



## Application for Staff Parking Permit - 2009

<b>STEP 1 Current Details</b>			
<b>NOTE</b>		Full time, part time and honorary staff are eligible to buy a Staff Permit. Casual Staff who are eligible need to use the Application for Casual Staff Parking Permit. Incomplete details or incorrectly completed forms will be returned to the applicant and may cause delay in issuing of the Permit.	
Name		UTAS Phone No	
School/Section		Mobile Phone No.	
Email:			
Employment Status	Full time <input type="checkbox"/> Part time <input type="checkbox"/> Honorary <input type="checkbox"/>	Staff ID	
Private Bag or Locked Bag No.		Campus Location	
Vehicle Make		Vehicle Colour	
Vehicle Model		Registration No	

<b>STEP 2 Payment Option and Declaration</b>			
<b>NOTE</b>		Please tick <b>one</b> of the following payment options and read and sign the declaration (see notes overleaf for conditions of issue). <b>NOTE</b> Salary Sacrifice or salary deduction is available to Full time or Part time staff	
<input type="checkbox"/>	I elect to salary sacrifice parking fees at a GST exclusive rate of \$50 and have the University pay the fees on my behalf on a prospective basis by payroll, as per the relevant Enterprise Agreement or other Industrial Instrument; and I agree to abide by the parking regulations contained with the University By-Laws. I have read and agree to abide by the General Conditions for Staff Parking detailed overleaf.		
	Signed		Date
<b>OR</b>			
<input type="checkbox"/>	I authorise the deduction of \$55 from my salary by payroll (for staff unable to use the salary sacrifice option) and I agree to abide by the parking regulations contained with the University By-Laws. I have read and agree to abide by the General Conditions for Staff Parking detailed overleaf.		
	Signed		Date
<b>OR</b>			
<input type="checkbox"/>	I elect to take this form and my Staff ID to the University Cashier and pay \$55 by cash or credit card, and I agree to abide by the parking regulations contained with the University By-Laws. I have read and agree to abide by the General Conditions for Staff Parking detailed overleaf. <b>[Note: Attach the Cashier's Receipt to the top of this form and post to the address below, or bring in person to AMS, to lodge your application].</b>		
	Signed		Date

<b>STEP 3 Contact Information</b>		
<b>NOTE: Please post or deliver the completed form to AMS on your campus. PLEASE DO NOT FAX.</b>		
Post the form to:	Parking Office Private Bag 35 Hobart Tasmania 7001	Asset Management Services Locked Bag 1365 Launceston Tasmania 7250
Deliver to:	Asset Management Services TT Flynn St Sandy Bay	Asset Management Services Newnham Drive Newnham
Further information:	Please telephone AMS on 6226 7183	Please telephone AMS on 6324 3637

Permit is not valid unless clearly displayed on vehicle in use. Please notify Asset Management Services (AMS) of any vehicle changes.

<b>Office Use Only:</b>	2009 Permit No:		Receipt No:		Date Issued:	
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## GENERAL CONDITIONS FOR ISSUE OF STAFF PARKING PERMITS (Please retain for reference)

The University of Tasmania provides limited parking as an amenity for its staff. Currently employed staff are provided with the opportunity to make use of this facility and contribute to its maintenance by payment of an annual fee. For its part, the University provides upkeep and regulation of these facilities for the benefit of participating staff. The issuing of a parking permit is granted by the University as a benefit for staff on the condition that a permit is purchased and displayed at all times in accordance with the University By-Laws and the Conditions listed below. For specific details of parking regulations, offences and penalties, please refer to the:

- University By-Laws (<http://www.utas.edu.au/universitycouncil/legislation/bylaws/bylaws.html>); and the
- Asset Management Services (AMS) website (<http://www.utas.edu.au/ams>)

### Eligible Staff and Costs

1. Full time, part time and honorary staff are eligible to buy a Staff Permit.
2. The holder of a Staff Permit is entitled to park in permit parking areas designated by WHITE bay dot markers. *Exceptions apply to the Conservatorium of Music and the Centre for the Arts Hunter Street campuses where permit parking is only available to staff of these campuses. In addition, the permit parking areas at AMC and Inveresk are restricted to specially endorsed permits issued to staff of these campuses. A normal staff permit is not valid in the AMC and Inveresk campuses.*
3. Staff covered by relevant Enterprise Agreements or other Industrial Instruments can elect to salary sacrifice the GST exclusive amount, currently \$50, as a pre-tax payment (this reduces salary before PAYG tax is calculated).
4. The permit is valid from the first day of first semester in February for a period of 12 months.
5. A partial reimbursement of \$22 may be given should a permit holder leave the University before the day prior to the start of Semester 2 in the year stated on the permit. A "Parking Permit Reimbursement" form available from the Asset Management Services (AMS) offices on either the Newnham or Sandy Bay campus must be completed, and the permit and form returned to the relevant AMS office. No refunds will be given should the permit holder leave the University after the day prior to the start of Semester 2.
6. If a permit is required for second semester only, the cost is \$33 GST inclusive or \$30 salary sacrificed.

### Issue, Display and Other Driver Responsibilities

1. A parking permit will be issued following approval of the application. The permit should be placed on the bottom left side of the front windscreen, on a clear untinted area and be clearly visible from the outside of the vehicle whenever the vehicle is parked in a permit holder zone.
2. The permit must be removed from the car if you cease to own it, or if you cease to meet the permit conditions (ie. Cease to be a staff member or official University contractor), and immediately returned to AMS.
3. Old permits are to be removed before placement of the new permit.
4. The purchase of a parking permit does not guarantee parking in any particular space or at any particular time.
5. Staff and Service Permits are transferable between campuses.
6. If permit is lost or destroyed, a replacement permit may be issued on payment of \$10. An "Application for a Replacement Parking Permit" form must be completed and a receipt from the Cashiers Office for \$10 attached. The form is available from the AMS offices on the Newnham and Sandy Bay Campuses, and on the AMS website. Satisfactory information about the loss/destruction must be provided with the application form.
7. A permit may be used for more than one vehicle. It is the driver's responsibility to change the permit to the car in use.
8. Vehicles displaying permits may not park in voucher-controlled areas unless authorised to do so by a valid voucher clearly displayed on the vehicle.

### Issue of Infringement Notices

1. It is the vehicle driver's responsibility to take note of any parking restrictions or changes to parking conditions, which may be current at any time.
2. Infringement notices may be issued at any time throughout the year.
3. Infringement notices will not be withdrawn if issued in accordance with the University By-Laws and these General Conditions.
4. Any appeal against an infringement notice must be in writing to the Parking Officer, AMS, in either Hobart or Launceston. Appeals must be lodged within FIVE days of the infringement issue date. A request to review a parking infringement notice should be made on the Parking Infringement Review Form which is available on the AMS website.
5. The following are examples of circumstances which are NOT valid reasons for cancellation of infringement:
  - Non-display of a permit (not clearly visible from outside of the vehicle or not placed in the vehicle), including failure to move permit from another car to the car in use.
  - Parking in a voucher zone without purchase and display of a voucher or with an expired voucher.
  - Parking in a disability parking space without displaying a University Access Permit.
  - Parking in a numbered parking space which does not correspond to the one to which access has been granted
  - Parking causing an obstruction or in an area not marked or indicated for the parking of vehicles such as lawns, footpaths or gardens.