

Building/Contractor Parking Permit Application



2025/2026

Applicant details

Applicant's full name:		
	<input type="checkbox"/> Contractor	<input type="checkbox"/> Owner/Builder
Company:		A.B.N.
Applicant's Address:		
Applicant's email:		
Applicant contact number:		

Property details (please note that the address must be a Maroondah address)

Address:		
Nature of Work:		

Fees

No. of Permits: _____ x No. of weeks _____ = _____ x \$23.00 = \$ _____
Max 5 permits (Max 13 weeks) Total Payable

Permits will be processed within 10 working days

Acknowledgement

I agree the details provided on this application form are accurate and to abide by the 'Conditions of Issue and Use of Building/Contractor Parking Permit

SIGN HERE Signature		Date:
Print Name:		

Form: Application for Building/Contractor permit
Our Reference: 18/262452

Service Area: Local Laws

Active Prosperous Vibrant Sustainable Accessible Thriving Inclusive Empowered

How to Apply

MAIL

Maroondah City Council (Local Laws)
PO Box 156
Ringwood VIC 3134

EMAIL

maroondah@maroondah.vic.gov.au

IN PERSON

Realm, 179 Maroondah Hwy, Ringwood
Croydon Service Centre, Croydon Library, Croydon

FURTHER INFORMATION

WEB: www.maroondah.vic.gov.au

Phone: 1300 88 22 33

Maroondah City Council is committed to protecting your privacy as prescribed by the Privacy and 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 to do so by law or it is part of the Council business that is being undertaken. 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 and Health Records Officer on 1300 88 22 33 or email - privacy@maroondah.vic.gov.au

Payment Details (Internal Use Only) – return application to Local Laws

LC: Prepayment : _____ Receipt Number: _____ Date Paid: ____ / ____ / ____

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Cashier Use: Builder/Contractor Permit

LC: PP/PARK ADD BCP/number of permits/business name Payment Type: Cash / Chq / EFTPOS

Receipt Number: _____ Amount: \$ _____

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Applicant to keep this section for future reference

Conditions of Issue and Use for Building/Contractor Parking Permit

1. You must apply for a permit in writing on a standard application form. Any proof requested on the application, must be supplied before any permit(s) are issued.
2. Any permit which is copied, altered, reproduced in any fashion, or sold will be cancelled and will not be replaced.
3. Any permit which 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.
4. The permit will expire on the date shown on the permit.
5. Maximum period of time allowed for a building contractor permit is 13 weeks with an extension option of 10 weeks.
6. If any permit is lost/stolen/damaged or otherwise rendered unusable, the applicant may be asked to submit a Statutory Declaration to Maroondah City Council explaining why the permit needs to be replaced and accompanied by supportive proof wherever possible. Maroondah City Council will issue a replacement permit on receipt of the declaration and charge a replacement fee where applicable.
7. Maroondah City Council will endeavour to process all permit applications within 10 working days of the date of receipt.
8. No exemptions or concessions apply to permit fee.
9. Once the permit is issued, the permit holder is not eligible for either a full or partial refund.
10. The issue of the permit does not guarantee the availability of parking spaces.
11. Failure to display the 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.
12. Building Contractor parking permit holders cannot park in No Stopping, Disabled Parking or Clearway areas.
13. These Permits **only** apply in time restricted areas.
14. Permits are issued for works conducted Monday to Friday between the hours of 7am – 7pm, and Saturday between 8am and 3pm, inclusive.
15. Building Contractor permits will not be issued to vehicles over 4.5 tonne and/or 7.5 metres in length.
16. The number and location of parking spaces may be varied by authorised Council Officers or Victoria Police.
17. Maroondah City Council reserves the right to request further information or documents to support this application.
18. Maroondah City Council reserves the right to withdraw this permit at any time.
19. Maroondah City Council reserves the right to change the Conditions of Issue and Use of this permit at any time.
20. The permit is only valid in area nominated.

Where parking permits are used contrary to any of the terms and conditions a parking infringement notice may be issued and the parking permit may be cancelled.