

RINGWOOD ACTIVITIES AREA Visitor Parking Permit Vouchers



Daily & 4-hour Permits

How to complete this form

1. Read the 'Ringwood Activities Area Parking Permit Policy' and 'Conditions of Issue and Use' before completing this form.
2. Determine your eligibility for a permit.
3. Fill out all fields correctly using block letters (failure to provide all details may cause delays)
4. Submit the completed form and requested documents by mail, or in person with **appropriate fee**.

Section 1: Applicant Details (This section must be completed)

APPLICANT NAME

Title _____ First Name _____ Last Name _____

RESIDENTIAL ADDRESS

Level/Unit/Number _____ Street _____

Suburb _____ Postcode _____

Postal Address (if different from above) _____

CONTACT DETAILS

Home _____ Work _____ Mobile _____

Email _____

Section 2: Eligibility

I reside within a residential area (as defined in the Ringwood Activities Area Parking Permit Policy or additional streets as detailed on Maroondah City Council's website ([www.maroondah.vic.gov.au/Parking Permits.aspx](http://www.maroondah.vic.gov.au/Parking%20Permits.aspx)).

Yes You are eligible, please proceed to Section 3. No You are **NOT** eligible for parking permits.

Section 3: Fees and entitlements

Eligible residents can apply for one set of vouchers per month (12 x 4 hour and 6 x daily parking vouchers). The vouchers do not expire.

Fee \$36.00 (per set of vouchers)

Office Use Only

Cashier Use: RAAV – Visitor Parking Permit Vouchers

LC: PARK/ _____ ///RAAV
(Licence Number)

Payment Type: Cash / Cheque / EFTPOS

Receipt Number: _____

Amount: \$ 36.00

Section 4: Proof of Residency/Entitlement

Previous Applicant? Yes No If **YES**, Please provide previous Permit Number: _____

If **NO**, please supply a copy of 2 documents from the following list that show your current residential address:

- | | |
|--|---|
| <input type="checkbox"/> Electricity account | <input type="checkbox"/> Lease or tenancy agreement |
| <input type="checkbox"/> Gas account | <input type="checkbox"/> Rent receipt |
| <input type="checkbox"/> Telephone account | <input type="checkbox"/> Drivers licence (front and back) |
| <input type="checkbox"/> Water account | <input type="checkbox"/> Letter of tenancy from landlord |

Section 5: Statement of Acceptance (This section must be completed)

I declare that I am a permanent resident at the above address and that the information I have provided is true and correct. I have read, understood and agree to Maroondah City Council's Ringwood Activities Area Parking Permit Policy. I will ensure that the vouchers are not sold, transferred or assigned to another party and will be solely used for purposes as stated. I agree to return the vouchers to Maroondah City Council if my eligibility changes. I understand that the fees are non-refundable. I acknowledge information found to be false in support of the application may result in the vouchers being cancelled.

Name _____

Signature _____ Date _____

How to apply

Please return this form along with supporting documents and applicable fee via one of the methods below.

Keep the Conditions of Issue and Use page for your reference.

MAIL

Maroondah City Council
PO Box 156
Ringwood VIC 3134

IN PERSON

Civic Centre, Braeside Avenue, Ringwood
Realm, 179 Maroondah Hwy, Ringwood
Croydon Service Centre, Civic Square, Croydon

FURTHER INFORMATION

Phone: 1300 88 22 33

TTY: 1800 555 677 (hearing/speech impaired)

Web: www.maroondah.vic.gov.au

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy & Data Protection Act 2014 and the Health Records Act 2001. The information you provide on this form is being collected by Maroondah City Council for the strict purpose of conducting Council business. Your information will not be disclosed to any external party without your consent, unless Council is required or authorised to do so by law. Failure to provide the information requested may make you ineligible to receive the service or be part of an event/function that is the subject of this form. Any access to the information, amendments that may be required or any privacy enquiries may be directed to Council's Privacy Officer & Health Records Officer on 9298 4211 or email - privacy@maroondah.vic.gov.au

Applicant to Keep this Section for Future Reference

Conditions of Issue and Use for Residential Parking and Voucher Parking Permits

1. You must apply for a permit in writing on a standard application form. Any proof, as request on the application form, must be supplied before a permit/s is issued;
2. Where parking permits are used contrary to any of the terms and conditions a parking infringement notice may be issued and the permit may be cancelled. Continued misuse of parking permits may also result in all permit privileges for a residence being revoked;
3. Resident Parking Permits (excluding Visitor Parking Permit Vouchers) will only be available to residents residing at a single house dwellings, unless with the written consent of both Council's Manager Resident Services Unit and Council's Manager Engineering & Infrastructure;
4. Any parking permit that is obtained as the result of providing false or misleading information will be cancelled and the permit holder will be ineligible to obtain a permit for a period of 12 months. Any vehicle (s) for which the parking permit is issued will also be ineligible for a parking permit for a period of 12 months;
5. Failure to display the parking permit on the vehicle so that all inscriptions are clearly visible from the outside of the vehicle, may result in a parking infringement notice being issued;
6. Resident Parking Permits will expire per financial year as shown on the permit. The permit is issued for a maximum of 12 months;
7. Visitor Parking Permit Vouchers will not expire until used;
8. Unregistered vehicles displaying a valid Maroondah City Council parking permit may still be towed under Maroondah City Council's current Local Law;
9. The issue of a parking permit will not guarantee the availability of a parking space to the holder;
10. Resident parking permits, unless with the written consent of both Council's Manager Resident Services Unit and Council's Manager Engineering & Infrastructure, may not be used for business or commercial purposes at any time;
11. Resident parking permits are not available for trailers, boats or caravans;
12. Resident parking permits will not be issued to vehicles over 1.5 tonne and / or 7 metres in length;
13. The loss of a resident parking permit must be reported to the Maroondah City Council Local Laws department as soon as possible;
14. If a resident parking permit holder changes the registration number of their vehicle, Maroondah City Council must be notified by filling out the 'Change of Address / Details' Form and including a copy of the new vehicle registration details;
15. If a resident parking permit holder moves out of the Ringwood Activities Area, Maroondah City Council must be notified in writing and the permit destroyed. If the parking permit holder moves, but remains within the Ringwood Activities Area, the permit holder must please fill out a 'Change of Address / Details' Form to update details and verify continued eligibility for the Ringwood Activities Area Parking Permit scheme;
16. Resident parking permits must not be transferred or sold to another person;
17. Parking permits must not be duplicated in any way;
18. Once a parking permit is issued, the parking permit holder is not eligible for either a full or partial refund;
19. Council reserves the right to withdraw Residential Parking Permits and Visitor Parking Permit Vouchers at any time;
20. Maroondah City Council will endeavor to process all parking permit applications within 10 working days of having been received;
21. Visitor Parking Permit Vouchers will not be replaced if lost, misplaced or damaged;
22. If Visitor Parking Permit Vouchers are found to have been altered, reproduced or sold, the residential property associated with the Visitor Parking Permit Vouchers shall be excluded from both the residential and visitor parking permit scheme for 12 months;
23. For the Visitor Parking Permit Vouchers to be valid, the date, time and vehicle registration must be written in pen or permanent marker before the individual voucher is placed on the vehicle;
24. Council reserves the right to alter the fees for all parking permits and voucher booklets;
25. The number and location of parking spaces may be varied or suspended by authorised Council Officers or Victoria Police.