

Business Parking Permit Application



Applicant Full Name	Position	
Business/Company Name	Business ABN	
Business/Company Address	Suburb	Postcode
Postal Address (if different to above)		
Number of employees		
Do you have off-street parking on site? ☐ Yes ☐ No If yes, how many bays?		
Contact phone	☐ Business ☐ Mobile	☐ Home
Email		

Permits Required (Subject To Approval)

Business Parking permit:

1st Business Parking Permit:	☐
2nd Business Parking Permit:	☐

Permit number (office use only)

Permit type	Fee
1st Business Parking Permit	\$161.00
2nd Business Parking Permit	\$242.00

*Permits expire annually on the 31 July

*Pro Rata fees apply to applications received after 1 February.

Identification Checklist

Applicants must provide **ONE** document as proof from each of the below categories:

(1) Proof of business location

- Council rates notice
- Lease agreement

(2) Proof of business operation

- Business registration certificate (ABN)
- Utility bill in business name (excludes mobile phone)

Business Parking Permit Application

Eligibility Criteria

- A maximum of business parking permits will be issued to eligible businesses. The permit/s are transferable between vehicles but will be tied to an approved area.
- A business parking permit is only valid while the business operates at the address shown on the approved application form and will only be issued to properties that have parking restrictions in their vicinity.
- Provide evidence the business is located permanently in the Merri-bek municipality e.g. rates notice or lease agreement; **AND**
- Provide evidence of business operation e.g. business registration certificate (ABN details) or a utility bill in the business name (e.g. electricity, water, gas or landline phone).
- The business parking permit does **NOT** guarantee parking will be available.
- Business parking permits must be renewed each year.

Permit Conditions

- The parking permit **MUST BE CLEARLY DISPLAYED** on the inside, lower left-hand corner of the front windscreen.
- If you do not display your current permit clearly, or it is expired, it is invalid. This means you may get a parking fine.
- 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.
- The parking permit is only valid in specified business parking permit zones.
- 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 business parking permits must be not made or displayed in any vehicle. Permits found to have been duplicated will be immediately cancelled. No replacement permits will be issued.

How to Apply:

Applications with required identification documents and payment can be submitted:

Online:

www.merri-bek.vic.gov.au

In person:

90 Bell Street Coburg VIC 3058

233 Sydney Road Brunswick VIC 3056

50 Wheatsheaf Road Glenroy Vic 3046

Post:

Merri-bek City Council,
Amenity and Compliance,
Locked Bag 10, Brunswick Vic 3056

More Information

Please refer to

[www.merri-bek.vic.gov.au/](http://www.merri-bek.vic.gov.au/Businessparkingpermits)

Businessparkingpermits or contact
Customer Service

Phone: 9240 1111

Parking Management Policy:

[www.merri-bek.vic.gov.au/](http://www.merri-bek.vic.gov.au/Businessparkingpermits)
Businessparkingpermits

Declaration

I declare that I am the business owner/proprietor at the stated address and that the information I have provided is true and correct. I agree that I have read and understood Council's Parking Permit Conditions and I am applying for the selected permit/s in accordance with these terms and conditions. I will ensure that the permit/s is not sold, transferred or assigned to another party and will be solely used for business purposes. I agree to return the permit/s to Council if my eligibility changes. I understand that all Parking Permit fees are non-refundable. I consent to receiving information regarding parking permits electronically.

Name	Signature	Date
------	-----------	------

Collection Notice

Merri-bek City Council is committed to protecting your privacy in accordance with the Privacy and Data Protection Act 2014 (Vic) and the Health Records Act 2001 (Vic). The personal information requested on this form is being collected by Merri-bek City Council for the purpose of assessing your eligibility for residential/business parking permits and may also be used to update your personal information otherwise held by Council (for example, contact details including email address, phone number). It will not be disclosed to any other external party without your consent, unless required or authorised by law. If the personal information is not provided your application cannot be processed or a permit issued. You can gain access to your personal information you have provided to Merri-bek City Council and if you wish to alter it, please contact Council's Privacy Officer via telephone on **9240 1111** or e-mail at Privacyofficer@merri-bek.vic.gov.au

廣東話 9280 1910

Italiano 9280 1911

Ελληνικ 9280 1912

عربي 9280 1913

Türkçe 9280 1914

Tiếng Việt 9280 1915

हिंदी 9280 1918

普通话 9280 0750

ਪੰਜਾਬੀ 9280 0751

All other languages
9280 1919