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| **APPLICATION FOR A BLACKBURN TRADERS PARKING PERMIT – 2024/25** |

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| **Business Details** | | | |
| Business Name |  | | |
| Business  Postal Address |  | | |
| Business Email |  | | |
| Contact Person Name |  | | |
| Phone (mobile) |  | Phone (b/hours) |  |

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| **Documentation to be attached with the Permit Application Form** |
| **If you are not the property owner the following proof of occupancy is required:**   * A copy of your rent receipt confirming your occupancy, **OR** * A letter from the owner or agent confirming your occupancy. |

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| **Required Information (Maximum two parking spaces)** | | |
| Car Registration 1 | |  |
| Car Registration 2 | |  |
| **Changes to Existing Trader Permits – Transfer to a new vehicle** | | |
| Old Registration | |  |
| New Registration | |  |
| **Cost of Permit** | $350 per permit per year | |

**Please Note:** This application form does not guarantee a trader parking permit for the Blackburn Station Shopping Centre. Application will be assessed strictly on the set criteria. Traders will be notified of the outcome of their application once a decision has been made.

**Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Permit Conditions** | * The permit fee must be paid before use * The applicant must supply valid copies of the required documentation * The permit is only valid at the nominated site location stated on the permit * The permit is only valid for the time period stated on the permit * The permit is not transferrable:   + Permits are not to be leased, sold or given away   + No form of advertising of a permit for rent, lease, sale profit or other beneficial or fraudulent consideration of causing such an advertisement to be published is permitted * At the conclusion of the permit period a new application form must be submitted * A maximum of two parking permits may be allocated to each business * Permits are allocated on ‘first come, first served’ basis * The permit must be securely displayed so all details remain clearly visible through the passenger side of the front windscreen throughout the duration of parking * Permit holders must comply with Victorian Road Rules at all times * Permits are only valid in the designated parking areas (Refer attached map) * A parking permit for a specific vehicle cannot be used in another vehicle * Permits are not to be photocopied and the copies used in other vehicles * The permit can only be used by passenger-style vehicles that do not exceed 7.5 meters in length or 4.5 tonnes in gross weight * Permits cannot be used for trailers, motor homes, caravans, boats or earthmoving machinery/equipment * The issue of a permit does not guarantee the availability of a parking space * The permit may be suspended by a member of Victoria Police or by an authorised Council Officer for any reason at any time. No permit fee will be refunded |
| **Breach of Permit Conditions** | * The permit may be cancelled * Fines may be issued * Costs incurred by Council may be charged directly to the permit holder * Future permit applications may be declined * No refunds will be given where a permit is cancelled due to breach of its conditions. |
| **How to submit your application?** | * Via email by sending to: [customer.service@whitehorse.vic.gov.au](mailto:customer.service@whitehorse.vic.gov.au) * Via mail by sending to:   Community Safety, Whitehorse City Council, Locked Bag 2, Nunawading Delivery Centre, VIC 3110   * In person at one of the Whitehorse City Council Customer Service Centres   **Whitehorse Civic Centre**  379 - 399 Whitehorse Road, Nunawading, 3131  Phone 9262 6333  **Box Hill Town Hall**  1022 Whitehorse Road, Box Hill  **Forest Hill Chase Shopping Centre**  Shop 275, Canterbury Road, Forest Hill |
| **Council Considerations** | In deciding whether to grant a permit the Council will take into consideration:   * Details supplied by the permit applicant * The suitability of the supporting documentation for this application * The applicant’s record in applying for similar permits and adherence to permit conditions * The number of permits already allocated to the applicant business * The effect on the quiet enjoyment of other users of the municipal place or road and the amenity of the area |
| **How long before you receive a response?** | * Allow 10 days to process your application   Note: The permit process may be delayed if the required documentation is not provided, is out of date or insufficient. |
| **Unsuccessful applications** | * You will be notified in writing |
| **Link to further information** | <https://www.whitehorse.vic.gov.au/living-working/parking/parking-permits/trader-parking-permits>  C:\Users\gast\Downloads\qr-code (43).png |

The personal information on this form is being collected by Council to enable the processing of this application and for the purpose of administration of relevant Acts, Regulations and Local Laws. The personal information will be used by Council for that primary purpose or directly related purposes only. The information will not be released unless required by law. The applicant may apply to Council for access and/or amendments of the information.

