

## APPLICATION AND INSTRUCTIONS FOR THE PURCHASE OF THE DIVISIONAL PARKING BAYS – S1 (RED) STICKER

### ENTITLEMENT

Each Division may apply for two (2) reserved bays to be allocated at their discretion to an individual Divisional staff member or to be allocated as a Divisional Visitor's Bay. The following ORGUs may apply for these bays – 1000, 2000, 2100, 2200, 1100, 1200, 1300 and 1400.

### WHERE CAN I PARK

Holders of these S1 Permits are entitled to park in a dedicated car park allocated to them by their Division Holders are also able to park in carpark P4 at the eastern end of Building A4.

### PERMIT FEE

An annual permit fee for S1 Permit bays is payable. The fee for 2018 is \$255.00. This fee must be paid as an internal Charge Code transfer.

### 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 may 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 vehicles front 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. Refer to the website for further information. Completed applications are to be emailed to [parking@jcu.edu.au](mailto:parking@jcu.edu.au)

### COMPLETED APPLICATIONS

Please email the completed application form to [parking@jcu.edu.au](mailto:parking@jcu.edu.au) and your S1 Special Permit will be sent to you through the internal mail system.

**APPLICATION FORM (S1) – Divisional Discretionary Bays – Cairns Campus Only**

Valid from: 08.01.2018 to 31.12.2018

PERMIT NO: .....

DATE OF ISSUE: .....

**DIVISIONAL BAY – HOLDER DETAILS (If allocated to an individual)**

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

Division \_\_\_\_\_ Position \_\_\_\_\_

JCU Mailing Address \_\_\_\_\_

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

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

**VEHICLE DETAILS (if available)**

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

Make			
Type			
Registration No.			

Parking Space **Carpark P4 at the eastern end of Building A4.**

Location: \_\_\_\_\_

**PERMIT FEE: - \$255.00 (incl GST)**

N.B. Permit fee is strictly non- refundable

Note: If park is allocated to an individual the individual may be liable for the cost of the carpark.

**Payment details**

<p><b>Internal Transfer Payment</b> Forward completed form to the Estate Directorate Parking Office – Sticker will be forwarded via internal mail.</p> <p>Charge fees to account number _____</p> <p>Signature of Financial Delegate _____</p> <p>Name of Financial Delegate _____</p>	<p><b>Parking Office Use Only</b></p> <p>Journal Entry Completed by:</p> <p>Initials: .....</p> <p>Date: .....</p> <p>Amount: .....</p>
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