



Change of Details or Replacement Government Vehicle Parking Permits

Government Vehicle permits which feature a specific number are transferable from one Agency / Authority to another and from one vehicle to another. This form must be completed by a person authorised by the Agency / Authority which will use the permit.

Application type

Replacement

Change of details

Applicant details

Name of Agency or Authority (e.g. Dept of Defence)

Name of Branch/Section (e.g. Training & Education)

Address

Postal Address

The vehicles nominated on this application will be used by ACT Government Commonwealth Government

Does the Agency/Authority have any existing Government Vehicle permits? Yes No

If yes, list one permit number

Full Name of person completing application

Position in Agency or Authority

Contact phone No.

Permits to be changed

List the permit numbers which are being transferred to your Agency/Authority.

Permit No.	Registration No.	Permit No.	Registration No.

List the permit numbers being transferred to a different vehicle.

Permit No.	New registration No.	Permit No.	New registration No.

List the permit numbers to be replaced if lost.

Permit No.	Registration No.	Permit No.	Registration No.

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

I understand that a permit issued to a Government vehicle must be surrendered to The Road Transport Authority if the vehicle described on the permit is no longer to be used by an 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

Date

 / /

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 to lara@act.gov.au.

Guidelines For Using Government Vehicle Parking Permits

- A Government Vehicle Parking Permit may only be used for parking in government vehicle car parks 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. Completed applications must be sent by email to lara@act.gov.au for processing.

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.