge that reflects the cost charged to Council per transaction for the relevant payment method. Payment surcharge amounts may change from time to time to reflect a change in the cost charged to Council per transaction for a payment method. Current payment surcharge amounts can be found at <https://www.boroondara.vic.gov.au/about-council/payments> and at Council's Customer Service centres."

MAIL

By Cheque or Money Order:
Made payable to City of Boroondara (Ensure cheque is crossed not negotiable)
By Credit Card*:
Fill in the payment authorisation below (*A Credit Card surcharge will apply)
Send your payment with this detached portion to:
City of Boroondara, Private Bag 1, CAMBERWELL VIC 3124

IN PERSON

Payment can be made by EFTPOS, credit card*, cash, cheque or money order (*A Credit Card surcharge will apply)
Camberwell Municipal Offices (8.30am to 5pm Mon-Fri)
Hawthorn Arts Centre (8.30am to 5pm Mon-Fri)
Kew Library - NO CASH PAYMENTS (10am to 3.30pm Mon-Fri, 10am to 5pm Sat & 2pm to 5pm Sun)

PRIVACY STATEMENT: The personal information requested on this form is being collected by Council for the purpose of charging fees in relation to the above service. The personal information will be used by Council for that primary purpose or directly related purpose. The personal information collected will be disclosed to Council's bank or other financial institution for the purpose of processing payments and will not otherwise be disclosed unless required by law. If the information is not collected an alternative payment method will be required before your service request can be processed. The applicant understands that the personal information provided is for the purpose of charging fees and that he/she may apply to Council for access to and/or amendment of the information. Requests for access and /or correction should be made to Council's Privacy Officer.

Statutory Declaration

I, _____
[Full name]

Of _____
[Address]

_____, do solemnly and sincerely declare that:-
[Occupation]

I acknowledge that this declaration is true and correct, and I make it with the understanding and belief that a person who makes a false declaration is liable to the penalties of perjury.

Declared at _____

This _____ day of _____ 20_____

Signature of person making this declaration
[To be signed in front of an authorised witness]

Before me,

.....
Signature of Authorised Witness

The authorised witness must print or stamp his or her name, address and title under section 107A of the *Evidence (Miscellaneous Provisions) Act 1958* (as of 1 January 2010), (previously *Evidence Act 1958*), (eg. Justice of the Peace, Pharmacist, Police Officer, Court Registrar, Bank Manager, Medical Practitioner, Dentist)

Who can witness a statutory declaration?

Under the *Evidence (miscellaneous provisions) Act 1958*, there are many people who may witness the signing of a statutory declaration in Victoria:

- a justice of the peace or a bail justice
- a public notary
- an Australian lawyer (within the meaning of the *Legal Profession Act 2004*)
- a clerk to an Australian lawyer
- the prothonotary or a deputy prothonotary of the Supreme Court, the registrar or the deputy registrar of the County Court, the principal registrar of the Magistrates' Court or the registrar or the deputy registrar of the Magistrates' Court
- the registrar of probates and the assistant registrar of probates
- the associate to a judge of the Supreme Court or of the County Court
- the secretary of a master of the Supreme Court or of the County Court
- a person registered as a patent attorney under Chapter 20 of the *Patents Act 1990* of the Commonwealth
- a member of the police force
- the sheriff or deputy sheriff
- a member or a former member of either House of the Parliament of Victoria
- a member or a former member of either House of the Parliament of the Commonwealth
- a councilor of a municipality
- a senior officer of a council as defined in the *Local Government Act 1989*
- a registered medical practitioner within the meaning of the *Medical Practice Act 1994*
- a registered dentist within the meaning of the *Dental Practice Act 1999*
- a veterinary practitioner
- a pharmacist
- a principal in the (State) teaching service
- the manager of a bank
- a member of the Institute of Chartered Accountants in Australia or CPA or the National Institute of Accountants
- the secretary of a building society
- a minister of religion authorised to celebrate marriages (not a civil celebrant)
- a person employed under Part 3 of the *Public Administration Act 2004* with a classification that is prescribed as a classification for statutory declarations, or who holds office in a statutory authority with such a classification
- a fellow of the Institute of Legal Executives (Victoria).