



## Conditions of Issue and Use – Residential Parking Permits

**Please keep this page for your reference.**

1. Applicants may apply online for residential parking permits and, if eligible, visitor voucher booklets (herein referred to as ‘permits’ and ‘vouchers’) at [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)
2. Permits are issued to individual residents and cannot be transferred to another person, including other residents at the same address. A new resident must submit their own application and meet all eligibility criteria.
3. Permit applications are assessed based on the Residential Priority Parking Area assigned to the property.
4. The City of Melbourne reserves the right to request further information or documentation to support an application.
5. Exceptions to parking restrictions are applicable only to vehicles correctly displaying a valid permit. Applicants must continue to observe the signed parking restrictions until their permit has been issued and is correctly displayed on their vehicle.

### **Permit types**

6. Where eligible, residents may apply for single registration permits, dual registration permits, transferable parking permits and vouchers.
7. A resident may nominate no more than two vehicle registration numbers on each dual registration permit.

### **Eligible properties**

8. Residents are expected to consider their current and future parking needs and options when assessing the suitability of a new property or a vehicle.
9. The municipality is divided into areas for the purpose of administering the residential parking scheme. Applicants may only apply for permits and if eligible, vouchers in the area in which they reside, as indicated in the eligibility checker form.
10. Applicants in areas 1A, 1B, 1C, 2, 3A, 3B, 8, 10, 16 and 27 may apply for two permits, only one of which may be a transferable permit.
11. Applicants in areas 7, 12, 14, 15A, 15B, 17, 18, 19, 21, 22, 23, 24, and 26 may apply for one permit.
12. Only residential properties with a certificate of occupancy dated before 25 March 2010 (in areas 3B, 7, 12, 15A, 16, 18) or 25 October 2011 (in area 8) are eligible for a permit. In areas 1A, 1B, 1C your home must have been issued a certificate of occupancy before 1 May 2018.
13. In area 3A your home must have been issued a certificate of occupancy before 1 July 2018.
14. Only residential properties with a certificate of occupancy dated before 1 July 2005 (in areas 4A, 4B, 4C, 4D, 9A, 9B and 9C) or 1 July 2008 (in areas 5 and 6) are eligible to apply for a permit (including visitor vouchers).

15. Only a property that was originally and is currently a residential property is eligible for permits. The property must not have been reconstructed after the above dates to increase the number of dwellings.
16. The property must be assessed and charged at the residential rate in accordance with council rating records to be eligible for the issue and use of parking permits.

**Example 1:**

A home constructed in 1900 became 'commercially' rated when it changed use to a lawyer's office in 1963. In 2012, when new owners restored the property back to a residence (without adding any new units), the City of Melbourne assessed the property as residential. This property would be eligible for a permit.

**Example 2:**

A single dwelling property is demolished and replaced with another single dwelling property. This property would be eligible for a permit.

**Example 3:**

A property constructed in 1980 has historically been used as a tie shop. It was converted to a house in 2012 and the City of Melbourne assessed the property as residential. This property is not eligible for any permits.

17. Residential properties may not be eligible for a permit if the planning permit associated with that property specifically excludes residents or owners from the residential parking scheme.
18. Eligible applicants in properties located within the Carlton, North Melbourne, and West Melbourne with:
  - a. no off-street parking spaces may apply for a maximum of two permits as well as vouchers
  - b. one off-street parking space may apply for one permit as well as vouchers
  - c. two off-street parking spaces may not apply for permits but may apply for vouchers.
19. The number of accessible off-street parking spaces is determined by the latest valuation assessment of the property.
  - Where an off-street parking space associated with a residential property has been converted, or is proposed to be converted, to another use (including but not limited to a room, storage area, studio, commercial use), this does not create an entitlement to residential parking permits in lieu of the off-street parking space

**Proof of residency**

20. The City of Melbourne will only issue permits or vouchers to residents of the municipality. Property owners who do not reside at the property are ineligible for permits or vouchers. Applicants are only eligible for permits at only one City of Melbourne property.

