

## HOW TO COMPLETE THIS FORM

1. Read the Conditions of Issue and Use section before completing this form.
2. Fill out all fields using CAPITAL LETTERS.
3. Submit the completed form and documents by mail or in person.

The City of Melbourne aims to process completed applications within 10 working days.

Fees are correct at date of publication and are subject to change. To confirm current fees please check our website at [melbourne.vic.gov.au](http://melbourne.vic.gov.au)

**Please note: the application will not be processed unless all details are completed.**

## SECTION 1: APPLICANT DETAILS – this section must be completed by all applicants

Title  First name(s)   
Family name

### POSTAL ADDRESS

Unit/Number   
Street   
Suburb  Postcode

### CONTACT DETAILS

Home   
Work   
Mobile   
Email

**Go to Section 2**

## SECTION 2: VEHICLE DETAILS – this section must be completed by all applicants

Medical practitioners may nominate up to three (3) vehicles on the one permit. This permit is charged at \$500 per annum.

Registration number 1:   
Registration number 2:   
Registration number 3:

**Go to Section 3**

## SECTION 3: PERMIT DOCUMENTATION CHECKLIST – please tick ✓

The following documents must be provided to, or sighted by, the City of Melbourne at the time of application. Applications without required documents will be returned.

Please supply the following document:

- Letter on a hospital letterhead dated within three months of application confirming employment or regular attendance in a professional capacity at one of the eligible hospitals listed in the Conditions of Issue and Use.

**Go to Section 4**

### Eligible hospitals:

- Epworth Cliveden**  
29 Simpson Street, East Melbourne
- Epworth Freemasons**  
166 Clarendon Street, East Melbourne  
320 Victoria Parade, East Melbourne
- The Royal Victorian Eye and Ear Hospital**  
32 Gisborne Street, East Melbourne
- St Vincent's**  
159 Grey Street, East Melbourne

### OFFICE USE ONLY

Eligibility papers received?	Pre-payments No.	Permit No.
<input type="checkbox"/>		
<input type="checkbox"/>		

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**SECTION 4: STATEMENT OF ACCEPTANCE – this section must be completed by all applicants**

I declare that the information I have provided is true and correct. I agree that I have read and understood the permit's Conditions of Issue and Use and wish to apply for the selected permit to use in accordance with these conditions. I will ensure that the permit is not altered, sold, transferred or assigned to another party and will be solely used for purposes as stated. I agree to destroy (or upon request return) the permit if my eligibility changes. I agree that all permits are non-refundable. I acknowledge information found to be false in support of this application will result in my permit being cancelled.

Applicant Name  Signature  Date

The City of Melbourne is committed to protecting your privacy. The personal information you provide on this application is being collected by the City of Melbourne for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested, means your permit application cannot be processed. If you wish to gain access to, or alter any personal information you have supplied to the City of Melbourne whilst completing this application, please contact us on +61 3 9658 9658. Access our privacy statement at [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au).

**Go to Section 5** 

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**HOW TO APPLY**

When you have filled out all relevant fields in CAPITAL LETTERS and signed the Statement of Acceptance, please submit your application.

To do this, please detach the completed application form and return (with any required supporting documents) via one of the methods listed below. **Keep the Conditions of Issue and Use page for your reference.**

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**✉ MAIL**

Permits Team  
City of Melbourne  
GPO Box 488  
Melbourne 3001

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**↑ IN PERSON**

Melbourne Town Hall Administration  
120 Swanston Street, Melbourne CBD  
Business hours, Monday to Friday  
Closed public holidays

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**✉ EMAIL**

Please email the completed application form (with any required supporting documents) to [medicalpractitionerparking@melbourne.vic.gov.au](mailto:medicalpractitionerparking@melbourne.vic.gov.au)

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**FURTHER INFORMATION**

Phone: +61 3 9658 9658  
TTY (hearing/speech impaired): +61 3 9658 9641

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**SECTION 5: PAYMENT DETAILS**

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**ONLINE**

Once your application is approved, please go to [melbourne.vic.gov.au/parking](http://melbourne.vic.gov.au/parking) to pay online. Please ensure that you use the payment reference number provided.

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**↑ IN PERSON**

Payments can also be made by EFTPOS or credit card at the Melbourne Town Hall Administration located at 120 Swanston Street, Melbourne CBD during business hours, Monday to Friday.

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**✉ MAIL**

Alternatively, you can post your cheque or money order along with your completed application.

I enclose a cheque/money order for

AUD \$

Cheques must be marked 'Not Negotiable' and made payable to the City of Melbourne.

**Permit No.**

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## CONDITIONS OF ISSUE AND USE FOR MEDICAL PRACTITIONER PARKING PERMITS

**Please keep this page for your reference.**

### CONDITIONS OF ISSUE

#### Application process and interim permits

1. Applicants may apply online for a medical practitioner parking permit (herein referred to as 'permit') at [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)
2. Applications may also be made in writing by completing a Medical Practitioner Parking permit application form (herein referred to as 'application form').
3. Application forms can be submitted:
  - a. by mail addressed to the Permits Team, City of Melbourne, GPO Box 488, Melbourne 3001
  - b. in person at the Melbourne Town Hall, 120 Swanston Street, Melbourne.
4. The City of Melbourne reserves the right to request further information or documentation to support an application.
5. Exceptions to parking restrictions are applicable only to vehicles correctly displaying a valid permit. Applicants must continue to observe the signed parking restrictions until their permit has been issued and is correctly displayed on their vehicle.

