Trader Parking Permit Application
1 October 2026 to 30 September 2027

CITY OF MONASH

Applicant to complete details below:

Trading name		
Business address		
Primary contact person		
Email address		
Contact phone numbers	**Business**	**Mobile**
No staff employed	**Full Time**	**Part Time**
ABN / ACN		
Number of permits required		

I, (*Print name*) _____ **being The Proprietor / Manager of the above named business, hereby declare that I am aware, and will ensure that staff using these permits are aware, of the Terms and Conditions in the following pages.**

I acknowledge that I have read and understood the Terms and Conditions.

SIGNED_____**PRINT NAME** _____**DATE**_____

Privacy Statement

Monash City Council ("Council") collects personal information via this form to process Trader Parking Permit Applications and related purposes which the individual to whom the information relates may reasonably expect. Council will not release or provide access to personal information to any other person or body, unless (a) it has been authorised to do so by the person to whom the information relates, (b) it is permitted or required to do so by law, or (c) it is appropriate or required in the performance of the functions of Council. If the applicant refuses to supply the requested information we may not be able to process the application. You may gain access to your personal information by contacting Council's Privacy Officer via email at legal@monash.vic.gov.au.

EMPLOYEE DETAILS (Must be completed for each permit requested)

Business/Trading Name_____

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

Name			
Vehicle Details	**Make**	**Model**	**Registration Number**

*(Print page to add more employees)

TERMS & CONDITIONS *(TO BE RETAINED BY PERMIT HOLDER)*

1. The permit is valid only if it is prominently displayed, so that it is visible and readable from outside the vehicle.

2. The permit is valid only in the locality shown on the permit, and only in that section of the locality where signs show "Authorised Vehicles Excepted, as indicated on the map provided with the permits.

3. **The permit does not guarantee the availability of a parking space.**

4. Because of the limited availability of parking spaces, Council reserves the right to limit the number of permits issued to any individual business as a whole.
5. Trader Parking Permits are for passenger cars and light vehicles used by the operator for commuter use. Permits are not valid for trailers or heavy machinery such as bobcats, forklifts etc.

6. The permit shall expire on **30 September 2027** and a new application will be required for the new period. A renewal notice will be sent by mid- September.

7. The permit is intended to be used by staff of a business located in the area shown on the permit, that have a need to park for longer than the relevant restrictions allow and is to **be used only during the hours that that staff member is working**.

8. Failure to adhere to conditions could result in the issuing of an infringement notice and/or revocation of the permit.

9. Permits are not transferable.

10. If a staff member leaves, the permit should be returned to the contact at your business, and the permit issued to the new staff member. In this instance, Council must be advised within 7 days in writing.

11. If an additional staff member is employed, only then is a new permit required.

RETURN COMPLETED AND SIGNED APPLICATION TO COUNCIL

In Person

Monash Civic Centre
293 Springvale Rd Glen Waverley
8.30am – 5.00pm Mon – Fri

Oakleigh Service Centre
3 Atherton Rd Oakleigh
8.30am – 5.00pm Mon – Fri

By Post

City of Monash
Community Laws
P.O. Box 1
Glen Waverley VIC 3150

By Email mail@monash.vic.gov.au