



# Resident Parking Permit Application Form

## 1 Check if you are eligible for parking permits and how many you can have

**Visit our website** to check if you are eligible, how many you can have and your permit boundary. Or call our Customer Service team on 8290 1333.

Please note if you want more than one Variable permit, you must also apply for a Vehicle Specific permit.

<b>No. of Vehicle Specific permits</b>	A Vehicle Specific permit is linked to the registration of a specific vehicle. You will need to provide documentation for each vehicle in step 4.
<b>No. of Variable permits:</b>	A Variable permit can be used on any vehicle.

## 2 Applicant details

Last name	First name
Residential address	Postcode
Postal address <i>(if different from above)</i>	
Phone	Email address

## 3 Confirm you live in the City of Stonnington

Check the box that best describes your situation. If you are renting, provide a copy of one of the documents below. Please ensure your name and permit address are visible on the document(s) you provide.

### Ratepayer and resident

There is no need to provide a document. We will confirm your status as owner/occupier from our rate records.

Renting and on lease	Renting but not on lease
Current signed lease	Utility bill issued in the last three months, sent to the permit address
Bond receipt dated within the last three months	Current Healthcare, Pension or Department of Veterans' Affairs card
Recent utility bill issued in the last three months, sent to the permit address	Statutory Declaration from the property owner confirming you are residing at the property
Current Healthcare, Pension or Department of Veterans' Affairs card	Current signed lease AND a Statutory Declaration from the lease holder confirming you are residing at the property

4

## If you are applying for a Vehicle Specific permit, confirm you own or drive the vehicle

You need to provide one document for each vehicle you want a Vehicle Specific permit for. Ensure your name and the vehicle registration number are visible.

**Check the box that best describes your situation. Provide a copy of one of the documents from below.**

### The vehicle is registered in your name:

Vehicle registration certificate

Signed vehicle transfer

Contract of sale

Vehicle insurance certificate

### You are the primary driver, but the vehicle is not registered in your name:

Vehicle insurance certificate that lists your name as a driver or the property as the garaged address.

One of the above documents (registration or vehicle transfer, contract of sale or insurance document)

**AND** a signed letter from the owner stating you're the primary driver.

### The vehicle is registered in a company name:

One of the above documents (registration or vehicle transfer, contract of sale or insurance document)

**AND** a signed letter from the company on an official letterhead. The letter must state that you are the primary driver of the vehicle and that it is garaged at the address on your permit.

5

## Make payment, if required

**The first two permits are free.**

- **Third permit**     **\$112**
- **Fourth permit**    **\$127**
- **Fifth permit**      **\$168**

Send a cheque made out to City of Stonnington. Please do not mail cash or credit card details.

Or send your completed application form without a cheque and a Customer Service team member will contact you to process payment over the phone.

Card fees apply for eftpos, credit and debit card payments. Visit [stonnington.vic.gov.au/Information-pages/Card-fees](http://stonnington.vic.gov.au/Information-pages/Card-fees) for more detail.

6

## Read and check the below two check boxes

### DECLARATION:

#### I have read and understand the Parking Scheme terms and conditions:

*I declare that I have received and read the Resident Parking Permit Scheme terms and conditions and information below, and undertake to fully comply with them at all times. I understand that a breach of these conditions may result in infringements being issued and the cancellation of all permit privileges. I further declare that all information supplied in this application form is true and correct and if my circumstances change in any way, I agree to notify Council within seven days.*

#### I have read and agree to the Privacy Policy:

*In accordance with the City of Stonnington Privacy Policy, personal details will only be used for the purposes relating to the Resident Parking Scheme and related departments or agencies. For further information regarding Council's Privacy Policy, please contact the Privacy Officer on 8290 1333.*

7

## Return the form to us

### BY POST, FAX OR EMAIL TO:

PO Box 58,  
Malvern 3144  
Fax: 9521 2255  
Email: [council@stonnington.vic.gov.au](mailto:council@stonnington.vic.gov.au)

### IN PERSON:

**Stonnington City Centre**  
311 Glenferrie Road, Malvern 3144  
Monday to Friday 8.30am to 5.00pm

**Stonnington Services and Visitor Hub**  
Chatham Street, Prahran Square, Prahran 3181  
Monday to Friday 8.30am to 5.00pm

### ENQUIRIES:

Telephone: (03) 8290 1333

**Please mail permit(s) to my residence:**

Let me know when permit(s) available to pick up from:     **Prahran Square Hub**     **Malvern Service Centre**

