



# Parking Permit Policy



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## Preamble

The policy provides for:

- (i) eligible residents to park their private vehicles in designated residential parking areas within the proximity of their residence;
- (ii) eligible residents to be issued with 'Visitor Permits' and 'Party Permits' allowing resident visitors to park their private vehicles in designated residential parking areas within the proximity of the subject residence;
- (iii) employees and members of community service organisations, who provide a specific community endorsed service/medical service to residents in their private residence, to park their private vehicles in designated residential parking areas within the City of Port Phillip;
- (iv) residents and members of eligible foreshore clubs/ associations to be exempt from paying the appropriate fee at designated foreshore paid parking locations as specified in Clause 16.0 of this policy;
- (v) Disabled residents to park their private vehicles as per Council's guidelines;
- (vi) Trade persons to park their vehicles in designated residential parking areas within the proximity of a residential property being serviced;
- (vii) During the period of the Australian Formula 1 Grand Prix, provide specific parking regulation and make provision for the issuing of parking and access permits to the immediate area surrounding Albert Park for residents and eligible businesses.

## Definitions

- 1.1 'Resident' - means a person who lives and sleeps at a residence as described and is so named on the Council Role, or who provides documentary proof of such, e.g. copy of Lease, Contract, Tenancy Agreement or Rent Book, etc.

NOTE: As of 1 October 2002, all new residential developments where the number of households increased on a property, irrespective of the level of off street parking provided are not eligible for resident or visitor parking permits.

- 1.2 'Residence' - means the principal or sole dwelling house of a resident which is occupied as such and the word 'resides' means to be a resident in the principal or sole dwelling house.
- 1.3 'Private Vehicle' - means a sedan/station wagon or hatch and includes a small van or utility, which is currently registered to a City of Port Phillip address (resident, visitor and foreshore {resident} parking permit applications only), or if not registered to a City of Port Phillip address, documentary proof can be provided that the applicant is afforded sole use of the vehicle (company vehicle), but does not include any van over 4.5 tonne in weight, any truck, caravan, boat or trailer and does not include any vehicle over 7.5 metres in length.

- 1.4 'Visitor Permit' & 'Party Permit' - means a permit held by a resident and allocated for use to any genuine visitor to the residence.
- 1.5 'Community Service Organisation' - means organisations (outlined under separate cover and modified from time to time by the Authorised Officer) which provide a specific community endorsed service to residents (e.g. Red Cross, Royal District Nursing association, Salvation Army, Sacred Heart Mission, Police, Child Care Centres, Meals on Wheels, Home Help, Consulates and Boarding/Rooming Houses).
- 1.6 'Agency' - means particular community service organisations (outlined under separate cover and modified from time to time by the Authorised Officer) which provide a specific community endorsed service to residents requiring parking services in excess of those provided by the 'Community Service Organisation' parking permit.
- 1.7 'Foreshore Paid Parking' - means the areas designated in the Appendix and modified from time to time by the Authorised Officer.
- 1.8 'Eligible Foreshore Club/Association' - means clubs and organisations outlined under separate cover and modified from time to time by the Authorised Officer.
- 1.9 'Disabled' - means persons satisfying the eligibility criteria in the 'Code for the Disabled Persons Parking Scheme'.
- 1.10 'Tradesperson' - means a registered member or employee of an authority, company or organisation servicing a residential property.
- 1.11 'Adjoining Residential Properties' - means fronting, siding or backing onto a residential property.

## Parking Permit Types

Nine parking permit types are available:

- Resident
- Visitor
- Community Service Organisation
- Agency
- Foreshore
- Disabled
- Tradesperson
- Party
- Combined (Resident / Foreshore)

## Streets / Areas in which Policy Applies

The Policy applies in:

- (i) Areas adjoining residential properties in the municipality where parking restrictions apply (Resident, Visitor, Combined, Party, Community Service Organisation, Agency and Tradesperson parking permits).
- (ii) Foreshore paid parking locations (Foreshore parking permits only).
- (iii) Disabled parking spaces (Disabled parking permits only).
- (iv) Paid parking locations adjoining residential properties.

The Policy does not apply in:

- (i) Clearways, No Stopping Areas, 5, 10 or 15 minute zones (unless permit holders exempted) and red parking signs other than 'Permit Zone'.
- (ii) Shopping centres, off street car parks, outside non-residential properties, include commercial, industrial and community land uses.

