



# APPLICATION FORM

## BUSINESS PARKING PERMIT

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

### 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:  Old Geelong Road *Hoppers Crossing*  
 Princes Highway *Hoppers Crossing*  
 Powell (off street car park) ..... *Hoppers Crossing*

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

### VEHICLE DETAILS

Year ..... Make .....

Model ..... Type .....

Colour ..... Registration Number .....

### FEES

Application Fee  6 Months \$ 90  
 12 Months \$148

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 in relation to the legal parking of the above mentioned vehicle. All information I have provided is true and correct to the best of my knowledge.

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

**PRIVACY COLLECTION STATEMENT:** Your personal information is being collected by Council for your business parking permit application. Your information will be stored in Council's Customer Database and used to identify you when communicating with Council and for the delivery of services and information. For further information on how your personal information is handled, visit Council's Privacy Policy at <https://www.wyndham.vic.gov.au/privacy-policy>

### OFFICE USE ONLY

Application Fee	GL	Narrative	
	1LL Permit No GST	Business Parking Permit	Fees do NOT fall within the scope of the GST



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## 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 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.

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.