



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 **fifteen (15) 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: 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 \$ 91.80
 12 Months \$150.95

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 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

	GL	Narrative	
Application Fee	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.