

APPLICATION FOR RESIDENTIAL PARKING PERMIT

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072

T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
W darebin.vic.gov.au



the place
to live

Permit fees applicable to 30 June 2025

PERMIT INFORMATION

Please complete all sections of this application form and return together with supporting documentation to the City of Darebin.

A permit is required to park in specifically marked permit areas in Darebin. People who have parking restrictions outside their home require a residential parking permit to park in the area and to stay over the time limit.

This application form should be used for new applicants only. If you have previously held a residential parking permit please contact the City of Darebin to ensure that you are still eligible for parking permits, or to arrange for a renewal notice or a replacement permit application.

Who can apply for a resident parking permit?

Any resident, that lives in an eligible dwelling within 100m of timed or permit zone restrictions may apply for up to 2 resident parking permits for a 12 month period.

An eligible dwelling can be defined as

- All dwelling built before 20 December 2004
- A single dwelling on a lot built after 20 December 2004
- Two dwellings on a lot built before 27 November 2023
- A single dwelling in Springthorpe Estate built before 27 November 2023

Additional conditions may apply. For further information please visit www.darebin.vic.gov.au/parking

APPLICANT DETAILS

First Name:	Last Name:
Residential Address:	
Suburb:	Postcode:
Postal Address (if different from above):	
Suburb:	Postcode:
Contact phone number:	
Email:	

PERMIT ELIGIBILITY

In order to assess your eligibility for parking permits, please complete all of the questions below.

Is the property the primary residence of the applicant?

If you answered no to this question, no permits are available.

Yes No

Please provide the date you moved into the property.

New residents must supply a copy of their contract of sale or current lease. See over for details.

What property type best describes the property where you live.

Single house on a block Two properties on a block (dual occupancy) Shop and dwelling
no permits where off street parking is available.

Other (please specify)

Was the property constructed after December 2004?

*Permits are **not** available for properties where there are more than two dwellings on a block constructed after December 2004.*

Yes No

Does the property have off street parking (including driveway, garage, or carport)?

Yes No

Is there any other person living at the address with a current parking permit?

Yes No

PERMIT TYPE

Please indicate below the type of permit required (*please tick only one box for each permit*):

Permit One \$48.00

Residential Sticker Registration number:

Transferable Permit

Permit Two \$73.00

Residential Sticker Registration number:

Transferable Permit

PROOF OF RESIDENCY

Two (2) different types of the following documentation **MUST** be shown as proof of residency. Please tick applicable options. *New residents must include a copy of their contract of sale or new lease with any proof of residency.*

- | | |
|---|---|
| <input type="checkbox"/> Current Rates Notice | <input type="checkbox"/> Drivers Licence |
| <input type="checkbox"/> Current Lease | <input type="checkbox"/> Certificate of Vehicle Registration |
| <input type="checkbox"/> Rent Receipt | <input type="checkbox"/> Utility Bill (gas, electricity, water, phone, etc) |
| <input type="checkbox"/> Agents Letter | <input type="checkbox"/> Pension Card |
| <input type="checkbox"/> Other | |

PENSION DISCOUNT

A 50% discount is available for pensioners who hold one of the below concession cards. Please tick applicable card and provide details.

Centrelink Health Care Card holders are NOT eligible for concession.

- Pensioner Concession Card (Centrelink or Veterans' Affairs)
- Gold Card (Veteran's Affairs), War Widow (WW), Totally & Permanently Incapacitated (TPI)

Concession Card Number

CRN (Centrelink):

File number (DVA):

METHODS OF PAYMENT

IN PERSON

To pay with cash, cheque, money order, credit card or EFTPOS present this completed form at a Customer Service Centre listed below:

- 274 Gower Street, Preston
- 32-38 Separation Street, Northcote
- 23 Edwardes Street, Reservoir

ONLINE

To pay with Visa or MasterCard, email this completed form with supporting documentation to:
mailbox@darebin.vic.gov.au

You will be emailed an account to make the prescribed payment.

MAIL

Mail your completed form with cheque or money order to:
City of Darebin PO Box 91
Preston VIC 3072

Please do not send cash in the mail.

DECLARATION

I undertake to comply with the provided in the document titled "Residential Parking Permit Conditions and General Information" available at www.darebin.vic.gov.au or at the City of Darebin Customer Services Centres.

Signature:

Name:

Date:

PRIVACY STATEMENT

Darebin City Council ("Council") collects, holds and manages personal information under the Privacy and Data Protection Act 2014 (Vic) ("PDP Act").

The personal information you provide on this application is being collected by the City Safety & Compliance Department for the purpose of assessing your eligibility for a permit issue under the City of Darebin General Local Law 2015. We may also need to contact you from time to time for directly related purposes.

The Council enter personal details into Council's internal databases and systems such as the Customer Request Management and Records Management Systems, when processing the forms.

Instances where we may share this personal information include:

- When we are legally required to, for instance to the Police, Courts or Fines Victoria.
- To Council's agents, such as lawyers.
- With Council Staff, including our language aide staff an interpreter, for action on your lodged enquiry.

You are required to provide this information to apply for a permit under the City of Darebin General Local Law 2015. If you choose not to complete the form in full, Council will be unable to process your application.

You can access the Council's privacy policy by emailing privacy.officer@darebin.vic.gov.au or from our customer centre. For further information on privacy matters please call Council's Privacy Officer on 8470 8888 or email to privacy.officer@darebin.vic.gov.au.

If you would like to gain access to your personal information, you can contact Council's Freedom of Information officer on 8470 8888 or email to foi@darebin.vic.gov.au.

OFFICE USE ONLY

- Proof of residence sighted Pension discount card sighted

Total fee \$

Customer Service Officer:

Receipt No:

Date: