

# RESIDENT PARKING PERMIT APPLICATION - CHANGE OF VEHICLE

Moonee Valley  
Citizen Services Centre  
9 Kellaway Ave  
Moonee Ponds  
P: 9243 8888  
F: 9377 2100

## APPLICANT DETAILS

Name: \_\_\_\_\_ Telephone: \_\_\_\_\_  
Address: \_\_\_\_\_ Mobile: \_\_\_\_\_  
\_\_\_\_\_

## PROOF OF VEHICLE OWNERSHIP

One vehicle related evidence for each vehicle at the permit required address  
(Please tick relevant box):

Vic Roads registration notice  Vehicle insurance certificate   
Lease agreement  Proof that the person is in charge of the vehicle

For a company registered vehicle, a letter from the employer verifying that the car is housed at the permit required address.

**PRIOR TO RESIDENT PERMITS BEING ISSUED, PHOTOCOPIES OF ALL THE LISTED DOCUMENTATION MUST BE ATTACHED FOR THE REQUIRED PERMITS:**

DETAILS OF VEHICLES					Office Use Only
Owner of Vehicle	Reg No.	Make	Model	REPLACING REG NO	Permit Nos.

# RESIDENT PARKING PERMIT CONDITIONS

Further conditions governing the use of parking permits are listed below. Failure to comply with these conditions could result in the issuing of parking infringement notices and cancellation of permits:

- Resident/Visitor Permits are valid in the street where the vehicle is registered, unless otherwise indicated by Council;
- Resident/Visitor Permits must be permanently affixed to the lower left hand side of the front windscreen;
- If the windscreen is replaced or the vehicle sold, a sworn statement or relevant verification must be sighted before a replacement Resident Permit is issued free of charge;
- Resident Permits are valid for the described vehicle only and are not transferable;
- Visitor Permits are for private visitations only and not for attending nearby functions or commuter purposes;
- Visitor Permits are not transferable and must be returned to Council upon vacation of property;
- Visitor Permits must be clearly displayed on the left hand side of the vehicle dashboard;
- Any misplaced Visitor Permits will be replaced upon a statutory declaration outlining the circumstances and payment of a replacement fee;
- The misplaced Visitor Permit will be cancelled and invalidated. Should a vehicle be found displaying a cancelled permit, a parking infringement notice could be issued;
- If a Visitor Permit is found after it has been cancelled, it must be returned to the Council;
- Permits must not be sold or used for any other purpose;
- Permits do not exempt vehicles from the requirements under the Road Rules or any other regulations;
- When a vehicle is sold it is the responsibility of the owner to remove the Resident Permit from the windscreen and inform Council of any changes so that a new permit can be issued;
- Council reserves the right to investigate any breaches of these conditions; and
- Resident/Visitor/Temporary Permits remain the property of Council.

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I have read and agreed to the conditions under which this permit is issued.

## SIGNATURE OF APPLICANT

..... Date:.....

- This permit is not valid unless the correct fee (if applicable) has been receipted.
- Cheques to be made payable to Moonee Valley City Council.

***\*I acknowledge that I have read the conditions of use and that I am fully aware of my responsibilities.***