## Eligibility

- 1.1 Parking permits will not be issued to properties where Council has resolved not to provide these based on parking assessments during the statutory planning approval process for the subject property.
- 1.2 Clauses 5.4 to 5.11 are subject to the satisfaction of clauses 5.1 and 5.2.
- 1.3 Any eligible person who resides in the City of Port Phillip can display a 'resident' parking permit.
- 1.4 Any person who is a visitor to an eligible residential premise can be eligible to display a 'visitor' or 'party' parking permit for the street and area for which it is issued according the same privilege as if the person was a resident.
- 1.5 Any community service organisation which requires their employee or member to visit, by private vehicle, a residential property within the City of Port Phillip during the course of any day on official duties, is eligible to display a 'community service organisation' parking permit. Permits will not to be issued or valid for the purposes of employee all day parking in the vicinity of their place of employment.
- 1.6 Particular community service organisation which requires their employee or member to visit, by private vehicle, a residential property within the City of Port Phillip during the course of any day on official duties, is eligible to display an 'agency' parking permit. Permits will not to be issued or valid for the purposes of employee all day parking in the vicinity of their place of employment
- 1.7 Any resident or member of an approved foreshore club/association shall be eligible to display a 'foreshore' parking permit, which exempts the holder from paying the appropriate fee at designated foreshore paid parking areas.

- 1.8 Any person satisfying the eligibility criteria in the 'Code for the Disabled Persons Parking Scheme' shall be eligible to display a 'disabled' persons parking permit.
- 1.9 Any tradesperson shall be eligible to display a 'tradesperson' permit for the street and area for which it is issued according the same privilege as if the vehicle displayed a valid Resident Parking Permit.

## Designated Parking Permit Areas

- 1.10 Private vehicles displaying a valid 'Resident', 'Visitor', 'Party or 'Tradesperson' Parking Permit are exempt from 'time limited' (green signs), 'permit zone', paid parking and 'No Stopping Anytime – Permit Holders Excepted' parking restrictions adjoining residential properties in the street of permit issue, any intersecting streets and any immediately parallel streets.
- 1.11 Private vehicles displaying a valid 'Community Service Organisation' parking permit are exempt from 'time limited (green signs) and 'permit zone' parking restrictions adjoining residential properties in all streets within the City of Port Phillip.
- 1.12 Private vehicles displaying a valid 'Agency' parking permit are exempt from 'time limited (green signs), 'permit zone' parking restrictions adjoining residential properties and from paying the appropriate fee at paid parking locations in streets adjoining residential properties within the City of Port Phillip.
- 1.13 Private vehicles displaying a valid 'Foreshore' parking permit are exempt from paying the appropriate fee at designated foreshore paid parking areas. Parking time limits must be obeyed.
- 1.14 Vehicles displaying a 'Category 1 Disabled' (blue) parking permit will allow the holder to park in any designated disabled parking space as per State legislation. Vehicles displaying a 'Category 2 Disabled'(green) parking permit will allow the holder to park for twice the signed time limit as per State legislation.

## Scope and Allocation of Permits

- 1.15 There is a maximum of three (3) Resident/Visitor/Combined Parking Permits per household which can include a maximum of two (2) Visitor parking permits.
- 1.16 There is a maximum of two (2) Visitor Parking Permits per household.
- 1.17 'Exceptions' to the three (3) Resident Parking Permit Limit will be based on the number of adults with vehicles in a household, minus one (1) parking permit for each off street car park available at/to the household. A site visit may be required by a City of Port Phillip officer to verify the off street parking allocation. The residents must submit a signed letter stating how many permanent residents with vehicles reside at the address and how many off-street car spaces exist at the address. If approved for more than three (3) permits, only one (1) can be a Visitor Permit.
- 1.18 There is maximum of three (3) Foreshore Parking Permits per household.
- 1.19 There is no maximum number of Community Service Organisation Parking Permits.

- 1.20 There is no maximum number of Agency Parking Permits.
- 1.21 A maximum of three (3) Tradesperson Parking Permits per household will be issued at any one time. There is no limit on the number of applications per year.
- 1.22 A maximum of ten (10) Party Parking Permits per household will be issued at any one time. A maximum of five (5) applications for Party Permits can be made each year.
- 1.23 A permit may not be transferred to any person, vehicle or area except for Visitor or Party Parking Permits.
- 1.24 Parking Permits will only be in effect while the applicant permanently resides at the address stated at the time of the application, or as agreed with the Authorised Officer.
- 1.25 If a person holding a permit permanently moves from the residence listed in the application, such permit will be deemed to be cancelled and have no effect. If the permit holder moves to another CoPP address, a new application must be submitted (subject to 5.1 & 5.2) with the required identification and the permit from their previous address. The permit fee and expiry date will then be transferred from their previous permit to the permit at their new address. Permits may only be held by the applicant at one (1) residence within CoPP.
- 1.26 A separate application is normally required for each parking permit application.
- 1.27 A parking permit does not guarantee the availability of a parking space.

