



Application for Residential and Visitors Parking Permits

A maximum of two residential and/or two visitors parking permits may be issued

Number of parking spaces at your property	Maximum number of Residential Parking Permits	Maximum number of Visitor Parking Permits
0	2	2
1	1	2
2	0	2
3	0	1
4 or more	0	0

ABOUT THIS FORM

You may use this form to apply for a Residential and/or Visitor Parking Permit/s noting that certain eligibility conditions apply.

How to complete this form:

1. Read this Residential/Visitor Parking Permit guide before completing this Application.
2. Ensure that all fields are filled out correctly. (Incomplete forms may delay process and will be returned to the applicant)
3. Once completed, the form can be submitted by mail to the City of Melville Civic Centre which is located at 10 Almondbury Road, Booragoon, WA 6154, in person or online.
4. If you are applying for a replacement permit (lost) a fee of \$25.00 applies to each replacement permit. Payment can be made in person at the City of Melville Civic Centre which is located at 10 Almondbury Road, Booragoon, WA 6154 or by cheque or money order made payable to the City of Melville.

PART 2: APPLICANT DETAILS

Title (Mr, Mrs, Miss, Ms): _____

Given name: _____ Surname: _____

Residential address: _____ Postcode: _____

(Please include street number and suburb)

Postal Address (if different from above): _____ Postcode: _____

Daytime contact phone number: _____ Home number: _____

Mobile number: _____ E-mail: _____ consent to email

Included document checklist

- Rates notice or current lease agreement including signatories and/or letter from the property owner including signatories
- Current vehicle registration papers for all vehicles kept at the property (including letter from owner /company if not in residents name)
- Driver's licence, passport or proof of age card



Number of off street parking spaces at the property: _____

Number of vehicles at the property: _____

Visitor Permits

Number of permits applied for: 1 or 2

Residential permit vehicle details

	Rego*	Make	Model	Colour
Vehicle 1				
Vehicle 2				

*Registration papers must be submitted with Residential Permit Application



I confirm I am a resident of the above address and all information is true and correct. I have read and understand the conditions applicable for the Residential and Visitors Parking Scheme.

SIGNATURE OF APPLICANT: _____ **DATE:** _____

Please email completed application by post to City of Melville, Locked Bag 1 Booragoon WA 6954

<u>OFFICE USE ONLY</u>	
<u>New Application</u> <input type="checkbox"/>	<u>Renewal</u> <input type="checkbox"/>
<u>Permit 1:</u>	<u>Permit 2:</u>
<u>PW Reference:</u>	<u>Expiry Date:</u>

Conditions of use governing residential and visitor permits

Permits are issued subject to the following conditions:

1. The permits expire on 31 December of the year applied for. Renewals are not sent out; it is up to the applicant to re-apply if a permit is still required.
2. Residents of Apartment Developments will not be eligible for Residential Parking Permits; eligibility may apply to Visitors Permits.
3. Residential Permits must be displayed on the lower left hand corner of the vehicles windscreen, thus ensuring its visibility to the Rangers from outside the vehicle
4. Visitors Permits must be clearly displayed on the dashboard with all details visible. Photocopied Permits are not permitted and may incur infringements.
5. Infringements will be issued if any Permit is not clearly displayed in the windscreen on the dashboard.
6. Permits do not guarantee a parking space in the Road/Street shown thereon. The permit entitles the holder to park within a reasonable distance on the street that of the property it is issued to.



7. The Permit may only be used for:-
 - i. parking on the road designated on the Permit, except on occasions nominated by the Council,
 - ii. parking on the verge of the property designated on the permit, unless (parking is prohibited by a sign).
 - iii. Parking on the road or verge for periods up to 24 hours only.
8. Parking is not permitted in the following areas:
Those restricted by:

Less than 30 minute time limit	Loading Zones
No Stopping	Footpaths or Crossovers
No Parking	Buss or Taxi Stand
9. Should you leave your present residence, the permits must be removed immediately from the vehicle and a new Permit applied for if required.
10. In the event an infringement notice is issued to a vehicle displaying a permit, the driver/vehicle owner will be required to submit an appeal in writing to the City of Melville
11. Permits will not apply until displayed on the designated vehicle.
12. Council reserves the right to revoke any Permit at any time.
13. Permits are not issued to Business Premises.
14. Vehicle Registration papers must be sighted prior to issuing of Residential Permit.
15. Should a permit become faded or damaged, a replacement can be made free of charge upon receipt of the faded or damaged permit. Replacement of lost or stolen permits will incur a fee of \$25 per permit. Stolen permit replacements are free of charge when a relevant Police report is produced.

Should you have any queries regarding Permits, please contact customer service on 1300 635 845 or 9364 0666

Applicants should bring or post all relevant documentation to the City of Melville, 10 Almondbury Road, Booragoon WA 6154, so that they may be sighted and processed and the premises surveyed before a permit is issued.