

# APPLICATION FORM

Wyndham City Council  
PO Box 197 Werribee 3030  
45 Princes Hwy Werribee 3030  
mail@wyndham.vic.gov.au

## BUSINESS PARKING PERMIT

Permit applications will be processed within **ten (10) business days** of receipt providing all relevant information is received.

### APPLICANT'S DETAILS

Applicant's Name: .....

Applicant's Address: .....

Suburb: ..... Post Code: .....

Organisation Name: .....

Organisation Address: .....

Suburb: ..... Post Code: .....

Telephone: ..... Mobile: .....

Business: ..... Fax: .....

Email: .....

#### YOU MUST PROVIDE PROOF OF EMPLOYMENT WITH YOUR APPLICATION

*You must submit a letter on company letterhead verifying your employment with the above company.*

### PERMIT DETAILS

Parking Area Required:  **Hoppers Junction (old Geelong Road Off Street Car Park)** *Hoppers Crossing*  
 **Princes Highway** *Hoppers Crossing*  
 **Powell Drive** *Hoppers Crossing*

How your permit is to be issued:  By Post  
 For Pick up/Collection

### FEES

Application Fee (Payable on Approval)  6 Months \$109.84  
 12 Months \$183.04

Lost or Transfer Fee  \$ 15

### DECLARATION

I hereby agree with the Terms and undertake to comply with the Conditions in relation to the Business Parking Permit Scheme and any special conditions as required by an Authorised Officer of the Council. I will abide by Road Rules Victoria. All information I have provided is true and correct to the best of my knowledge.

Signature of Applicant: ..... Date: .....

**PRIVACY NOTE:** The personal information requested in this form is being collected by Council for processing a permit application. The personal information will be used solely by Council for that primary purpose or directly related purposes. The applicant understands that the personal information provided is for said Permit and they may apply to Council for access and/or amendment of the information.

# PAYMENT OPTIONS

## IN PERSON

Payment can be made with cash, cheque/money order, eftpos and credit card in person at: *Civic Centre, 45 Princes Hwy, Werribee.*

## BY POST

Forward your cheque/money order along with your completed application form and all additions documents to:  
*Wyndham City Council, PO Box 197, Werribee 3030.*

**CHEQUES/MONEY ORDERS SHOULD BE MADE PAYABLE TO WYNDHAM CITY COUNCIL AND BE CROSSED WITH NOT NEGOTIABLE. POST DATED CHEQUES WILL NOT BE ACCEPTED**

## CREDIT CARD

Please complete the credit card authority below and return to Council with your completed application form to Wyndham City.

### PAYMENT AUTHORITY

Card Type:  Visa  MasterCard *No other cards types accepted*

Card Number: .....

Card Expiry: ..... / ..... Card Holder's Name: .....

Telephone: ..... Mobile: .....

**I authorise Wyndham City Council to collect this information for the purpose of processing my payment. It will not be disclosed or used for any other purpose and may be accessed by me upon request.**

Signature: ..... Date: .....

## BUSINESS PARKING SCHEME

### Permit Terms and Conditions of Use

- The permit label must be clearly displayed on the rear vision mirror with the expiry date and permit number visible from the outside of the vehicle.
- The permit must have the Permit number endorsed indelibly on the permit.
- Altered or defaced permits will be treated as invalid.
- The permit allows exemption from time limits only in the area on the permit and in appropriately signed areas that state permit holders exempted.
  - The permit must be surrendered on request from an authorised officer of Council.
  - The cost of permits will be determined by Council from time to time.
  - There is no implied guarantee of a parking space during any permit currency.
  - Any application to transfer the Permit to another vehicle must be made on the applicable form, and the existing permit be surrendered to Council by the current permit holder (statutory declaration is acceptable if permit cannot be produced for surrender) and shall have no effect until a current permit label is issued by Council after the applicable fee has been paid.
- Parking Permit holders parking vehicles in all other areas other than designated Permit Parking Areas must comply with existing parking controls applicable for those areas.
  - Reminders will not be forwarded as it is the permit holder's responsibility to renew the permit before the expiry date to avoid incurring unnecessary fines.