#### Eligibility criteria

6. Medical practitioners may apply for a permit listing a maximum of three vehicle registration numbers.
7. Applicants are expected to consider their current and future parking needs and options when assessing the suitability of a new place of employment.
8. To be eligible for a permit, the applicant must be employed at or regularly attending in a professional capacity one of the following participating hospitals:
  - a. Epworth Freemasons, East Melbourne
  - b. Epworth Cliveden, East Melbourne
  - c. Royal Victorian Eye and Ear Hospital, East Melbourne
  - d. St Vincent's Hospital, East Melbourne
9. The applicant must provide a letter from one of the participating hospitals confirming their ongoing employment or regular attendance in a professional capacity. The letter must be on hospital letterhead dated within three months and signed by the hospital staffing administrator.
10. Upon receipt of an application, the participating hospital may be contacted for further information prior to a permit being issued.

#### Interim permit

11. A 4-week interim Medical Parking Permit may be issued to eligible applicants until all of the required documentation for an annual permit is ready for submission. An interim fee equal to the annual permit fee is payable.
12. Once all of the required documentation has been submitted and approved, an annual permit will be issued. The interim permit fee that was paid replaces the annual permit fee, requiring no further payment.
13. If the applicant has not submitted the required documents or has been assessed to be ineligible, no refund will be issued.

#### Permit fee

14. Payment must be received prior to a permit being issued.
15. Once the permit is issued, the permit holder is not eligible for a full or partial refund.

#### Timelines

16. Permits will expire one year from the date of issue. The expiry date is shown on the permit.
17. Upon expiry, the permit is no longer valid for exception from parking conditions and the permit holder must ensure the permit is destroyed.
18. If desired, permit holders may renew their permit up to two months before the expiry date.
19. Permit holders may renew their permit up to one month after the expiry date, using the renewal notice supplied by the City of Melbourne. After this time, the applicant must complete a new application.
20. The month and day of permit expiry will remain the same for the life of the permit number.

For example, a permit is due for renewal on 31 August. The permit holder is overseas on this date, so they renew the permit on 30 September. A permit is then issued with an expiry date of 31 August the following year.

### CONDITIONS OF USE

#### Permit use

1. The permit must be correctly displayed with all inscriptions clearly visible through the passenger side of the front windscreen throughout the duration of parking.
2. Permits are valid only where parking signs indicate that an exception is provided for a Medical Practitioner. Drivers must strictly adhere to parking conditions in all other locations.
3. Permits are not valid for use in areas where signs indicate 'Reserved Parking Permit Holders Excepted'.
4. Permits are not valid for use in areas reserved for people with disabilities or in restricted locations, including but not limited to: Clearways, Loading Zones, No Stopping areas, Taxi Zones and Bus Zones.
5. A vehicle registration shown on the permit must match the registration of the vehicle in which it is displayed.
6. Parking availability is not guaranteed to permit holders.
7. By using a permit, a driver has confirmed they accept all current Conditions of Issue and Use.
8. A permit is valid only in vehicles less than 7.5 metres in length and less than 4.5 tonnes Gross Vehicle Mass.
9. Permits are not valid for use in caravans or trailers or vehicles attached to caravans and trailers.
10. A member of Victoria Police or an authorised City of Melbourne officer may vary without notice the use of parking spaces in areas that have been designated for permit holders.
11. Permits must only be used for the purposes of commuting to employment or regular attendance in a professional capacity at a participating hospital.

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## CONDITIONS OF ISSUE AND USE FOR MEDICAL PRACTITIONER PARKING PERMITS

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### Replacement permit

12. The permit holder may request a replacement permit in writing to us at [medicalpractitionerparking@melbourne.vic.gov.au](mailto:medicalpractitionerparking@melbourne.vic.gov.au) outlining the reasons for replacement.
13. If a permit is damaged or unusable, a replacement permit may be issued free of charge upon the return of the old permit. Otherwise, a replacement fee will be charged at the cost of an annual permit.
14. If a change of vehicle registration is required, a replacement permit with the new registration details may be issued free of charge upon the return of the old permit. Otherwise, a replacement fee will be charged at the cost of an annual permit.
15. If a permit is reported stolen, we require a copy of the police report and a replacement permit may be issued free of charge. A replacement request without the required documentation will be charged at the cost of an annual permit.
16. Requests to replace a lost permit will be charged at an annual fee.
17. City of Melbourne reserves the right to refuse a request for replacement.

### Other conditions

18. Failure to adhere to a permit's Conditions of Issue and Use, regardless of the permit holder's entitlement to the permit, may result in the driver incurring a parking infringement notice.
19. If a permit holder no longer satisfies the Conditions of Issue, the permit will cease to be valid and must be returned to the City of Melbourne or destroyed.
20. The City of Melbourne reserves the right to cancel permits at any time.
21. All permits remain the property of the City of Melbourne.
22. The City of Melbourne reserves the right to change the Conditions of Issue and Use of permits at any time.
23. Any permit that is altered, copied, reproduced in any fashion, leased, traded, sold or offered as part of a transaction is no longer valid and will be cancelled. In such cases, permits may not be replaced and permit holders may not be able to obtain permits in the future.
24. Any permit holder found to be displaying (or allowing to be displayed) a cancelled or fraudulent permit will have all permits issued in their name cancelled and will not be able to obtain permits in the future.
25. Permit or voucher misuse may also be referred to Victoria Police for investigation.
26. Any permit obtained as the result of providing false or misleading information is not valid. In such cases, the applicant may not be able to obtain permits in the future.
27. The City of Melbourne is not liable for any claims for loss or damage sustained or incurred to any person or property due to the approval, issue, rejection or cancellation of a permit.

### Example only

