

University of Tasmania

## Application for Replacement Parking Permit

### Staff Parking Permits ONLY



A replacement permit may be issued subject to satisfactory information regarding the loss or destruction of the permit being provided with this form, and subject to payment of \$10.00 to the University Cashier. Following payment to the Cashier, please return this form and receipt to the Parking Officer in Asset Management Services (AMS) on your campus.

<b>Applicant Details</b>	Name	
	School/Section	
	Box No.	
	Staff No.	
	Contact No.	
	Campus Location	
	Previous Permit No.	

<b>Car Details</b>	Make (eg Ford)	
	Model (eg Falcon)	
	Colour	
	Registration No.	

<b>Alternative Car Details</b>	Make (eg Ford)	
	Model (eg Falcon)	
	Colour	
	Registration No.	

<b>Declaration</b>	I agree to abide by the parking regulations contained within the University By-Laws. I have read and agree to abide by the General Conditions for Parking detailed overleaf.	
	<b>Signed</b>	

## 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/dept/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. Please contact the respective School for details).*
3. Staff covered under the General Staff Agreement 2005-2008, Academic Staff Agreement 2000-2003 or English Language Centres Agreement 2000-2001 can elect to salary sacrifice the GST exclusive amount, currently \$50, as a pre-tax payment (this reduces salary before PAYG tax is calculated). Staff under the current Child Care Award do not have access to salary sacrifice Car Parking Fees and would have to authorise a salary deduction for the GST inclusive amount of \$55.
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.