

Parking permit

Change of address



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

Applying online also allows you to change your address for other Council services.



Check your eligibility

To be eligible for changing your address you must provide your new residential 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 as evidence you are residing at the new property address. Identification must specify applicants name and new residential property address.

Bank statement	Lease agreement
Bond receipt	Rates notice
Drivers licence	Utility bill

Previous permit

To allow this application to be processed, permits issued to the previous address must be returned.

Yes

No. Please provide reason if permit cannot be returned:

Administrative fee

This application will require an administrative fee of \$23.

For more information

If you require more information or a large print version:

[ASSIST 03 9209 6777](tel:0392096777)

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 name

Last name

Permit number

Best phone number to contact you on

Email

Old residential or postal address

New residential or postal address

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 address 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.