## Method of Application for a Parking Permit and Fee

- 1.28 Applications for permits are required to be in writing on the prescribed forms. Documentation and payment is required to accompany the application.
- 1.29 If a private vehicle is registered to a company or organisation then a letter, on company letterhead, is to be provided stating that the subject private vehicle is driven primarily by the applicant and parked overnight at a specific City of Port Phillip residential address.
- 1.30 Eligible residents who change their private vehicle frequently (i.e. greater than four times per year) or use different vehicles on any one day, may apply for a Visitor Parking Permit at the applicable fee.
- 1.31 New tenants/owners of a household may be required to complete a Statutory Declaration in instances where previous tenants/owners possessed Parking Permits who have now vacated the household. These previously issued permits will need to be cancelled in order for the current application to be processed within the three (3) parking permit limit.
- 1.32 Applications for Foreshore Parking Permits must be made on the prescribed form, and for non-resident members of authorised foreshore clubs/associations, include the signature of an office bearer of the club and include the club seal.
- 1.33 Applications for Community Service Organisation Parking Permits must be made in the form of a letter (on official letterhead of the organisation in question) and include the names and

registrations of all applicable vehicles. A clear statement explaining the nature of the request is also required. The request is to be signed off by the CEO, General Manager or equivalent.

- 1.34 The applicant will be required to acknowledge acceptance of the Rules of this Policy by signing the application form and subsequent renewal notices.
- 1.35 The fee structure shall be determined from time to time by Council.
- 1.36 A fee may apply to replace an existing Resident, Combined or Foreshore Parking Permit (same name, address and registration) due to it being destroyed, lost or stolen.
- 1.37 A fee may apply to Resident, Combined, Community Service Organisation, Agency and Foreshore Parking Permit holders who change their vehicle over during the course of a current valid 12 month parking permit period. The initial expiry date will however continue to apply.
- 1.38 Where in excess of 50% of a Visitor Parking Permit cannot be provided due to it being destroyed, lost, or misplaced, a replacement fee of \$250 will be incurred for a Visitor Parking Permit respectively. Vehicle registration based parking permits will not incur any replacement fee.
- 1.39 Where in excess of 50% of a Party or Tradesperson Parking Permit cannot be provided due to it being destroyed, lost, stolen or misplaced, a new application will need to be lodged and full application fees paid.
- 1.40 The replacement fees outlined in Clauses 8.11 and 8.12 will not apply if a parking permit is stolen and adequate proof is provided (police report). A replacement parking permit will be provided free of charge in these instances.
- 1.41 Residents who are members of a Council endorsed car share scheme can apply for one Visitor Permit at the cost of a Resident Permit. This discount is only available to residents who do not hold a Resident Permit. To be eligible, the resident must provide one piece of Residential identification PLUS documentation to verify they are current members of the car share scheme.

## 2. Period of Permit

- 2.1 Resident, Combined, Foreshore, Community Service Organisation, Agency Parking Permits normally expire twelve (12) months from the date of lodgement.
- 2.2 Visitor Parking Permits normally expire twelve (12) months from the date of issue.
- 2.3 Disabled Parking Permits expire three (3) years from the date of issue for permanent disabilities and from six months for a temporary disability in accordance with State legislation.
- 2.4 Tradesperson Parking Permits expire one (1) week from the date of issue.
- 2.5 Party Parking Permits are valid for two (2) days and one (1) night.

## 3. Renewal of Permits



- 3.1 Resident, Visitor, Combined and Foreshore Parking Permits are renewable each year (subject to confirmation of personal details and payment of the prescribed fee).
- 3.2 Permit renewal notices will be forwarded to holders of Resident, Visitor, Combined and Foreshore parking permits before expiry.
- 3.3 Resident, Visitor, Combined or Foreshore Parking Permit will only be renewed before expiring. Renewals will only be processed when the renewal notice, required identification and applicable fee is received by Council prior to the expiry date.
- 3.4 If a Resident, Visitor, Combined or Foreshore Parking Permit expires and is not renewed before the expiration date a new application will be required including all required identification requirements and applicable fees.
- 3.5 All other parking permits are not renewable. A new application will be required.

