



# APPLICATION FORM

## CBD PARKING PERMIT – RENEWAL ONLY

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

### EXISTING PERMIT

Permit Number: .....

### 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

Proof of employment?  Y  N *Written Confirmation on company letterhead must be attached to this application*

Permits will only be renewed for current permit zone.

Current Permit Zone:  Riverbank  Cultural Centre  Troupe  Synnot St Extension  Cherry Street

How would you prefer your permit to be issued?  Posted to Business Address  
 Collect from the Civic Centre, 45 Princes Highway Werribee

### VEHICLE DETAILS

Year ..... Make .....  
 Model ..... Type .....  
 Colour ..... Registration Number .....

### FEES

*Permit Expires 30 June 2018*      \$11.70 per month    x ..... Months    = \$.....  
 Lost or Transfer Fee      \$15.00

### DECLARATION

I hereby undertake to comply with the requirements and the conditions in relation to the CBD Parking Scheme and any special conditions as required by an Authorised Officer of the Council.

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.

### OFFICE USE ONLY

Application Fee	GL 1LL Permit GST	Narrative CBD Permit	Fees DO fall within the scope of the GST
-----------------	----------------------	-------------------------	------------------------------------------



# APPLICATION FORM

## PERMIT CONDITIONS

### CONDITIONS OF USE

- The permit label must be displayed near the vehicle’s registration label and be clearly readable from the outside of the vehicle at all times.
- 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 accepted.
- The permit must be surrendered on request from an authorised officer of Council.
- Applicants may only apply for a permit if they are employees/owners/occupiers/proprietors of businesses located within the Boundary of - CBD Cordon Area, indicated on this form and are required to provide proof by submission on business letterhead. Such proof must be attached to the application form and signed by the owner/occupier of such business. No permit will be granted without such letter being supplied.
- The cost of permits will be determined by Council from time to time.
- There is no implied guarantee of a parking space during any permits 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.
- If permit label particulars do not correspond to the motor vehicle it is affixed to, the owner of the motor vehicle is liable to a penalty as the permit is not valid.
- No transfer of Permit holder is permitted.
- 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.

## 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 and all required documents to the above postal address.

### PAYMENT AUTHORITY

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

Card Number:                      .....

Card Expiry:                      ..... / .....

Card Holder’s Name:                      .....

Address:                      .....

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

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:                      .....



# APPLICATION FORM

## WERRIBEE CBD PARKING AREA

