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| **APPLICATION FOR A TRADERS PARKING PERMIT (Except Blackburn Traders) – 2025/26** |

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| **Business Details** |
| Business Name |  |
| Business ABN |  |
| Business Address |  |
| Postal Address (if different from above) |  |
| Business Email |  |
| **Applicant Details** |
| Applicant Full Name |  |
| Applicant’s Position |  |
| Contact Phone (mobile) |  | Phone (b/hours) |  |

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| **Documentation to be attached with the Permit Application Form** |
| Applicants must provide **ONE** document as proof from each of the below categories:1. **Proof of business location**
* Council Rates Notice or
* Lease Agreement
1. **Proof of business operation**
* Business registration certificate (ABN) or
* Utility bill in business name (excluding mobile phone)
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| **Who can use the Permit?** |
| The Permit must only be used by staff of the business to which the permit has been issued and only when the Permit user is performing work for that business.The Permit only entitles the staff permit user to park for longer than the time restriction applicable to the section of the locality approved by the permit. All other parking requirements must be complied with in strict accordance with the provisions of the *Road Safety Road Rules* 2017. |

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| **Number of Permits Required** |  | **Cost of Permit** | Nil |

**Please Note:** This application form only covers trader parking areas listed below. A permit does not guarantee a trader parking permit for the trader parking area nor does it guarantee a parking space. Traders will be notified of the outcome of their application once a decision has been made.

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| **Trader Parking Areas** |
| Bronte Avenue, Burwood |
| Milne Road, Mont Albert North |
| Mitcham Top Level Car Park, Mitcham |
| Mont Albert Village – Hamilton Street and Mont Albert Road |
| Salisbury Avenue, Laburnum Street |

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

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| **Permit Conditions** | * The applicant must supply valid copies of the required documentation
* The parking permit is only valid while the applicant operates a business at the address shown on the approved application form. Permits must be returned if the business ceases to operate.
* A statutory declaration is required for replacement permits. An administration fee is charged for all replacement permits.
* A free replacement permit will be issued if the applicant’s car is stolen and a copy of the police report is produced.
* Photocopies of parking permits must not be made or displayed in any vehicle. Permits found to have been duplicated will be immediately cancelled. No replacements will be issued.
* 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
* The permit must be securely displayed so all details remain clearly visible
* Permit holders must comply with Victorian Road Rules at all times
* Permits are only valid in the designated parking areas
* 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
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| **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.
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| **How to submit your application?** | * Via email by sending to: 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, 3131Phone 9262 6333**Box Hill Town Hall**1022 Whitehorse Road, Box 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
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| **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
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| **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.