

Parking Permits for Extended Residential Refurbishments or Commercial Property Works



A minimum of 5 business days notice must be given to allow ample time for review of your application.

Who can apply?

This form caters for refurbishment works in a:

- **commercial area** where the works will not involve the use of the parking bay as a work area; and
- **residential area** where the works will exceed 4 weeks or where the property is not eligible for residential parking permits.

Either the ratepayer/resident or tradesperson performing the works may apply

Please note:

- Where your needs meet the above criteria but work involves the use of the footpath, you must ALSO contact the Traffic and Transport Department for footpath occupancy related permits.
- If you are requesting a parking bay for the purposes of working within that bay, you must NOT fill in this form and INSTEAD contact the Traffic and Transport Department for permits.
- Where you require a work zone, you must NOT fill in this form and INSTEAD contact the Traffic and Transport AND provide any Traffic Management Plans that are needed.

How much will a permit cost? *credit card surcharge applies - see below

- **Residential area** - \$24.00* per vehicle per week
- **Commercial area** - \$46.80* per vehicle per bay per day

DO NOT SEND PAYMENT WITH THIS APPLICATION - an invoice will be sent if your application is approved.

*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.

Company name: _____

ABN: _____

Contact person: _____

Contact details:

Phone: _____

Email: _____

Postal address: _____

Property address where works will take place: _____

Number of permits required: _____

Start and end dates for permit:

From ____/____/____ to ____/____/____ (allow at least 5 days for this application to be processed)

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.

I have read all the information on all pages of this application including the Privacy Statement.

I can confirm that all information on this form is true & correct at the time of submitting.

I agree to abide by all guidelines & conditions listed on this form AND I agree to abide by any special conditions listed on the permit should my application be approved.

Signature of applicant: _____

Date: _____

Once completed, please return this form:

Post: City of Boroondara, Local Laws, Private Bag 1, CAMBERWELL VIC 3124

Email: boroondara@boroondara.vic.gov.au

Fax: (03) 9278 4466

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Please note:

- A permit request must be sent at least 5 working days prior to first day parking is required.
- Applicants must provide as much information as possible, including all relevant supporting documentation to assist Council in establishing eligibility for a permit.
- If your needs require further permits (eg, out of hours, footpath occupancy, etc) additional fees may be charged.
- Occupation of any Council Controlled Land without a valid permit issued by the City of Boroondara is in direct violation of the Amenity Local Law and is subject to a penalty.
- If work is to be done on a Sunday or where noise restrictions apply, you will also need to apply for an Out of Hours Work permit.

Guidelines and conditions

1. The permit is only valid for parking in the location(s) specified on the permit.
2. 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.
3. The permit cannot apply to: 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.
4. The permit does not guarantee the availability of any parking space to the permit user.
5. 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.
6. The permit label must be displayed in the front windscreen of the vehicle, so as to be clearly and readily visible from the outside of the vehicle.
7. The permit may be revoked where it has been found to be used contrary to the conditions specified and penalties may apply.
8. 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.
9. Council reserves the right to cancel this permit at any time and for any reason.
10. Failure to provide valid answers on this application form will result in a rejection of your application. If you apply for other permits within Boroondara and a contradiction of information occurs, one or more permits involved in this works may be cancelled and penalties may apply.

If your application is rejected based on an incomplete application or you fail to provide sufficient information and this is not deemed deliberate:

- we will contact you of this rejection; and
- you may complete a new application form containing the original details along with any new information required provided a minimum of one week prior to activity taking place is still provided for the reassessment.