

# Ringwood Activities Area Permit application



## 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's full name:	
Applicant's Residential Address:	
Postal Address (if different from above)	
Applicant email:	
Applicant contact number:	

## Section 2: Eligibility

Eligible residents are entitled to apply for up to 3 residential parking permits.

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/ParkingPermits.aspx](http://www.maroondah.vic.gov.au/ParkingPermits.aspx)).

Yes You may be eligible, please continue.  No You are **NOT** eligible for parking permits.

I reside at an address that has a single dwelling only (**this does not include units, townhouses, apartments, etc**).

Yes You may be eligible, please continue.  No You are **NOT** eligible for parking permits.

### Payment Details (Internal Use Only)

LC: Prepayment : \_\_\_\_\_ Receipt Number: \_\_\_\_\_ Date Paid: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Cashier Use: Ringwood Activities Area Permit

LC: PP/PARK      ADD      RAAR/number of permits/name of applicant  
Payment Type: Cash / Cheque / EFTPOS  
Receipt Number: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

## Section 3: Entitlement

- a. How many registered vehicles are permanently associated with the property?
- b. How many car spaces are available at the property? (This includes parking areas such as garages, carports, driveway space in front of garages etc)
- c. You are entitled to purchase this number of permits (to a maximum of 3 per property).
- Minus (-)   
Equals (=)

## Section 4: Fees

	<b>Full fee</b> (please tick) (Permit applied for between July and December)	<b>Pro Rata</b> (please tick) (Permit applied for between January and June)	Vehicle Registration Number
1 <sup>st</sup> Permit	\$53.00 <input type="checkbox"/>	\$26.50 <input type="checkbox"/>	
2 <sup>nd</sup> Permit	\$92.00 <input type="checkbox"/>	\$46.00 <input type="checkbox"/>	
3 <sup>rd</sup> Permit	\$143.00 <input type="checkbox"/>	\$71.50 <input type="checkbox"/>	
<b>Total Cost</b>	\$		

Please note that a maximum of 3 permits can be allocated to each eligible property.

## Section 5: Proof of residency and vehicle ownership

Please supply a copy of 2 documents from the following list that show your current name and 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

Please tick one of the following options:

<input type="checkbox"/> I own my vehicle and a copy of the registration certificate is attached.
<input type="checkbox"/> I use a company vehicle / fleet vehicle and have provided a letter from my company with the vehicle registration details.
<input type="checkbox"/> I do not own my vehicle and have provided a statutory declaration from the vehicle owner and a copy of the vehicle's registration showing the vehicle owners name and vehicle registration number.

## Section 6: Statement of acceptance

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 'Conditions of Issue and Use'. I will ensure that the permits are not sold, transferred or assigned to another party and will be solely used for residential purposes. I agree to return the permit/s 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 permits being cancelled.

Name \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

*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](mailto:privacy@maroondah.vic.gov.au)*

### How to apply

Please return this form along with supporting documents and applicable fee via one of the methods below. *Please keep the Conditions of Issue and Use page for your reference.*

#### MAIL

Maroondah City Council  
PO Box 156  
Ringwood VIC 3134

#### IN PERSON

Realm, 179 Maroondah Hwy, Ringwood  
**Croydon Service Centre**, Croydon Library,  
Civic Square, Croydon

#### EMAIL

[maroondah@maroondah.vic.gov.au](mailto:maroondah@maroondah.vic.gov.au)

#### FURTHER INFORMATION

**Phone:** 1300 88 22 33

**TTY:** 1800 555 677 (hearing/speech impaired)

**Web:** [www.maroondah.vic.gov.au](http://www.maroondah.vic.gov.au)

## Applicant to Keep this Section for Future Reference

### Conditions of Issue and Use for Residential 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 Unit as soon as practicably possible following the realisation of such loss;
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 authorized Council Officers or Victoria Police.