## 4. Permit Sticker

- 4.1 Resident, Combined, Community Service Organisation, Agency and Foreshore Parking Permits shall be in the form of a decal which must be affixed to the bottom left passenger side of the windscreen. Visitor, Tradesperson and Party Parking Permits must be displayed on the dashboard on the left passenger side of the private vehicle.
- 4.2 Disabled Parking Permits must be clearly displayed on the vehicle dashboard. Failure to display a valid permit may result in a parking infringement notice being issued.
- 4.3 Council must be notified if the parking permit holder disposes of the private vehicle or moves residence.

## 5. Administration of the Policy

- 5.1 The Policy shall be managed by the Coordinator of Transport Safety Engineering, and administered by authorised officers.
- 5.2 Where a person is aggrieved by a decision to refuse to grant or renew a parking permit, that person may appeal in writing to the Manager – Sustainability and Transport.
- 5.3 All parking permits are issued on the condition that any area available for permit parking may be subject to change. Council reserves the right to withdraw a parking permit at any time.

## 6. Permit Misuse

- 6.1 Confirmed misuse of parking permits may result in the withdrawal of all parking permit privileges and prosecution.
- 6.2 Any person aggrieved by the withdrawal of their parking permit privileges for misuse may appeal in writing to the Manager – Sustainability and Transport. The appeal must be in writing and clearly state the reasons why the decision should be reviewed.

## **7. Discretion of Council**

- 7.1 The Council may exercise discretion in issuing or renewing a parking permit in circumstances where there has been an appeal by the Applicant against a decision of the Manager – Sustainability and Transport.

## **8. Application Form Applications**

Applications for parking permits must be submitted in the format as determined from time to time.

### **Resident / Combined / Foreshore Parking Permit**

Each application requires ONE piece of Vehicle Identification and ONE piece of Residential identification as specified in the Document Schedule.

**Documentation Schedule**

<b>Vehicle Identification</b>	<b>Residential identification</b>
Identification must specify: 1. APPLICANT'S NAME 2. CURRENT CITY OF PORT PHILLIP RESIDENTIAL ADDRESS 3. VEHICLE REGISTRATION NUMBER	Identification must specify: 1. APPLICANT'S NAME 2. CURRENT CITY OF PORT PHILLIP RESIDENTIAL ADDRESS
1) VicRoads: <ul style="list-style-type: none"> <li>• Current registration certificate</li> <li>• Change of Address notice</li> <li>• Transfer of registration</li> </ul>	1) Applicant on Council's rates database and notice sent to the residential property address.
2) Current Vehicle Insurance Policy / Notice	2) Current residential lease or bond receipt
3) Traffic Infringement Letter / Notice	3) Bank Statement
4) Letter from Company if fleet vehicle or Lease company if leased privately.	4) Driver License
5) Citylink Letter/Account Notice	5) Utility Bill e.g.: <ul style="list-style-type: none"> <li>• Water</li> <li>• Gas</li> <li>• Electricity</li> <li>• Phone</li> </ul>
6) Licensed Motor Car Trader sale contract for new or used vehicle	7) Correspondence from an official government department e.g.: <ul style="list-style-type: none"> <li>• Pension Card</li> <li>• Seniors Health Care Card</li> <li>• Australian Tax Office</li> <li>• Electoral Role Verification</li> <li>• Centrelink</li> <li>• Medicare</li> </ul>

## 9. Foreshore Paid Parking Fee Exemptions

### Foreshore Paid Parking Locations

Private vehicles displaying a valid Foreshore Parking Permit (not Resident or Visitor Parking Permits) are exempt from paying the appropriate fee at the following all day foreshore paid parking locations:-

#### Port Melbourne

- Beach Street
- Beach Street Carpark
- Station Pier
- Waterfront Place

#### St. Kilda

- Jacka Boulevard
- Beaconsfield Parade
- Marine Parade
- Marine Parade Carpark
- Pier Road
- Triangle car park
- Palais car park

#### Elwood

- Point Ormond Carpark
- Elwood Carpark
- Point Ormond Road

## 10. Parking – Australian Formula 1 Grand Prix

During the period of the Australian Formula 1 Grand Prix, the Council may regulate the parking within specified times and in specified areas surrounding Albert Park; and make provision to facilitate the issuing of special parking permits to residents and people having business within the area surrounding Albert Park.

### Definitions

In this Part, the following definitions apply:

“Access Pass” means one of the following passes issued by the Corporation:

- (a) Unrestricted Service Vehicle;*
- (b) Paddock Car Park;*

- (c) Support Paddock;*
- (d) Village Green Car Park;*
- (e) Event Management;*
- (f) Restricted Service Vehicle;*
- (g) Track Vehicle;*
- (h) Disabled Parking;*
- (i) Tunnel; and*
- (j) Competitor Car Park.*

“Act” means the Local Government Act 1989.

