



CITY OF PERTH PARKING

PARKING CARD APPLICATION



Privacy

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

Copyright

I authorise the City of Perth to reproduce any attachments provided with this form for internal purposes only.

City of Perth
Council House
27 St George's Terrace, Perth
GPO Box C120 Perth
Western Australia 6839
ABN 8378 0118 628
Phone: 1300 889 613
Facsimile: (08) 9461 3004
info@cityofperth.wa.gov.au
www.perth.wa.gov.au/parking

Instructions: Please print clearly in the spaces provided.

NOTE: Parking Cards are for use in most City of Perth Car Parks, and most kerbside parking ticket machines.

1. CUSTOMER DETAILS

Private customer

Surname: **First Name:**

Address:

Postcode:

Mobile: **Telephone:**

E-mail:

Corporate customer

Company:

Contact Person:

Job Title:

Address:

Postcode:

Mobile: **Telephone:**

E-mail:

2. INITIAL CHARGE AMOUNT

Initial Charge Amount:	\$	Plus \$15.00 deposit (Deposit fully refundable upon return of card in reusable condition);	Total:	\$
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3. PAYMENT DETAILS

Please indicate your preferred method of payment:

- Cheque (please make payable to the City of Perth)
- Money Order (please make payable to the City of Perth)
- Credit card (Visa, Mastercard or Amex)

NOTES: For security reasons, the City of Perth **cannot accept written credit card details.**

Therefore, please provide the name as displayed on your credit card, and sign below to **authorise** the City of Perth to **debit** that credit card.

The City of Perth will contact you to obtain your **credit card number.**

Please advise the preferred day(s) and/or time(s) to be contacted during business hours (Monday to Friday, 8am to 6pm):

Day(s): Time(s):

Name on card:

Signature: Date:

4. DECLARATION

I declare that I have read, understood and accept the Terms and Conditions provided with this application.

Signature: Date:

City of Perth Parking Cards may also be purchased at:

Customer Service
Council House
Ground Floor
27 St Georges Terrace, Perth

Monday to Friday, 8.30am to 5.00pm

Response Time: 20 working days from date of receipt

Please note: This form is available in alternative languages and formats on request.

Office Use Only:

Date received: _____

Card No. issued: _____

Date processed: _____

Receipt No.: _____

CM No.: _____

Processed by: _____

Fees and Payments

1. A parking card deposit fee applies to all new applications. Card deposit fees are refundable within 30 working days of return if the card is returned in undamaged, useable condition.
2. **Replacement:** Lost, stolen or damaged cards will incur a replacement fee equivalent to the deposit fee. Please allow at least five working days for a replacement card to be issued.
3. Fees and charges may be subject to change without notice due to future fee increases.
4. Parking card deposits are GST exempt. Parking fees are GST inclusive. Please retain ticket or request a receipt at payment station for GST claims.
5. **Credit Card Payments:** it is the responsibility of the customer to ensure CPP has their current credit card and contact details.
6. **Invoice payments:** payment by invoice is only available to approved corporate applicants. The City of Perth's invoice terms are **strictly 14 days**. Failure to trade within the agreed terms of payment will result in the immediate suspension of access rights and credit facilities without prior notice, pending payment of all outstanding monies and may result in rights of access not being renewed.
7. **If the parking card payment facility is offline, or the card payment cannot be completed, payment must be made in cash.**
8. **Cancellation** of a parking card requires the completion of a cancellation form. A cancellation form may be collected from any staffed car park, the Customer Service counter at Council House or by visiting cityofperthparking.com.au. Completed cancellation forms may be lodged by email or at Customer Service counter at Council House. At the time of cancellation any unused portion of the 5% bonus will be deducted from the balance of the card prior to a refund being issued.
9. **Adding Funds**
Funds may be added to parking cards by the following methods:
 - At the control room of any staffed car park
 - Attending the Customer Service Counter at Council House
 - By telephoning 1300 889 613 (for credit card debit accounts only)
 - Using the Automatic Payment Machines currently available at the following car parks:

Citiplace	Pier Street
Concert Hall	Roe Street
Convention Centre	State Library
Elder Street	Terrace Road
His Majesty's	Cultural Centre

10. **Bonus**
Each time a parking card is recharged a bonus of 5% of the value of that recharge will be applied to the parking card the next working day.

11. Parking Cards can be used in all City of Perth car parks and most kerbside ticket machines.

Instructions on how to use Parking Cards are displayed on City of Perth automatic payment machines (APMs) and ticket machines that accept Parking Card payments. It is the customer's responsibility to follow the instructions displayed. Refunds will not be processed for incorrect use of the machines