



# Resident Parking Permit Application Form

Please note the attached conditions form a legal agreement between Council and the applicant. Signing this application is deemed to be acceptance of the conditions which are legally binding.

**Resident Details:**    
 Surname Given Name

**Primary place of Residence:**   
 No. Street Name Suburb Postcode

**Contact:**     
 Home Phone Mobile Email

**✓ Current Proof of Residency required for above address: 1 Primary & 1 Secondary OR 2 Primary**

- |                |   |                  |  |
|----------------|---|------------------|--|
| <b>Primary</b> | <input type="checkbox"/> Rates notice ( <i>addressed to residence</i> ) | <b>Secondary</b> | <input type="checkbox"/> Utilities bill                  |
|                | <input type="checkbox"/> Lease agreement                                |                  | <input type="checkbox"/> Australia Post mail redirection |
|                | <input type="checkbox"/> Bond confirmation                              |                  | <input type="checkbox"/> Bank correspondence             |
|                | <input type="checkbox"/> VicRoads certificate                           |                  | <input type="checkbox"/> Pension card                    |
|                | <input type="checkbox"/> Driver licence                                 |                  | <input type="checkbox"/> Electoral roll verification     |
|                |   |                  | <input type="checkbox"/> Insurance notice                |

Unable to provide proof? Contact the Service Centre to discuss and request a temporary resident permit

Commercial Properties: see attached conditions

**✓ Current Proof of Registration required (for specific permit requests) 1 of either:**

- Current Vehicle Registration (*displaying applicant's name*)
- Current Insurance Document (*displaying applicant's name*)
- Company Vehicle Registration (*displaying company name*) & Company Letter
- Company Vehicle Insurance (*displaying company name*) & Company Letter

**Vehicle Specific Permits (must attach proof of ownership, see below)**

Registration No.	Vehicle Make/Model

Number of Variable Parking Permits required	<input type="text"/>
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NOTE: Permit fees may apply as per terms and conditions of issue (see attached). Renewal notices will be sent out annually prior to expiry of permit.

***I, the undersigned, declare that I have received and read the Resident Parking Permit Scheme conditions and information and undertake to fully comply with them at all times. I understand that a breach of these conditions may result in infringements being issued and the cancellation of all permit privileges. I further declare that all information supplied in this application form is true and correct and if my circumstances change in any way I agree to notify Council within seven days.***

**Signed:**

**Date:**

**By Post, Fax or Email to:**  
 PO Box 58  
 Malvern 3144  
 Fax: (03) 9521 2255  
 Email: [council@stonnington.vic.gov.au](mailto:council@stonnington.vic.gov.au)

**In Person:**  
 Stonnington City Centre  
 311 Glenferrie Road  
 Malvern 3144  
 Monday to Friday  
 8.30 am to 5.00 pm

**Enquiries:**  
 Stonnington Services and Visitor Hub  
 Chatham Street, Prahran Square  
 Prahran 3181  
 Monday to Friday  
 8.30 am to 5.00 pm  
 Telephone: (03) 8290 1333

<b>Office Use:</b> Permit Number(s):	Officer:	Date:
Additional Permit Fee Submitted:	Receipt number:	

*In accordance with the City of Stonnington Privacy Policy, personal details will only be used for the purposes relating to the Resident Parking Scheme and related departments or agencies. For further information regarding Council's Privacy Policy, please contact the Privacy Officer on 8290 1333.*

# RESIDENT PARKING PERMIT SCHEME – CONDITIONS AND INFORMATION

**City of Stonnington**  
T 8290 1333  
F 9521 2255

**Mail**  
City of Stonnington  
PO Box 58, Malvern Victoria 3144

**Service Centres**  
- **Stonnington City Centre**  
311 Glenferrie Road, Malvern  
- **Stonnington Services and Visitor Hub**  
Chatham Street, Prahran Square, Prahran

**Open**  
Monday to Friday, 8.30am to 5pm  
council@stonnington.vic.gov.au  
**stonnington.vic.gov.au**

**Please read the following conditions carefully to ensure that permits are used correctly. Vehicles with permits that are parked contrary to these conditions may be issued with an infringement notice and/or the permits may be cancelled.**

1. Resident Parking Permits are designed to enable residents and their visitors to park in Residential Permit Zones and overstay certain time restrictions provided the vehicle is parked **AS CLOSE AS POSSIBLE TO THE RESIDENCE** to which the permit is issued and within the specified boundaries.