Applicants **must** provide a copy of one of the following documents as proof of residency:

- a. electricity or gas account
- b. internet account fixed to the property address (mobile internet account will not be accepted)
- c. landline telephone account
- d. welcome letter from utility company if you have moved into the property in the last three months
- e. signed copy of the current lease or tenancy agreement with at least six months remaining

- f. statutory declaration from the landlord or property owner confirming residency at least six months remaining.

The proof of residency document supplied **must** include the following information:

- a. name of applicant which matches the name on the permit application
  - b. service address which matches the residential address on the permit application
  - c. issue date within three months of receiving the permit application.
21. Applicants eligible to apply for a second permit or vouchers do not need to provide proof of residency if their existing residential parking permit at that address remains current.
  22. The City of Melbourne must be satisfied that the applicant will reside at the property for a minimum of six months after the permit is issued.

### **Permit fee**

23. Payment must be received prior to a permit or vouchers being issued.
24. Current fees and charges are available on our website at [www.melbourne.vic.gov.au/parkingpermits](http://www.melbourne.vic.gov.au/parkingpermits)
25. Once the permit is issued, the permit holder is not eligible for a full or partial refund.

### **Proof of vehicle ownership**

26. Unless exempt, the applicant must supply a current vehicle registration certificate for each vehicle showing the applicant's name and vehicle registration number.
27. If the applicant is using a vehicle registered to another person on a permanent basis, the following must be supplied:
  - a. Copy of the vehicle registration certificate
  - b. Statutory declaration from the registered owner confirming the applicant is an authorised user of the vehicle.
28. If a permit holder changes their vehicle registration, the City of Melbourne must be notified before an updated permit can be issued. Unless exempt, documentation proving ownership of the new vehicle must also be provided.

### **Fee exemption**

29. Applicants who are concession card holders will have their fees waived if they provide a copy of their current card with their application. Eligible concessions are:
  - a. Pensioner Concession Card
  - b. Veterans' Affairs Pensioner Concession Card
  - c. Department of Veterans' Affairs Gold Card that specifies the applicant is:
    - i. Totally and Permanently Incapacitated (TPI) or
    - ii. a War Widow(er)

### **Timelines**

30. 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 destroy the permit.
32. Where applicable, residents may apply for vouchers every two calendar months by completing an online application through their City of Melbourne online Services account on [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au). Vouchers will not be replaced if lost, misplaced or damaged.

