



Application for Issue of Government Vehicle Parking Permit

Applicant Details

Name of Agency or Authority	<input type="text"/>		
Address	<input type="text"/>		
Postal Address	<input type="text"/>		
The vehicles listed on this application will be used by:	<input type="checkbox"/> ACT Government	<input type="checkbox"/> Commonwealth Government	
Full name of person completing application	<input type="text"/>		
Position in Agency or Authority	<input type="text"/>	Phone number	<input type="text"/>
Does the Agency / Authority have any existing Government Vehicle Parking Permits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
If yes, list one registration number	<input type="text"/>		

Registration Numbers Which Require Permits

List below the registration numbers which will require Government Vehicle Parking Permits (attach list if insufficient space)

Registration No.	Registration No.	Registration No.	Registration No.	Registration No.	Registration No.
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Payment information

The appropriate annual fee (subject to change without notice) must be paid for this application by credit card.

Road User Services is committed to ensuring your financial details are secure. Due to this we advise against sending your credit card details in written form. To make a credit card payment (Mastercard or Visa only), please ensure you provide us with your business hours telephone number in the field below. Road User Services will contact you to arrange payment when your application is being processed.

Name of person to contact for credit card payment	Business hours contact number
<input type="text"/>	<input type="text"/>

Declaration

I declare that the vehicles to which this application relates will be: (tick whichever applies)

- Used by a Commonwealth agency or authority, while in use for the purpose of the Commonwealth agency or authority or
- Used by an Australian Capital Territory (ACT) agency or authority, while in use for the purpose of the ACT agency or authority.

Conditions of Use

This permit:

- Is valid only if it is being used by the Agency or Authority to which it is issued;
- May only be used for parking in Government vehicle carparks when the vehicle is being used for the purposes of the agency or authority;
- Must not be used when the vehicle is being used for private purposes;
- Must be displayed on the dashboard inside the vehicle or as close as practical to the front, left side, in a way that all permit details are clearly visible from outside the vehicle;
- Must be returned to the Road Transport Authority if no longer required or vehicle sold;
- May be revoked for any breach of these conditions.**

I understand that a Parking Permit issued to a Government vehicle must be surrendered to the Road Transport Authority if the vehicle described on the permit is no longer used by the ACT or Commonwealth agency or authority. I understand that the permit may be revoked by the Road Transport Authority in the event of misuse.

Signature	Position in agency or authority	Date
<input type="text"/>	<input type="text"/>	<input type="text"/>

Information on Government Vehicle Parking Permits

Applying for Government Vehicle Parking Permits

- The form 'Application for Issue of Government Vehicle Parking Permit' must be completed by a person authorised by the agency or authority to make such an application. These forms are available from the Road Transport Authority or the Fleet Manager.
- Applications can be submitted by email - lara@act.gov.au (credit card only)

Guidelines For Using Government Vehicle Parking Permits

- A Government Vehicle Parking Permit may only be used for parking in government vehicle carparks when the vehicle displaying the permit is being **used for the purposes** of the government agency or authority to which it was issued. A Government Vehicle Parking Permit must not be used when the vehicle is being used for private purposes.
- A permit may only be displayed in a vehicle which has the same registration number as the one printed on the permit.
- Permits must be displayed inside the vehicle as near as practicable to the registration label and facing to the front or to the left side of the vehicle.
- A permit is no longer valid after the expiry date printed on the permit.
- A permit does not guarantee that a parking space will be available.

Transferring a Government Vehicle Parking Permit to a New Agency / Authority

If a vehicle displaying a Government Vehicle Parking Permit is transferred from one agency / authority to another, the new agency / authority must notify the Road Transport Authority that it is to take responsibility for the use of the permit. This is done by completing the 'Change of Details - Government Vehicle Parking Permits' form and emailing to lara@act.gov.au.

Returning Government Vehicle Parking Permits

Government Vehicle Parking Permits must be returned to the Road Transport Authority when the vehicle displaying the permit is no longer to be used by an ACT or Commonwealth agency or authority. In most cases this will be when the lease of the vehicle expires and the vehicle is returned to the Fleet Manager. The permits should be accompanied by a brief note explaining that the permits are no longer to be used by a government agency or authority. There is no refund for returned permits.