2. Residential Parking Permits may only be issued to residents where the property is their primary place of residence.

3. Residential Parking Permits are **ONLY** to be used to attend or visit the residence to which they were issued. They may not be used at any other location or for any other purpose. Permits are issued by area for administrative purposes only.

4. Resident Parking Permits allow vehicles to overstay certain time limits and be parked in residential Permit Zones but **do not apply at any time to:**  
> outside or adjacent to non-residential and commercial premises. This applies to any point at the front, back and sides of the building. The ground floor purpose of the premise determines its commercial status  
> primary/main roads (unless otherwise signed)  
> off street car parks  
> ticket parking areas  
> parking zones of 30 minutes or less  
> Clearways, No Stopping, Loading Zones, Truck Zones, and where prohibitive (red) signs are in force

5. Permits must be displayed in accordance with the relevant permits requirements.

6. Resident Parking Permits are invalid if used for business or commercial purposes or to park close to business premises, places of work or public transport departure points. Parking in these areas constitutes misuse of the permit.

7. Resident Parking Permits are designed for **passenger cars or motorcycles only**. Permits are **not valid** for: traders or commercial business operators; vehicles considered by Council to be designed for commercial use or constructed for carrying loads with a capacity in excess of 1,200 kilograms including utilities, trucks, trays and vans; vehicles more than six metres in length; prime movers; trailers; boats; caravans or unregistered vehicles.

8. Permits must not be transferred or sold to another person. Permits must not be duplicated in any way.

9. Faded or illegible permits must be replaced. Replacements will be issued on return of the original permit to Council. Lost permits may be replaced at the discretion of Council upon the receipt of a statutory declaration and the applicable fee.

10. The issue of a permit is at the absolute discretion of Council and does not guarantee the availability of a parking space in your street of residence.

11. The use of parking spaces may be suspended by the members of Victoria Police or by Authorised Council Officers where emergency situations arise. Permit holders must produce their permit for inspection at the request of a Council Authorised Officer or member of Victoria Police.

12. All permits are the responsibility of the person to whom they are issued. Other members of, or visitors to, the residence may also use Variable Permits. However, permit holders are responsible for ensuring that other users are aware of, and adhere to, the conditions of use of Variable Permits.

13. New residential developments where the number of dwellings on the site is increased by more than one, will be excluded from the Resident Parking Permit Scheme. Where a property is excluded from the Resident Parking Permit Scheme, no resident will be permitted to obtain any parking permits.

**WHERE PERMITS ARE USED CONTRARY TO ANY OF THE TERMS AND CONDITIONS A PARKING INFRINGEMENT NOTICE MAY BE ISSUED AND/OR THE PERMIT CANCELLED. CONTINUED MISUSE OF PARKING PERMITS OR NON-COMPLIANCE WITH THESE CONDITIONS MAY ALSO RESULT IN ALL PERMIT PRIVILEGES FOR A RESIDENCE BEING REVOKED.**

Up to two Residential Parking Permits may be issued free of charge to each rateable residential property **unless a Town Planning restriction or Council Resolution applies.**

The two free permits may consist of:

- > 2 Specific Vehicle Permits, or
- > 1 Specific Vehicle Permit and 1 Variable Permit

Additional permits may be available for a fee from Council's Services Centres. Telephone 8290 1333 for full details.

**Please Note:** Only **one** free Variable Permit is permitted per household. Additional variable permits may be issued, in accordance with permit conditions, upon payment of the appropriate fee. Residences where no Specific Vehicle Permit has been issued are not eligible to receive more than **one** Variable Permit.

