



## PARKING PERMITS - IMPORTANT INFORMATION – PLEASE READ

### TICKET MACHINE PERMITS

Permits are issued to residents for use at the Ticket Machine areas in Nelson Place and the Esplanade, Williamstown only and allow the holders to park free at the ticket machines although time restrictions still apply. Ticket machine permits cannot be used in permit zones, other restricted parking areas or at the boat ramps.

Note: Commercial businesses are only eligible to apply for one ticket machine parking permit.

### RESIDENT PARKING PERMITS

Resident Parking Permits are issued to residents who live in a street that has timed parking restrictions with the exception of multiplex developments. A vehicle displaying a resident parking permit is allowed to park in any permitted parking space within the section of the street specified on the permit and within the next nearest street. These permits may only be used in areas with time restrictions (e.g. 2 hour parking) or permit zones as specified on the permit, where vehicles may remain for longer than the time limits shown on the parking sign and when used in accordance with the permit conditions. It does not grant exemption to park in any prohibited zones, such as “No Standing or Loading Zones”, and a permit does not guarantee that parking will be available in a resident’s street.

Resident Parking Permits are only available to residents whose primary place of residence is within the municipality and who are living at the residence.

Resident parking permits also allow the permit holder to park free at ticket machine areas but the time restrictions still apply (refer to Ticket Machine Permits above)

### VISITOR PERMITS

Visitor permits are issued to residents living in time restricted streets **only** – one per household with the exception of multiplex developments. They are for short stay visitors. Visitor permits can be transferred and used in any vehicle. A visitor permit is only valid for use in the section of the street specified on the permit and within the next nearest street. Visitor permits may be used on light vehicles only.

**Visitor permits do not exempt the vehicle owner from paying parking fees in ticket parking areas. A fee will apply for replacement Visitor permits.**

Please Note: Permits must be displayed as per the conditions of use at all times. Vehicles parked with permits that are not displayed correctly or are illegible to a person standing outside a vehicle may be subject to the issue of a penalty infringement notice.

## ELIGIBILITY

Permits will only be issued to genuine residents of Hobsons Bay who are able to supply relevant proof of resident status and that the vehicle is registered to their address (acceptable proof documents include drivers licence, rates notice, lease of premises AND vehicle registration, insurance document or contract of sale)

## COMPANY VEHICLES

If you have a company car, please supply a letter from your employer on company letterhead stating that the vehicle is assigned to you and garaged at your Hobsons Bay address.

## ISSUE OF PERMITS

Permits will not be issued to vehicles in excess of 3 tonnes gross weight or trucks, trailers, caravans or motorcycles. Visitor permits may be used on any light vehicle.

## PERMIT USE

Parking permits do not allow the holder to park vehicles on footpaths, nature strips, No Stopping areas, or Loading Zones etc.

## CONDITIONS OF USE

Resident and ticket machine permits must be affixed to the passenger side of the windscreen in the bottom corner so that it is visible to Council's parking officers. Note: If a permit is not displayed, displayed incorrectly or expired you may receive an infringement notice.

Council must be notified if the vehicle is disposed of or if the owner moves from the area and in either case, the permit is to be removed from the vehicle

Permits are not transferable from vehicle to vehicle and will be cancelled should you cease to live at the address on the application form. Council has the authority to cancel a permit at its discretion. A new application must be submitted for a change of vehicle or change of address.

## OTHER PARKING PERMITS

**Tradesperson's parking permits** are available for tradespeople conducting works in either residential or commercial zones. Applications must be in writing and provide proof of the work being undertaken. Fees apply for Tradesperson's permits (for a maximum of twelve weeks). **Temporary permits** can be issued on request in special circumstances such as for someone house-sitting for a period of weeks. Applications must be in writing and permits will only be issued for a period of one month. Each household is entitled to one temporary permit in a twelve-month period. Fees apply for these permits.

I have read and understand the conditions upon which my permit will be issued

# New Parking Permit Application Form

This form is used to apply for a new parking permit. [\*] indicates mandatory field.

## 1. Parking Permit Type

Please select which type of parking permit you would like to apply for

- Ticket Machine Parking Permit
- Resident Parking Permit (time restricted streets only)
- Visitor Parking Permit (time restricted streets only)

## 2. Personal Information

Fill in your personal information

**First Name:\*** \_\_\_\_\_ **Family Name:\*** \_\_\_\_\_

**Email:\*** \_\_\_\_\_ **Contact Number:\*** \_\_\_\_\_

## 3. Property Address

Please provide the address of the property which the new parking permit will be issued to.

**Property/Rate Number:\*** \_\_\_\_\_

OR

**Street Number:** \_\_\_\_\_

**Street Name:** \_\_\_\_\_

**Suburb:** \_\_\_\_\_

#### 4. Vehicle Information

Car Registration Number:\* \_\_\_\_\_ Car Make:\* \_\_\_\_\_

Car Body:\* \_\_\_\_\_ Car Color:\* \_\_\_\_\_

If applicable, previous registration to be cancelled: \_\_\_\_\_

Company Car:\*  Yes  No

#### Checklist of required documentation to be attached:

Documents of **Proof of Residency** and **Ownership of Vehicle** are required for any parking permit applications. **One document from each list is required.**

The following are the accepted documents for proof of residency:

- Contract of Sale
- Copy of License
- Lease Agreement
- Water bill
- Electricity Bill
- Electoral Enrolment receipt

Any of the above must show applicant's name and Hobsons Bay address.

Accepted documents for proof of ownership of vehicle are:

- Contract of Sale
- Vehicle Insurance document
- Certificate of Registration
- Vic Roads Document

Above documents need to show vehicle owners name (same as applicant's name), address and registration number.