




Residential Parking Permit Application

HOW TO COMPLETE THIS FORM

1. Read the Permit Conditions on page 3 before completing this form.
2. Complete and sign this form ensuring you have filled in all sections – front & back - using BLOCK LETTERS.
3. Submit the completed form along with any applicable fee as per HOW TO APPLY section below.

STEP 1: APPLICANT DETAILS		
First name:	Mobile Phone:	
Surname:	Other Phone:	
Email:		
Residential address:		
Proof of residency (see below) is required with this application and must be sighted by the issuing officer. The item must be the most current and / or issued in the last 3 months. It must contain the applicants name and the residential address as per above.		
<input type="checkbox"/> Drivers licence (front & back)	<input type="checkbox"/> Water / Electricity / Gas account	<input type="checkbox"/> Letter of tenancy from landlord
<input type="checkbox"/> Manningham rate notice	<input type="checkbox"/> Current rent receipt	<input type="checkbox"/> Telephone account
<input type="checkbox"/> Other - Please specify:		

STEP 2: PERMIT ELIGIBILITY –
Please turn over to complete the permit selection criteria.

HOW TO APPLY		
 In Person Manningham Council 699 Doncaster Road DONCASTER Open 8am to 5pm Monday – Friday Closed public holidays	 By Post Manningham Council PO Box 1 DONCASTER VIC 3108 Cheque made payable to: Manningham Council	 Via Email manningham@manningham.vic.gov.au Note: Where a fee is required the application cannot be submitted via email
Proof of Residency: Originals must be sighted by issuing officer.	Proof of Residency: Copies must be attached to application when submitted by Post or via Email. Sighting of the original document may be required as part of the assessment process.	

Manningham Council is committed to its obligations under the Privacy & Data Protection Act 2014 (Vic.) All personal information collected by Council will be used for Council business purposes and kept confidential. It will not be disclosed to third parties unless Council is required to disclose the information under other legislation or disclosure is necessary to complete the purpose for which it is sought. You may access information you have provided to Council and make corrections if you believe that information is incorrect. For further information including Council's information privacy policy please visit our website www.manningham.vic.gov.au

OFFICE USE ONLY

Date Issued:	/ /	Issued By:	
Permit No/s		RPZ No:	

 Interpreter service **9840 9355**
普通话 | 廣東話 | Ελληνικά | Italiano | عربي | فارسی

Manningham Council 699 Doncaster Road (PO Box 1) Doncaster 3108
p 03 9840 9333 e manningham@manningham.vic.gov.au w manningham.vic.gov.au



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STEP 2: PERMIT ELIGIBILITY

- The number and type of parking permit/s available to you is determined by the type of property you reside in.
- If you are unsure of your entitlement, Council will determine the number of permits you are eligible for.
- Please tick the permit/s you require below using the property description as your guide.

HOUSE – Single dwelling

TWO PERMITS - NO CHARGE - Available on a three year cycle and subject to evidence of residency

Permit 1 The 1st permit can be either vehicle specific or a visitor permit. Please tick selection below

Visitor – No details required

Vehicle Specific – please provide vehicle details below

Make:

Model:

Reg No:

Permit 2 The 2nd permit can be either vehicle specific or a visitor permit. Please tick selection below

Visitor – No details required

Vehicle Specific – please provide vehicle details below

Make:

Model:

Reg No:

ADDITIONAL PERMITS

Residents of a single dwelling may apply for an additional permit. A permit fee will apply.

ADDITIONAL PERMIT - \$120.00 FEE – Renewable annually

Additional permits can be either vehicle specific or a visitor permit. Please tick selection below:

Visitor – No details required

Vehicle Specific – please provide vehicle details below

Make:

Model:

Reg No:

UNIT, APARTMENT OR TOWNHOUSE

Are there 5 or more dwellings (either units / apartments / townhouses etc.) at this address?

Yes **ONE PERMIT - \$61.00 FEE** – Renewable annually
For a development of five or more dwellings. One permit for each property is available on application, subject to proof of residency and payment of a fee.

No **ONE PERMIT - NO CHARGE** – Renewable annually
For a development of up to four dwellings, one permit for each property is available on application, subject to proof of residency.

The permit can be either vehicle specific or a visitor permit. Please tick selection below:

Visitor – No details required

Vehicle Specific – please provide vehicle details below

Make:

Model:

Reg No:

STEP 3: STATEMENT OF ACCEPTANCE

I, (*Print name*) being the permit applicant, hereby declare that I have read and understand the attached conditions.

.....
Signature of Applicant

.....
Date

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MANNINGHAM

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PERMIT CONDITIONS

1. The parking permit **needs to be** facing forward with location, permit number and expiry date clearly visible to an Authorised Council Officer.
2. The parking permit is **not valid** unless hung from the rear view vision mirror.
3. The residential and visitor parking permit is only valid to the nearest intersecting street to the permit holder's property.
4. The parking permit does **not** 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.
5. The parking permit is **not** valid on an unregistered vehicle.
6. The parking permit **cannot** be sold, lent, reproduced, copied, altered or used for any other purpose. Breach of this condition may result in prosecution, cancellation or suspension of this and/or other parking permits issued to the property or person.
7. The parking permit is not valid beyond the expiry date.
8. The parking permit **needs to** be produced on demand to an authorised Manningham Local Laws Officer, as well as identification if required.
9. The parking permit can only be used for the vehicle identified by the registration number on the parking permit. This condition does not apply to visitor parking permits.
10. If the parking permit holder moves from the residence or no longer requires the permit for the designated street location, the permit must be returned to Manningham Council within 7 days.
11. The parking permit does not guarantee the availability of any parking space.
12. If the parking permit is lost, it can be replaced, if a statutory declaration is submitted, together with the required replacement fee (if applicable). If a permit is replaced the original permit is cancelled and no longer valid.
13. The parking permit remains the property of the Manningham Council and must be returned within 7 days, when requested.
14. The parking permit may be cancelled or suspended where there is evidence of misuse or use contrary to the conditions.
15. The parking permit must be removed before driving vehicle.



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