It is a condition upon issuing a permit that Council may at any time request a permit holder to provide evidence satisfactory to Council and in the form of a statutory declaration or otherwise, that all Conditions of the Resident Parking Permit Scheme are being complied with by the permit holder. If Council determines that any evidence provided is not adequate or is incorrect or if no evidence is provided in a timely manner by the permit holder, then the permit may be cancelled.

Application forms are available from Council's Service Centres or via Councils website at [stonnington.vic.gov.au](http://stonnington.vic.gov.au). Proof of residency and/or vehicle ownership must be supplied with all applications as outlined on the application form.

#### Commercial Property

Where a property is rated as 'commercial', the required documentation must be provided and a property inspection completed by a Council officer to confirm the residential status of the property. Properties failing to meet with all requirements will not be issued residential parking permits. Specific vehicle permits only will be issued to commercially rated premises.

#### Specific Vehicle Permits

Permits are issued to a single vehicle with specific registration. Proof of vehicle ownership or use is required. Accepted documentation includes the vehicle registration or insurance certificate or VicRoads/RTA transfer papers. If a company vehicle is used, confirmation of the principle driver's details are required from a senior company manager on company letterhead. Acceptable proof of company ownership of the vehicle includes the vehicle registration documents or insurance certificate showing company name and the registration number of the vehicle.

When a vehicle or registration number is changed or replaced, proof of ownership or appropriate documentation must be submitted and the original permit returned to Council. Permits that are not returned may not be replaced until their expiry.

Should the permit holder move from the area, or the vehicle is sold or otherwise disposed of, permits must be removed from the car and returned to Council. Permits remain the property of the City of Stonnington at all times.

Specific Vehicle Permits must be affixed to the passenger side of the windscreen in the bottom corner. Permits must be clearly visible to a person standing outside the vehicle.

#### Variable Permits

Permits may be used by more than one vehicle in a household or by visitors to a residence. Only one free Variable Permit is allowed per household. Additional variable permits may be issued, in accordance with permit conditions, upon payment of the appropriate fee.

Variable Permits must be hung from the rear vision mirror, in the plastic pocket provided. All permit details must be clearly visible from outside the vehicle in order to be valid. Permits must be removed from the mirror when driving.

*All permits must be displayed in the correct manner to avoid parking infringements being issued.*

#### Non-car Owners

A non-car owner, residing in premises where there are no other permits issued, is eligible to apply for no more than one Variable Permit for the use of visitors to their home.

#### Visitor Permits

A resident may apply for Visitor Permits for use by guests at one-off gatherings (normally limited to 3-5 permits depending on the permit area) or short stays of up to one month only at the resident's home. These permits may also be obtained when residents have the use of an alternative vehicle for a short period of time (usually a few days). Visitor permits can be purchased for a fee from Council. Where the applicant does not currently hold any residential permits at the address, proof of residency will be required. Visitor Permits allow parking in residential streets when used in accordance with the permit conditions. Permits must be displayed in the same way as Variable Permits (shown above).

#### Tradespersons Permits

Residents may purchase permits for the use of tradespersons, employed by the resident for the purpose of minor works to the residence. These permits may apply on commercial vehicles. The permit must be purchased prior to the commencement of the works. Permits must be displayed in the same way as Variable Permits (shown above).

For further information about Tradespersons Parking Permits contact Council's Service Centre on 8290 1333.

In accordance with the City of Stonnington Privacy Policy, personal details will only be used for the purposes relating to the Resident Parking Scheme and related departments. For further information regarding Council's Privacy policy, please contact the Privacy Officer on 8290 1333.

#### Street Sweeping Exemption

Residents unable to arrange for their car to be moved while they are away on holidays or business trips may apply for a temporary Street Sweeping Exemption. Exemptions must be obtained in advance of the anticipated journey. Proof of residency and vehicle ownership may be required if the resident does not hold a current Resident Parking Permit.

Residents requiring an exemption should contact:  
**Stonnington Parking Alliance on 9058 6600**