### OFFICE USE ONLY

Permit number(s): \_\_\_\_\_

Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Additional permit fee submitted: \_\_\_\_\_

Receipt number: \_\_\_\_\_

**Please read the following conditions carefully to ensure that permits are used correctly. Vehicles with permits that are parked contrary to these conditions may be issued with an infringement notice and/or the permits may be cancelled.**

1. Resident Parking Permits are designed to enable residents and their visitors to park in Residential Permit Zones and overstay certain time restrictions provided the vehicle is parked **AS CLOSE AS POSSIBLE TO THE RESIDENCE to which the permit is issued and within the specified boundaries.**
2. Residential Parking Permits may only be issued to residents where the property is their primary place of residence.
3. **Residential Parking Permits are ONLY to be used to attend or visit the residence to which they were issued.** They may not be used at any other location or for any other purpose. Permits are issued by area for administrative purposes only.
4. Resident Parking Permits allow vehicles to overstay certain time limits and be parked in residential Permit Zones but **do not apply at any time to:**
  - > outside or adjacent to non-residential and commercial premises. This applies to any point at the front, back and sides of the building.  
The ground floor purpose of the premise determines its commercial status
  - > Primary/main roads (unless otherwise signed).
  - > Off street car parks.
  - > Ticket parking areas.
  - > Parking zones of 30 minutes or less.
  - > Clearways, No Stopping, Loading Zones, Truck Zones, and where prohibitive (red) signs are in force.
5. Permits must be displayed in accordance with the relevant permits requirements.
6. Resident Parking Permits are invalid if used for business or commercial purposes or to park close to business premises, places of work or public transport departure points. Parking in these areas constitutes misuse of the permit.

7. Resident Parking Permits are designed for passenger cars or motorcycles only. Permits are not valid for: traders or commercial business operators; vehicles considered by Council to be designed for commercial use or constructed for carrying loads with a capacity in excess of 1,200 kilograms including utilities, trucks, trays and vans; vehicles more than six metres in length; prime movers; trailers; boats; caravans or unregistered vehicles.
8. Permits must not be transferred or sold to another person. Permits must not be duplicated in any way.
9. Faded or illegible permits must be replaced. Replacements will be issued on return of the original permit to Council. Lost permits may be replaced at the discretion of Council upon the receipt of a statutory declaration and the applicable fee.
10. The issue of a permit is at the absolute discretion of Council and does not guarantee the availability of a parking space in your street of residence.
11. The use of parking spaces may be suspended by the members of Victoria Police or by Authorised Council Officers where emergency situations arise. Permit holders must produce their permit for inspection at the request of a Council Authorised Officer or member of Victoria Police.
12. All permits are the responsibility of the person to whom they are issued. Other members of, or visitors to, the residence may also use Variable Permits. However, permit holders are responsible for ensuring that other users are aware of, and adhere to, the conditions of use of Variable Permits.
13. New residential developments where the number of dwellings on the site is increased by more than one, will be excluded from the Resident Parking Permit Scheme. Where a property is excluded from the Resident Parking Permit Scheme, no resident will be permitted to obtain any parking permits.

**WHERE PERMITS ARE USED CONTRARY TO ANY OF THE TERMS AND CONDITIONS A PARKING INFRINGEMENT NOTICE MAY BE ISSUED AND/OR THE PERMIT CANCELLED. CONTINUED MISUSE OF PARKING PERMITS OR NON-COMPLIANCE WITH THESE CONDITIONS MAY ALSO RESULT IN ALL PERMIT PRIVILEGES FOR A RESIDENCE BEING REVOKED.**

Up to two Residential Parking Permits may be issued free of charge to each rateable residential property **unless a Town Planning restriction or Council Resolution applies.**

The two free permits may consist of:

- > 2 Specific Vehicle Permits, or
- > 1 Specific Vehicle Permit and 1 Variable Permit

Additional permits may be available for a fee from Council's Services Centres. **Telephone 8290 1333** for full details.

**Please Note:** Only **one** free Variable Permit is permitted per household. Additional variable permits may be issued, in accordance with permit conditions, upon payment of the appropriate fee. Residences where no Specific Vehicle Permit has been issued are not eligible to receive more than **one** Variable Permit.

