

RESIDENTIAL PARKING PERMIT APPLICATION

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 RESIDENCY & VEHICLE OWNERSHIP

Resident Permit: Please provide **ONE** property-related document **AND ONE** vehicle-related document (see notes below).

Visitor Permit: Please provide **TWO** property-related documents.
(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.

Property Document		Vehicle Document	
<input type="checkbox"/>	Rates notice	<input type="checkbox"/>	VicRoads registration notice
<input type="checkbox"/>	Purchase document	<input type="checkbox"/>	Vehicle lease agreement
<input type="checkbox"/>	Rental Agreement	<input type="checkbox"/>	Vehicle insurance certificate
<input type="checkbox"/>	Domestic water/gas/electricity bill	<input type="checkbox"/>	Proof that the person is in charge of vehicle.
<input type="checkbox"/>	Driver's license		

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. NUMBER OF PARKING PERMITS REQUIRED

Please refer to the attached table to view the entitlements for your property and indicate the number required below. A fee may apply for some permits. All permits expire on 31st October.

Further discount applies to pensioners (please provide a copy of your pensioner concession card. A list of acceptable pension cards is available on Council's website).

	Resident Permits required (Please specify vehicle details below and 2 nd residential permit costs \$60.00.)
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	Visitor Permits required (2 nd permit visitor costs \$81.50.)
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Fees:

There are no fees for the 1st Resident and the 1st Visitor Permits.
There are fees of \$ 60.00 for the 2nd residential permit and \$81.50 for the 2nd Visitor Permit.
Please complete payment form.

Office Use Only

Receipt No:
Area:

Vehicle Owner	Reg. No.	Vehicle Make & Model	Sighted Evidence	Permit No.
				RP/
				RP/
_____	_____	_____		VP/
_____	_____	_____		VP/

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.

Parking permit – credit card payment form

Permit holder's name(s):

Address of the parking permit:

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Please charge my credit card for the following amount, as payment for my 2019/20 parking permits.

Amount to be charged to my credit card: \$.....

Please tick one: Visa MasterCard

Expiry date: /

Credit card number:

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Cardholder's name:

Address of the cardholder:
(if different from above)

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Telephone number:

Cardholder's signature:

PLEASE COMPLETE THIS SLIP AND REQUEST FORM AND RETURN IT TO:

Moonee Valley City Council, PO Box 126, Moonee Ponds 3039, or scan and email to council@mvcc.vic.gov.au.

(It is not necessary to complete this form if paying in person)

2019/2020 Parking Permit Entitlements by Property Type

<i>Property Type</i>	<i>Total Permits</i>	<i>Resident Permits</i>	<i>Visitor Permits</i>	<i>Event Permits</i>	<i>Temporary Parking Vouchers</i>
Land where residential density has increased on or after 1 January 2006 via subdivision ¹ (except for multi-dwellings – see below for them)	0	0	0	0	Yes
Shop-top²					
• Outside Activity Centres ³	1	1	1	0	Yes
• Inside Activity Centres	0	0	0	0	Yes
Multi-dwelling⁴					
• Outside the Events Area ⁵	0	0	0	0	-
• Inside the Events Area					
○ A residence owned by the Department of Health and Human Services	1	1	0	0	Yes
○ Other owner	0	0	0	0	Yes
Townhouse ⁶	1	1	1	0	Yes
House⁷					
• No crossover ⁸ to the street	4	2	2	0	Yes
• With a crossover to the street	3	2	2	0	Yes
Business in the Events Area	2	0	0	2	-
Education Facility ⁹ in the Events Area	1 per employee	0	0	1 per employee	Yes

1. The subdivision date is the date on which Council's Corporate System records an increase in the number of residences on the site. The 1 January 2006 date was first used for this purpose in the 2005 version of the *Parking Permit Policy*.
2. A shop-top is a single dwelling on the same lot as a shop or commercial premises.
3. Activity Centres are identified in the *Moonee Valley Planning Scheme*: they are Airport West, Keilor Road, North Essendon, Moonee Ponds, Union Road, and Racecourse Road.
4. A multi-dwelling is a dwelling that is not a shop-top, that vertically overlaps any other dwelling (common property and accessory units such as car parking shall be ignored); or any dwelling on the same lot as a shop or commercial premises, if there is more than one dwelling on that lot.
5. The Events Area is a defined area that is impacted by parking demand and heightened parking restrictions because of events held at the Flemington Racecourse and/or the Melbourne Showgrounds.
6. A townhouse is a dwelling that is not a shop-top or multi-dwelling, and is one of two or more present on the existing lot or original lot (as defined by the Base Persistent Feature Identifier from Vicmap Property).
7. A house is a single dwelling on a lot, that is not a shop-top or a townhouse.
8. A crossover is a vehicular access to street frontage, and may be on any side of the property. However, any access to a Right of Way or laneway shall not be counted as a crossover.
9. Education facilities include primary schools, secondary schools, kindergartens and child care centres.

Notes:

- Permits are made available to each property based on its characteristics, and not for each resident/family/business that may co-exist at that property.
- Where the Total Permits shown in the table is less than the sum of Resident Permits and Visitor Permits, the applicant can choose which type(s) of permits best suits them. For example, a house with a crossover can access three permits, but may not have more than two Resident or two Visitor Permits.