

CONDITIONS OF ISSUE AND USE - CITY ACCESS PARKING PERMIT

Please keep this 'Conditions of Issue and Use' page for your reference

1. You must apply for a permit by using the online application form found at www.melbourne.vic.gov.au/parkingpermits. Any proof, as requested on the application, must be supplied before any permit(s) is issued.
2. Any permit which is copied, reproduced in any fashion, or sold will be cancelled and may not be replaced.
3. Any permit which is obtained as a 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. An official letter (on letterhead) from the applicant's employer or educational institution must be provided at the time of application confirming their work or study within the municipality.
OR
An official letter (on letterhead) from the applicant's medical specialist must be provided at the time of application confirming their ongoing requirement for medical treatment within the municipality. The letter supplied must be dated within three months of the application.
5. The permit will expire on the date shown on the permit.
6. The permit will show the registration number of the vehicle(s) for which it is issued. It is not transferable.
7. The permit holder may nominate up to three vehicle registration numbers on the permit.
8. The issue of the permit to any person(s) does not guarantee the availability of any parking space(s) to the holder(s).
9. The City of Melbourne will endeavour to process all permit applications within 10 working days of receipt.
10. There is no fee for the City Access for People with Disabilities annual parking permits.
11. Permit holders are subject to 'No Stopping', 'Clearway', 'Loading Zone', 'Bus Zone', 'Disabled Zone' and 'Taxi Rank' restrictions where applicable.
12. The use of parking spaces in parking areas to which the parking permit applies may be suspended by a member of the police or by authorised officers of the City of Melbourne at any time.
13. Failure to display the permit on the vehicle so that all inscriptions are clearly visible from the outside of the passenger side of the front windscreen of the vehicle may result in a parking infringement notice.
14. The permit will cease to be valid in the event that:
 - a. The permit is being used by anyone other than the nominated permit holder.
 - b. The person(s) in whose name(s) the permit is issued ceases to require access for the purpose for which it has been issued.
15. The holder of a City Access for People with Disabilities permit is a person with a permanent ambulatory disability. Holders are authorised to park their vehicle in a lawfully designated green-signed parking area within the City of Melbourne for a period longer than fixed.

16. To be eligible for a City Access for People with Disabilities permit, the applicant must also hold a valid Australian Disabilities Parking Permit or Parking permit for people with disabilities and show proof of this at the time of application.
17. The City Access for People with Disabilities permit must be displayed in conjunction with a Category 1 or Category 2 Australian Disabilities Parking Permit at all times.
18. The City of Melbourne reserves the right to request further information or documents to support this application.
19. The City of Melbourne reserves the right to withdraw this permit at any time.
20. The City of Melbourne reserves the right to change the Conditions of Issue and Use of this permit at any time.
21. Any permit which is altered, copied, reproduced in any fashion, leased, traded, sold or offered as part of a transaction is no longer valid and will be cancelled. In such cases, permits may not be replaced, and permit holders may be excluded from the scheme.

Replacement permit

22. The permit holder or the permit holder's agent may request a replacement permit by submitting a Statutory Declaration outlining the reasons for replacement.
23. If a permit holder changes the registration number of their vehicle(s), the City of Melbourne must be notified via online.
24. If a permit is damaged or unusable, a replacement permit will only be issued upon the return of the old permit.
25. If a change of vehicle registration is required, a replacement permit with the new registration details will only be issued upon the return of the old permit via post. and the receipt of the declaration.

Return to:

City of Melbourne Permits Team

PO Box 488

Melbourne VIC 3001

26. Further information maybe requested to confirm proof of vehicle ownership.
27. If a permit is reported stolen, we require a copy of the police report, and a replacement permit may be issued.
28. Requests for replacement permits may be charged where applicable.
29. City of Melbourne reserves the right to refuse a request for replacement.

Timelines

30. Permits will expire one year from the date of issue. The expiry date is shown on the permit.
31. Upon expiry, the permit is no longer valid for exception from parking conditions and the permit holder must ensure the permit is destroyed.
32. If desired, permit holders may renew their permit up to one month before the expiry date. Permit holders may renew their permit up to one month after the expiry date, using the renewal notice supplied by the City of Melbourne. After this time, the applicant must complete a new application.
33. The month and day of permit expiry will remain the same for the life of the permit number.