

Parking permit

Change of vehicle



What you need to do

Before you start!

The fast and easy way to apply is online via

portphillip.vic.gov.au/council-services/parking-in-port-phillip/parking-permits

Otherwise complete this form to apply in person.



Check your eligibility

To be eligible to change your permit type you must provide vehicle identification.



Submit the application

Submit your application at any **Port Phillip town hall** or via email at ppa@portphillip.vic.gov.au



Receive your permit

If your application is successful your permit will be mailed within 10 working days.

Read before starting

Identification

Please provide one (1) form of identification that specifies your new vehicle registration number and residential property address.

Contract of sale (vehicle only)

Current vehicle registration certificate

Current vehicle insurance certificate

VicRoads change of address notice

Letter from company to confirm change in vehicle

Administration fee

An administration fee applies for this application. Fee information is available on our [website](#).

For more information

If you require more information or a large print version:

ASSIST 03 9209 6777

portphillip.vic.gov.au/council-services/parking-in-port-phillip

1 Declaration

I confirm that I will adhere to the terms and conditions specified in Council's parking permit policy.

I will ensure that the permit is not sold, transferred or assigned to another party.

I agree to return the permit to Council if my eligibility changes.

2 Your details

First and last name

Email

Best phone number to contact you on

Residential or postal address

3 Your vehicle details. Only one (1) vehicle registration per application.

Current permit number

Old vehicle registration number

New vehicle registration number

Privacy policy

The personal information requested on this form is being collected by Port Phillip City Council to assist in the assessment of your parking permit - change of vehicle application. The personal information will be used solely by Council for that primary purpose or directly related purposes. Council may disclose this information to VicRoads and Victoria Police. If this information is not collected, Council will be unable to process your application. The applicant understands that the personal information provided is for the assessment of the application and that he or she may apply to Council for access to and / or amendment of the information. Requests for access and / or amendment should be made to Council's Governance department.