It is a condition upon issuing a permit that Council may at any time request a permit holder to provide evidence satisfactory to Council and in the form of a statutory declaration or otherwise, that all Conditions of the Resident Parking Permit Scheme are being complied with by the permit holder. If Council determines that any evidence provided is not adequate or is incorrect or if no evidence is provided in a timely manner by the permit holder, then the permit may be cancelled.

Application forms are available from Council's Service Centres or via Councils website at **stonnington.vic.gov.au**. Proof of residency and/or vehicle ownership must be supplied with all applications as outlined on the application form.

### COMMERCIAL PROPERTY

Where a property is rated as 'commercial', the required documentation must be provided and a property inspection completed by a Council officer to confirm the residential status of the property. Properties failing to meet with all requirements will not be issued residential parking permits. Specific vehicle permits only will be issued to commercially rated premises.

### SPECIFIC VEHICLE PERMITS

Permits are issued to a single vehicle with specific registration. Proof of vehicle ownership or use is required. Accepted documentation includes the vehicle registration or insurance certificate or VicRoads/RTA transfer papers. If a company vehicle is used, confirmation of the principle driver's details are required from a senior company manager on company letterhead. Acceptable proof of company ownership of the vehicle includes the vehicle registration documents or insurance certificate showing company name and the registration number of the vehicle.

When a vehicle or registration number is changed or replaced, proof of ownership or appropriate documentation must be submitted and the original permit returned to Council. Permits that are not returned may not be replaced until their expiry.

Should the permit holder move from the area, or the vehicle is sold or otherwise disposed of, permits must be removed from the car and returned to Council. Permits remain the property of the City of Stonnington at all times.

Specific Vehicle Permits must be affixed to the passenger side of the windscreen in the bottom corner. Permits must be clearly visible to a person standing outside the vehicle.

### VARIABLE PERMITS

Permits may be used by more than one vehicle in a household or by visitors to a residence. Only one free Variable Permit is allowed per household. Additional variable permits may be issued, in accordance with permit conditions, upon payment of the appropriate fee.

Variable Permits must be hung from the rear vision mirror, in the plastic pocket provided. All permit details must be clearly visible from outside the vehicle in order to be valid. Permits must be removed from the mirror when driving.

All permits must be displayed in the correct manner to avoid parking infringements being issued.

### Non-car Owners

A non-car owner, residing in premises where there are no other permits issued, is eligible to apply for no more than one Variable Permit for the use of visitors to their home.

### VISITOR PERMITS

A resident may apply for Visitor Permits for use by guests at one-off gatherings (normally limited to 3–5 permits depending on the permit area) or short stays of up to one month only at the resident's home. These permits may also be obtained when residents have the use of an alternative vehicle for a short period of time (usually a few days). Visitor permits can be purchased for a fee from Council. Where the applicant does not currently hold any residential permits at the address, proof of residency will be required. Visitor Permits allow parking in residential streets when used in accordance with the permit conditions. Permits must be displayed in the same way as Variable Permits (shown above).

### TRADESPERSONS PERMITS

Residents may purchase permits for the use of tradespersons, employed by the resident for the purpose of minor works to the residence. These permits may apply on commercial vehicles. The permit must be purchased prior to the commencement of the works. Permits must be displayed in the same way as Variable Permits (shown above).

For further information about Tradespersons Parking Permits contact **Council's Service Centre on 8290 1333**.

In accordance with the City of Stonnington Privacy Policy, personal details will only be used for the purposes relating to the Resident Parking Scheme and related departments. For further information regarding Council's Privacy policy, please contact the **Privacy Officer on 8290 1333**.

### STREET SWEEPING EXEMPTION

Residents unable to arrange for their car to be moved while they are away on holidays or business trips may apply for a temporary Street Sweeping Exemption. Exemptions must be obtained in advance of the anticipated journey. Proof of residency and vehicle ownership may be required if the resident does not hold a current Resident Parking Permit.

Residents requiring an exemption should contact: **Stonnington Parking Alliance on 9058 6600**

### City of Stonnington

T 8290 1333

F 9521 2255

E [council@stonnington.vic.gov.au](mailto:council@stonnington.vic.gov.au)

PO Box 58, Malvern Victoria 3144

[stonnington.vic.gov.au](http://stonnington.vic.gov.au)

### Service Centres:

#### Stonnington City Centre

311 Glenferrie Road, Malvern

#### Stonnington Services and Visitor Hub

Chatham Street, Prahran Square, Prahran

