

2013 GENERAL / RESERVED CAR PARKING PERMIT APPLICATION FOR PERMANENT AND FIXED TERM STAFF MELBOURNE CAMPUS

Please read this application carefully and complete all sections.
 Write in BLOCK LETTERS using a blue or black pen and tick where applicable.

Personal details

Staff number _____

Given name(s) _____

Family name _____

Contact telephone number _____

Department / Address _____

Primary vehicle registration _____

 Did you have a reserved parking permit in 2012? Yes No

Permit type and payment

- Staff General White (Car Parks 1 to 9) – \$248
- Parking Permit (IAS Car Park 10) – \$248
- Reserved Red (Car Parks 1 and 2) – \$496
- Reserved Yellow (Car Park 8) – \$432
- Reserved Blue (Car Parks 1 and 11) – \$396

General parking permits: applications for general permits can be sent by internal mail to: Traffic and Parking, Peribolos East. Permits will be posted to the internal address given above.

Reserved parking permits: please complete and return this form to: Traffic and Parking, Peribolos East. If possible all applicants will get a permit, although if demand significantly exceeds supply, preference will be given to existing holders of reserved permits.

Note: for all enquiries please contact the Traffic and Parking office on ext 2514.

Payment options

- One pay salary sacrifice (pre-tax deduction)
- Three pay salary sacrifice (pre-tax deduction)

I request the University to decrease my gross salary to provide a benefit of payment of my car parking fees from my pre-tax (gross) salary. I note payment will be one amount from the last pay period in April or over three pay periods from the last pay periods in March, April and May, thereafter from the next available pay period. As with any salary sacrifice request I acknowledge that:

- It is my responsibility to ensure there are sufficient funds in my net salary in March, April and May to allow for the deduction(s) to occur in the pay period selected and I will advise People and Culture of any necessary changes to allow for this arrangement to occur
- I should seek independent financial advice. Information regarding this option can be found at: intranet.latrobe.edu.au/people-culture/benefits/salary-packaging/car-parking

OR

- Deduction (after tax deduction)

I note that payment will be taken in three equal amounts from the last pay periods in March, April and May, thereafter in one amount from the next available pay period.

Car parking conditions

I have read and agree to abide by the conditions outlined below:

- I understand it is an offence to park a vehicle other than in a marked bay within a car park, and that this permit is issued subject to the University's Traffic Regulations and the Road Safety Act 1986. Cars parked on the sides of roads with double white lines or with a continuous yellow line will incur a fine.
- The permit must be affixed to the inside of the front windscreen. For people with more than one vehicle, the permit may be placed in a plastic pocket and be attached to the dashboard of the vehicle. The permit should be clearly visible. If the permit is lost a new permit will have to be purchased. Lost permits will not be replaced. If a vehicle is sold or in an accident etc, a new permit will be issued at no extra cost on receipt of the old permit (or pieces thereof) by Traffic and Parking. **A vehicle parked at the University without a current permit on display is infringing regulations and will incur a parking infringement notice.**
- **Except for reserved parking the University gives no undertaking that a parking space will be available in any particular area.**
- The University shall not be liable or responsible in any way for the safekeeping or safe custody of any vehicle or its contents while the vehicle is parked, left standing, or being driven within the boundaries of the University.

Applicant's signature:

 Date

d	d	/	m	m	/	y	y
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OFFICE USE ONLY

Salary sacrifice (Pre-tax deduction)

Wage type 6350

Amount \$ _____

Date from / / to / /

Input Date / /

Deduction (After tax deduction)

Wage type 7250

Amount \$ _____

Date from / / to / /

Input Date / /