

## S1 SPECIAL PARKING PERMIT APPLICATION AND INSTRUCTIONS 2019 – S1 (RED) STICKER

### ENTITLEMENT

Entitlement for a S1 Special Parking Permit shall be Senior Executive staff including Divisional Heads, Deans of College and Directors of Services/Offices.

### PURCHASING YOUR S1 SPECIAL PARKING PERMIT

To purchase your S1 Special Permit – Please complete the attached Application Form and return to [parking@jcu.edu.au](mailto:parking@jcu.edu.au). The Parking Office staff will confirm your entitlement and location of the parking bay once payment arrangements have been processed.

### PERMIT FEE

An annual permit fee is payable for S1 Permits. The fee for 2019 is \$520.00.

There are two options for payment:

1. In person at a retail outlet to be advised.
2. Complete and submit a 'Request to Salary Package Reserved Car Parking' (as per attached)

An S1 Application form and Salary Packaging Request MUST BOTH be completed if payment is to be made by Salary Packaging. An S1 permit will only be issued on confirmation of payment arrangements.

This fee can NOT be paid with any Internal Charge Codes.

When receipt of payment or Request to Salary Package has been confirmed, the Parking Office will issue the S1 Parking Permit.

**PLEASE NOTE** – 2018 S1 permit holders with a Salary Packaging arrangement in place will not be required to submit another 'Request to Salary Package Reserved car Parking' for 2019 – Salary Packaging arrangements will remain active unless cancelled by the applicant. You are not required to submit a 2019 Application for an S1 Parking Permit if you currently have a salary packaged form in place from previous years.

### WHERE CAN I PARK

Holders of S1 Permits are entitled to park in a dedicated car park provided to them by the Estate Directorate Office. Holders are also able to park in all day bays as per other permits.

### ENFORCEMENT AND PARKING INFRINGEMENTS

An Authorised Person will issue a parking infringement notice to any vehicle not parked in accordance with the JCU parking policy. Information regarding the policy can be found on the parking website – <https://www.jcu.edu.au/estate-directorate/campus-services/parking-@jcu>

Divisional or College Office staff are not authorised to park in a S1 Permit Holders bay unless displaying a Red S1 Permit sticker. Any vehicle parked in S1 Reserved parking bay with an incorrect permit will be issued with an Infringement Notice for failing to display the correct permit - the penalty amount for this offence is ½ penalty unit (refer to Parking Infringement Information)- <https://www.jcu.edu.au/estate-directorate/campus-services/parking-@jcu>

### PARKING SIGNAGE

Parking signage on campus follows the Manual of Uniform Traffic Control Devices and licensed drivers are deemed to understand this signage. Please read the signs and check for pavement markings etc. before you park to prevent being issued with an Infringement Notice.

### ENQUIRIES

Please direct all enquiries regarding parking or traffic on JCU sites to [parking@jcu.edu.au](mailto:parking@jcu.edu.au).

### AFFIXING PERMIT STICKER TO YOUR VEHICLE

The permit sticker must be clearly displayed through the vehicle windscreen in the lower corner of the passenger's side.

### IF PERMIT STICKER IS LOST OR DESTROYED

Replacement stickers are available at a cost of \$10.00. Please complete the "Request to Re-Issue Form for an S1 Special Parking Permit" and email to [parking@jcu.edu.au](mailto:parking@jcu.edu.au) for approval.

## SPECIAL APPLICATION FORM (S1)

### APPLICANT DETAILS – Available for eligible staff only

Title \_\_\_\_\_ Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Division/College/Directorate \_\_\_\_\_ Position \_\_\_\_\_

JCU Email Address \_\_\_\_\_

**By signing this form I accept the conditions for parking on the JCU campus. I acknowledge failure to display the parking permit may result in an infringement notice being issued.**

Signature \_\_\_\_\_ Date \_\_\_\_\_ Extension \_\_\_\_\_

**PERMIT FEE: - \$520.00 (incl GST)**      **Payment to be made:**

**In Person**        
**Salary Package**     

N.B. Permit fee is strictly non-refundable

### VEHICLE DETAILS

Please note – a permit sticker will not be issued unless make, type, and registration number are provided.

Make			
Type			
Registration No.			

Parking Space Identification \_\_\_\_\_

Location (if Known) \_\_\_\_\_

**Application is now complete – please email to [parking@jcu.edu.au](mailto:parking@jcu.edu.au)**

Estate Directorate – Parking Office Use only			
Entitlement Confirmed	YES / NO	Parking Space Confirmed	YES / NO
Parking Space Location Confirmed		_____	
Reserved S1 Permit Issued:			
Date of Issue: .....		S1 Reserved Permit Number: .....	

# Request to Salary Package Reserved Car Parking

Human Resources



This form is for staff members to complete to commence a salary packaging (sacrificing) arrangement of reserved car parking.

Employee Details:	
Name:	Employee No:
Position:	Work Unit:
<i>The University strongly recommends that employees wishing to participate in the Program seek professional financial advice concerning their remuneration before packaging benefits.</i>	
Commencement of Salary Packaging of Reserved Car Parking	
D I elect to salary package the cost of my reserved car parking space at an annual cost of \$520 p.a. to be deducted pro rata on a fortnightly basis.	
Date change to be effective from (select one box only)	
D Next available pay period following receipt of this request	
D Specify date _____ (must be future dated and will be adjusted to the nearest pay period).	
Authorisation:	
<ul style="list-style-type: none"><li>• I authorise James Cook University to deduct the above amounts from my fortnightly salary.</li><li>• I acknowledge that the above arrangement will remain in place until I advise to stop the arrangement. I further acknowledge that any such requests will need to be made in writing.</li><li>• I understand that James Cook University accepts no liability for employees failing to obtain advice on financial matters concerning their remuneration or salary packaging arrangements.</li></ul>	
Employee Signature:	Date:
Office Use Only:	
Entered by:	Checked by: