

# Visitor and Temporary parking permit application



Given name:		Family name:	
Residential address:			
Postal address (if different to above):			
Contact phone numbers	Business:	Mobile:	Home:
Email address:			

## Permits Required (Subject To Approval)

Permit number (office use only)

Visitor Parking Permits - book of 10 parking coupons:

Qty ☐

Weekly Visitor Parking permit: from to

Service Permit: from to

Merri-bek User Permit: from to


Permit type	Fee	Concession fee*
Visitor Parking Permits - book of 10 parking coupons	\$27.25	\$13.60
Weekly Visitor parking permit	\$13.95	\$7
Service Permit	\$22.50 per week	N/A
Merri-bek User Permit	\$112.50 (first month) \$337.50 (Subsequent month)	N/A

The fees above are valid for the 2023 to 2024 financial year.

\*Concession applies to residential parking permits for all holders of Centrelink cards (e.g. Pensioner, Health Care Card) and Department of Veterans Affairs cards.

\*To receive the reduced fee, a copy of a current concession card, in the applicant's name, must be provided with the application.

## Identification Checklist

All applications require one (1) piece of residential identification.

☐ Driver's Licence (photo copy of both sides of licence required) ☐ Rates Notice/Lease agreement ☐ Utility bill (excludes mobile phone bill)

# Visitor and Temporary parking permit application

## Eligibility Criteria

### Visitor including Weekly Parking Permits

- Visitor parking permits will not be issued to properties subdivided after **31 August 2011**.
- A visitor permit is only valid while the resident resides at the address shown on the approved application form and will only be issued to properties that have parking restrictions in their street.
- Visitor parking permits can only be issued for use in an applicable vehicle. The permit is not permitted to be used on a boat, bus, trailer, truck, caravan, motorcycle or vehicles greater than 4.5 tonnes or 12 metres in length.
- Visitor parking permits do NOT guarantee parking will be available.

### Service Parking Permits

- Live in a property in Merri-bek
- Produce evidence of your residency in Merri-bek (rates/tenancy agreement, drivers licence both sides, utility bill)
- Produce evidence of tradespeople, removalists etc servicing your residency (e.g. quote or receipt of services) that specify the dates when the work will take place
- The service provider can apply for this parking permit on your behalf, their application must include a letter or email from the resident providing consent.

### Merri-bek User Permit

- Anyone is eligible if parking in a street with timed restrictions
- This does not include areas with restrictions of 30 minutes or shorter or where signage is in place stating permits are not valid (e.g. in front of commercial properties).

## Permit Conditions

- The parking permit **Must be clearly displayed** on the inside, lower left-hand corner of the front windscreen.
- A parking permit not displayed as described above is invalid and any infringement notices issued for not displaying a valid permit will not be withdrawn.
- A statutory declaration is required for replacement permits. An administration fee is charged for replacement permits. We do not issue replacements for Visitor parking permit books.
- A free replacement permit will be issued if the applicant's car is stolen and a copy of the police report is produced.
- Permits are not valid in areas with restrictions of 30 minutes or less.
- Permits are not valid in No Stopping, No Parking, Clearway, bus, taxi or Loading Zones or any other red signed area.
- An expired permit is not considered a valid permit and any infringement notices issued for not displaying a valid permit will not be withdrawn.
- Photocopied or misuse of permits will result in the permit being cancelled. No replacement or refund will be provided.

- In addition to the above conditions, the visitor permit must be clearly displayed on the inside, lower left-hand corner of the front windscreen with the day, date and month erased.

## How to Apply

### Applications with required identification documents and payment can be

#### submitted: Online:

[www.merri-bek.vic.gov.au/visitor-and-services-permits](http://www.merri-bek.vic.gov.au/visitor-and-services-permits)

#### In person:

90 Bell Street Coburg VIC 3058

233 Sydney Road Brunswick VIC 3056

50 Wheatsheaf Road Glenroy VIC 3046

#### Post:

Merri-bek City Council,  
Amenity and Compliance,  
Locked Bag 10, Brunswick Vic 3056

## More Information

Please refer to

[www.merri-bek.vic.gov.au/visitor-and-services-permits](http://www.merri-bek.vic.gov.au/visitor-and-services-permits) or contact  
Customer Service **9240 1111**

## Parking Management Policy:

[www.merri-bek.vic.gov.au/policies-and-strategies](http://www.merri-bek.vic.gov.au/policies-and-strategies)

## Declaration

I declare that I am a current resident at the stated address and that the information I have provided is true and correct. I agree that I have read and understood Council's Parking Permit Conditions and I am applying for the selected permit/s in accordance with these terms and conditions. I will ensure that the permit/s is not sold, transferred or assigned to another party and will be solely used for residential purposes. I agree to return the permit/s to Council if my eligibility or place of residence changes. I understand that all Parking Permit fees are non-refundable. I consent to receiving information regarding parking permits electronically.

Name

Signature

Date

## Collection Notice

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). The personal information requested on this form is being collected by Merri-bek City Council for the purpose of assessing your eligibility for parking permits and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your application cannot be processed or a permit issued. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on 9240 1111 or e-mail at [Privacyofficer@merri-bek.vic.gov.au](mailto:Privacyofficer@merri-bek.vic.gov.au)

廣東話 9280 1910  
Italiano 9280 1911  
Ελληνικ 9280 1912

عربي 9280 1913  
Türkçe 9280 1914  
Tiếng Việt 9280 1915

हिंदी 9280 1918  
普通话 9280 0750  
ਪੰਜਾਬੀ 9280 0751

All other languages  
9280 1919