



Parking permit

Change of permit type

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 residential and vehicle identification.



Submit the application

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



Receive your permit

Following payment your permit will be mailed within 10 working days.

Read before starting

Fees

Each application requires an administration fee plus an amount for the difference between your old and new permit.

Fee information is available on our [website](#).

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

Letter from company to confirm change in vehicle

VicRoads change of address notice

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:

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.

I understand that the fees for changing my permit type are non-refundable.

I have checked that this application is made at least six weeks before my permit expiry date.

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 your permit type 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.

2 Your details

First name Last name

Best phone number to contact you on Email

Residential or postal address

3 Your permit details

Old permit

Resident Combined

Foreshore Visitor

Permit number

Permit expiry date


New permit

Resident Combined

Foreshore Visitor

Vehicle registration number (if applicable)

For further information or a large print version

 ASSIST 03 9209 6777

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