

APPLICATION FOR RESIDENTIAL PARKING PERMIT Service Permit

Permit fees applicable to 30 June 2027

274 Gower Street, Preston
PO Box 91, Preston, Vic 3072
T 8470 8888 F 8470 8877
E mailbox@darebin.vic.gov.au
darebin.vic.gov.au



the place
to live

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 more than 3 service parking permits in the past 12 months, please contact the City of Darebin to ensure that you are eligible for additional parking permits.

For further information please visit
www.darebin.vic.gov.au/parking

Who can apply for a service permit?

Any resident, that lives within 100m of timed or permit zone restrictions may purchase up to 3 service permits within a 12-month period to allow tradespersons (employed by the resident for the purpose of minor works to the premises) to park for up to four weeks.

The property owner, housing provider, tradesperson, removalist or other person providing service may also apply for this permit on the resident's behalf. The application must include a letter or email from the resident consenting to the application being made.

Permits are not automatically renewed, a new application must be submitted, along with any supporting documentation and payment.

APPLICANT DETAILS

First Name:

Last Name:

Residential Address:

Suburb:

Postcode:

Postal Address (if different from above):

Suburb:

Postcode:

Contact phone number:

Email:

PERMIT ELIGIBILITY

To assess your eligibility for parking permits, please complete all questions below.

1. Are you the resident of the property?

If no go to question 3.

☐

Yes

☐

No

2. Do you hold a current annual Residential Parking Permit?

If you answered no to this question, please provide proof of residency below.

☐

Yes

☐

No

3. Do you have written confirmation of works from the property owner? (proof required).

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

☐

Yes

☐

No

NUMBER OF PERMITS REQUIRED

Each permit fee is charged at **\$35.00 each** per week. A maximum of 4 weeks per permit applies and a total of 3 permits within a 12-month period.

Number of permits required

☐

One Permit

☐

Two Permits

☐

Three Permits

Start Date:

DD / MM / YYYY

End Date:

DD / MM / YYYY

PROOF OF WORKS

All applicants **MUST** provide one of the following documents as proof of works being undertaken.

☐

Signed contract of works

☐

Paid invoice for works

☐

Consent of resident

☐

Other

PROOF OF RESIDENCY

All applicants **MUST** provide one of the following documents from the current resident as proof of residency.

☐

Current Rates Notice or Lease

☐

Drivers Licence

☐

Agents Letter Rent Receipt

☐

Pension Card

☐

Utility Bill (gas, electricity, water, phone, etc)

☐

Other

PERMIT FEES

A property is eligible to purchase three service permits per year at a cost of **\$35.00 each** per week. Permits are valid for the dates on which the work is expected and issued in one-week increments, up to a maximum of four weeks.

	Each Per week
Full fee – per permit	\$35.00
Pensioner fee – per permit	\$17.50

PENSION DISCOUNT

A 50% discount is available for holders 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.

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 Community Amenity Local Law 2025. 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.

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:

OFFICE USE ONLY

☐ Proof of residence sighted

Total fee \$

Customer Service Officer:

Receipt No:

Date:

CITY OF DAREBIN

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National Relay Service
relayservice.gov.au

If you are deaf, or have a hearing or speech impairment, contact us through the National Relay Service.



Speak Your Language
T 8470 8470

العربية	Italiano	Soomalii
繁體中文	Македонски	Español
Ελληνικά	नेपाली	اردو
हिंदी	ਪੰਜਾਬੀ	Tiếng Việt

PRIVACY STATEMENT

The collection and handling of personal information is accordance with Council's Privacy Policy which is displayed on Council's website and available for inspection at, or collection from, Council's customer service centres.