

S1 SPECIAL PARKING PERMIT APPLICATION AND INSTRUCTIONS 2018 – S1 (RED) STICKER FOR THE PURCHASE OF ACADEMIC HEAD PARKING BAY

ENTITLEMENT

Each Divisional Academic Head may apply for a reserved bay to be allocated at the discretion of the Estate Directorate. These bays will be located in a central area to a group of buildings.

WHERE CAN I PARK

Holders of these S1 Permits are entitled to park in a dedicated car park allocated to them but they are not authorised to park in any other (non-allocated) Reserved Bay. Holders are also able to park in permit and free car parks on campus.

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.

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. Refer to the website for further information. Completed applications are to be emailed to parking@jcu.edu.au

COMPLETED APPLICATIONS

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

SPECIAL APPLICATION FORM (S1) – Divisional Academic Head

Valid from: 08.01.2018 to 31.12.2018

PERMIT NO:

DATE OF ISSUE:

HEAD OF ACADEMIC GROUP – HOLDER DETAILS

Title _____ Surname _____ Given Name _____

Division _____ Position – **Head of Academic Group**

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 Identification _____

Location: _____ Campus: _____

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>Internal Transfer Payment 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 style="text-align: center;">Parking Office Use Only</p> <p>Journal Entry Completed by:</p> <p>Initials:</p> <p>Date:</p> <p>Amount:</p>
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