

Application for Parking Permit

ABOUT THIS FORM

You may use this form to apply for a Residential and/or Visitor or TPI 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 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 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.

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	☐ 1
☐ 2	☐ 0	☐ 0
☐ 3		
☐ 4 or more		

APPLICANT DETAILS

Mr ☐ Mrs ☐ Miss ☐ Ms ☐ Other: _____

Surname: _____ Given Name/s: _____

Residential Address: _____ Suburb: _____ Post Code: _____

Post Address (if different from above): _____ Suburb: _____ Post Code: _____

Phone Number: Home _____ Work _____ Mobile _____

Email: _____

Can the City of Melville use this email address to issue renewal notices and other relevant information? Yes ☐ No ☐

Number of vehicles able to be parked within private property at the above address: _____

Number of vehicles registered to the above property: _____

General Enquiries Tel: 131 247 Email: melinfo@melville.wa.gov.au www: melvillecity.com.au

Street Address: 10 Almondbury Road, Booragoon WA 6154 **Postal Address:** Locked Bag 1, Booragoon WA 6954

National Relay Service Tel: 133 677 (TTY) 1300 555 727 (speech relay) www: relayservice.com.au



Application for Parking Permit Details of vehicles

Please provide details of all vehicles registered at the above property:

	Rego*	Make	Model	Colour
Vehicle 1				
Vehicle 2				

Number of permits applied for:

Residential Permits: 1 or 2 or TPI Permit

Nominated vehicles to receive residential permits:

	Rego*	Make	Model	Colour
Vehicle 1				
Vehicle 2				

*Registration papers must be submitted with permit application

Visitor Permits: 1 or 2

Applicant Declaration:

I _____ confirm I am a resident of _____

and all the information provided in this application is true and correct.

I have read and understood the conditions applicable to applying for Residential and/or Visitors Parking Permit as per the City of Melville's Parking Permit Policy 2016.

SIGNATURE OF APPLICANT _____ **DATE** _____

Please send completed application by clicking submit, emailing to melinfo@melville.wa.gov.au or mailing to City of Melville, Locked Bag 1, Booragoon, WA 6954.

INCLUDED DOCUMENT CHECKLIST

Rates notice or current lease agreement including signatures 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) ☐

Drivers licence, passport or proof of age card ☐

TPI Gold DVA Card if applying for TPI Permit ☐

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Application for Parking Permit
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	Bus 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.

We collect your personal information to process your request in accordance with the standards set out in the Privacy and Responsible Information Sharing Act 2024 (PRIS Act). By completing this form, you confirm that you have read and acknowledge the collection of your personal information.
For full information about how we handle your personal information, [please visit our privacy page.](#)