## Conditions of Use

### Permit and voucher use

33. The permit or voucher must be correctly displayed with all inscriptions clearly visible through the passenger side of the front windscreen throughout the duration of parking.
34. Permits and vouchers are valid only where parking signs indicate that an exception is provided for a Residential Permit with an Area Number matching that shown on the permit. Drivers must strictly adhere to parking conditions in all other locations.
35. For example, an Area 13A Resident Parking Permit is valid only where a panel on a parking sign indicates 'Area 13A Resident Permit Excepted' or 'Permit Zone, Area 13A Resident'.
36. Permits are not valid for use in areas where signs indicate 'Reserved Parking Permit Holders Excepted'.
37. Permits and vouchers are not valid for use in areas reserved for people with disabilities or in restricted locations, including but not limited to: Clearways, Loading Zones, No Stopping areas, Taxi Zones and Bus Zones.
38. Permits are valid only where specific exceptions are indicated on parking signs.
39. A vehicle registration shown on a permit must match the registration of the vehicle in which it is displayed.
40. Parking availability is not guaranteed to permit holders.
41. Transferable permits and vouchers are issued for the sole use of the resident or their visitors.
42. For example, transferable permits must not be supplied to other parties for the purpose of commuting to work or attending events.
43. Where eligible to use a voucher, the vehicle registration and the date and time parking commenced must be legibly written in pen or permanent marker. Laminating a voucher or altering or correcting details will render the voucher invalid.
44. A voucher is valid for one use only.
45. 24 hour vouchers are valid for 24 hours from the time and date inscribed on the voucher.
46. Weekend vouchers are valid from 12pm (midday) Friday to 11:59pm Sunday and must be inscribed with the date and time the voucher was first displayed.
47. For public holidays falling on a Friday, weekend vouchers are valid from 12pm (midday) Thursday until 11:59pm Sunday. For public holidays falling on a Monday, weekend vouchers are valid from 12pm (midday) Friday until 11:59pm Monday.
48. A vehicle with a valid and correctly displayed three hour voucher may park for three hours in addition to the restrictions shown on the parking sign. For example, in a '2P – Area 5 Resident Permit Excepted' area, the correct display of a valid three hour voucher allows five hours of parking time. Three hours of parking via the voucher, and an additional two hours as indicated on the sign.
49. Multiple vouchers may be displayed and used in succession. For example, in a '1P – Area 5 Resident Permit Excepted' area, a vehicle correctly displaying two separate three hour vouchers inscribed with 2pm and 5pm allow the vehicle to remain legally parked from 1pm until 8pm.
50. Permits and vouchers are valid only for registered vehicles less than 7.5 metres in length and less than 4.5 tonnes Gross Vehicle Mass.
51. Permits and vouchers are not valid for use in caravans or trailers or vehicles attached to caravans and trailers.
52. By using a permit or voucher, a driver has confirmed they accept all current Conditions of Issue and Use.
53. A member of Victoria Police or an authorised City of Melbourne officer may vary without notice the use of parking spaces in areas that have been designated for permit holders.

### **Replacement permits**

54. Replacement permits may be requested by the permit holder through their City of Melbourne online Services account by selecting the reason for replacement and uploading any required documentation as follows:
  - a. For lost and stolen permits: a copy of a police report
  - b. For damaged/unusable permits: the permit being replaced must be returned.
55. If a permit is lost, a replacement permit will be issued for a fee equivalent to the permit fee.
56. If a permit is stolen, a replacement permit will be issued free of charge provided that a copy of a police report is submitted with the request. A fee equivalent to the permit fee will be payable if the permit holder is unable to supply this supporting documentation.
57. If a permit is damaged or rendered unusable, a replacement permit will be issued with the same expiry date free of charge upon the return of the damaged permit. Otherwise, a fee equivalent to the permit fee will be payable if the permit holder is unable to return the damaged or unusable permit.
58. If a change of registration is required, a replacement permit will be issued free of charge upon the return of the old permit.

### **Other conditions**

59. Failure to adhere to the permit's Conditions of Issue and Use, regardless of the permit holder's entitlement to the permit or voucher, may result in the driver incurring a parking infringement notice.
60. If a permit or voucher holder no longer satisfies the Conditions of Issue, the permit will cease to be valid and must be returned to the City of Melbourne or destroyed.
61. The City of Melbourne may cancel a permit or voucher if it has received advice from a new resident that the permit and voucher holder no longer resides at the property.
62. The City of Melbourne reserves the right to cancel permits and vouchers at any time.
63. All permits and vouchers remain the property of the City of Melbourne.
64. The City of Melbourne reserves the right to change the Conditions of Issue and Use of permits at any time.
65. Any permit and voucher 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 and vouchers may not be replaced and permit and voucher holders may be excluded from the scheme.
66. Any permit and voucher holder found to be displaying (or allowing to be displayed) a cancelled or fraudulent permit or voucher will have all permits and vouchers issued in their name cancelled and will be excluded from the scheme.
67. Permit and voucher misuse may also be referred to Victoria Police for investigation.
68. Any permit or voucher obtained as the result of providing false or misleading information is not valid. In such cases, the applicant may be excluded from the scheme.
69. The City of Melbourne is not liable for any claims for loss or damage sustained or incurred to any person or property due to the approval, issue, rejection or cancellation of a permit.