

RESIDENTIAL PARKING PERMIT – CHANGE / ADDITION OF VEHICLE

If you need any help completing this form, please contact Customer Services on 9243 8888.

1. APPLICANT DETAILS

First Name:	Surname:
Residential Address:	
Phone/Mobile Number:	
Email Address:	

2. PROOF OF VEHICLE OWNERSHIP

Please provide ONE vehicle-related document (see notes below).

Please tick the documents supplied.

NOTE: The name and address details on the property and vehicle documents must be the same as the resident's name and address on the application.

Vehicle Document	
<input type="checkbox"/>	VicRoads registration notice
<input type="checkbox"/>	Vehicle lease agreement
<input type="checkbox"/>	Vehicle insurance certificate
<input type="checkbox"/>	Proof that the person is in charge of vehicle.

IMPORTANT NOTES

- For a **company registered vehicle**, a letter from the employer, on company letterhead, is required stating the name of the person in charge of the car and that it is housed at the permit required address.
- For a **private vehicle** you are in charge of, but **is not registered to you**, a Statutory Declaration is required to be completed by the registered owner, stating that you are in charge of the vehicle and your address. An additional vehicle document stating the vehicle and registered owner's details is also required.

3. VEHICLE REGISTRATION DETAILS

Please indicate below, the new vehicle details and the vehicle it is replacing (if changing your vehicle).

				Office Use Only
Vehicle Owner	OLD Reg.No.	Vehicle Make & Model (new vehicle)	NEW Reg.No.	Permit No.
				RP/
				RP/

Parking Permit – Conditions of Use

The following Conditions apply to use of a Resident Parking Permit or Visitor Parking Permit ('parking permit') issued by Moonee Valley City Council.

1. Failure to comply with the following Conditions may result in the issuing of infringement notices pursuant to Victoria's Road Safety Road Rules 2017 and Council's Activities and General Amenities Local Law 2018, or cancellation of a permit or permits.

Intended use of Resident and Visitor Parking Permits

2. A parking permit allows the vehicle displaying it to park in a 'Permit Zone' or to ignore a time limit on parking (e.g. '2P') within Moonee Valley, subject to the other Conditions noted here. It does not over-ride Local Government Act 1989 powers to move an unregistered or abandoned vehicle, or to move a vehicle that is causing an unlawful obstruction.
3. A parking permit may only be used by a bona fide resident of, or a bona fide visitor to, the property that was issued the permit.
4. A parking permit is not valid when used for a purpose other than attending the property that was issued the permit.
5. A parking permit is not valid when used at an unreasonable distance from the property that was issued the permit.

What kind of vehicles can use parking permits, and where?

6. A parking permit must only be used for vehicles under six metres long. It must not be used for trailers, boats, caravans, or unregistered vehicles.
7. A parking permit is only valid in the parking permit area indicated on the permit, or on the other side of the road directly opposite that parking permit area.
8. A parking permit is not valid for Clearways, No Stopping or No Parking areas, Loading or Work Zones, disabled parking bays, taxi ranks, tram and bus stops, off-street car parks, or where it is noted on the sign that Permits Do Not Apply.

How to display the parking permit

9. A Resident Parking Permit is only valid for the nominated vehicle, and must be permanently affixed to the lower left hand side of the vehicle's windscreen in clear view.
10. A Visitor Parking Permit can be used in any vehicle (subject to the other Conditions here), and must be hung from the rear vision mirror of the vehicle in clear view.
11. In the case that the vehicle does not have a windscreen or secure rear vision mirror, it is the responsibility of the permit holder to ensure the parking permit is in clear view for Council officers.

Ownership of permits

12. Parking permits remain the property of Council. A parking permit is not to be sold, laminated, reproduced, or used for any other purposes.
13. If a parking permit is misplaced, a Statutory Declaration and payment of any relevant fee is required before the parking permit will be replaced. The misplaced parking permit will be cancelled and may no longer be used.
14. If a misplaced parking permit is found after being cancelled, it must be returned to Council.
15. When a vehicle's ownership changes it is the responsibility of the original owner to remove the parking permit from the windscreen and inform Council in writing of the change so that the old parking permit can be cancelled and a new parking permit can be issued if necessary.

Other Conditions

16. The use of parking spaces in streets for which parking permits apply may be suspended by members of the Victorian Police, or by an Authorised Officer of Moonee Valley City Council or VicRoads, in cases of emergency or in other cases where the need warrants such suspension. A parking permit does not guarantee a parking space.
17. The driver of the vehicle must comply with the Road Safety Road Rules 2017 and any other relevant regulations.

¹ Wallis Street Car Park Permits, Ascot Vale Leisure Centre Car Park Permits, and Car Share Permits are only valid for the specified location of issue.

I have read and agreed to the conditions under which this permit is issued and state that I am fully aware of my responsibilities.

SIGNATURE OF APPLICANT

..... Date:.....

This permit is not valid unless the correct fee (if applicable) has been receipted.

Cheques to be made payable to Moonee Valley City Council.