“Albert Park” means the land described in the Grand Prix Act 1996.

“Applicant” means a person making an application for a permit or additional permit.

“Chief Executive Officer” means the Chief Executive Officer of Council.

“Church” means a church, synagogue or other place used primarily for religious worship and which occupies premises in the Local Access Only Zone.

“Commercial Premises” means premises where goods or services are sold or which are used for the purposes of any business.

“Community Group” means a body or association of any kind established for and pursuing community purposes and which occupies premises within a Local Access Only Zone.

“Corporation” means the Australian Grand Prix Corporation.

“Council” means Port Phillip City Council.

“Grand Prix” means the Australian Formula 1 Grand Prix and includes any race, event or activity promoted by the Corporation in association with that race.

“Local Access Only Zone” means the area designated by the Council as the Local Access Only Zone.

“Middle Park Area” means the part of the Local Access Only Zone designated by the Council as the Middle Park Area.

“Municipal District” means the municipal district of Council.

“Parking Area” has the same meaning as in the Road Rules - Victoria 1999.

“Permit” means a parking permit issued under clause 42 of the Community Amenity Local Law No. 1.

“Permit Holder” means a person issued with a Permit or who is the holder of a Visitor Permit.

“Resident” means a person whose principal place of residence is within the Local Access Only Zone.

“Vehicle” has the same meaning as motor vehicle in the Road Safety Act 1986 but does not include a bicycle, motorised scooter or a tram.

“Visitor Permit” means a permit issued to a resident for use by a visitor to the resident’s premises.

1. During the period of the Australian Formula 1 Grand Prix, the Council may regulate:
  - (a) parking within specified times and in specified areas surrounding Albert Park; and
  - (b) make provision to facilitate the issuing of special parking permits to residents and people having business within the area surrounding Albert Park.
2. Where the Council designates an area as the Local Access Only Zone and an area as the Middle Park Area during which parking is restricted it may publish a notice in:
  - (a) a metropolitan daily newspaper; and
  - (b) another newspaper circulating generally in the municipal district.
3. The notice published under clause 2 must contain:
  - (a) a description of the area which constitutes the Local Access Only Zone and the Middle Park Area;
  - (b) details of days and the times during the days which constitute prohibited periods for parking;
  - (c) information about the persons who are eligible to apply for a permit;
  - (d) information about the procedure to be followed in applying for a permit; and
  - (e) any other information that the Council considers necessary.
4. Unless a person has obtained a permit under the Community Amenity Local Law a person must not leave a vehicle standing during the prohibited periods that apply in a parking area within the:
  - (a) Local Access Only Zone (other than the Middle Park Area); or
  - (b) Middle Park Area.
5. The Corporation is not eligible to make any applications for a permit for itself or its employees or agents.
6. An application by a resident entitles the resident to one permit for each vehicle that he or she owns and one visitor permit.
7. An application by the owner or occupier of commercial premises entitles that person to one permit in respect of each off-street parking space referable to the commercial premises and,

if there is no off-street parking referable to the premises, the owner or occupier is entitled to two permits.

8. A member of a community group or a church may apply and is entitled to one permit.
9. A person who meets the criteria in Schedule 1 of this Part is entitled to one permit.
10. A resident, an owner or occupier of commercial premises or a person under clause 11 may make an application for additional permits and the Corporation will:
  - (a) consider each application on its merits and in accordance with the criteria in Schedule 1 of this Part; and
  - (b) may issue or refuse to issue additional permits.
11. The Corporation may in consultation with the Council and in accordance with the criteria in Schedule 3 of this Part:
  - (a) grant an application and issue a permit;
  - (b) grant an application subject to conditions; or
  - (c) refuse to grant an application.
12. An applicant who is dissatisfied with a decision of the Corporation may apply to the Council for a review of that decision and the Council may:
  - (a) grant the application and issue a permit;
  - (b) grant an application subject to conditions; or
  - (c) refuse to grant an application.
13. A permit issued by the Corporation must be issued:
  - (a) free of charge; and
  - (b) in a form approved by the Council.
14. The Council may cancel the permit for the reasons identified in clause 42(6)(a) of the Community Amenity Local Law No. 1.
15. A permit will continue in force for the period specified in the permit unless the Council revokes it before the expiry date.
16. A permit holder:
  - (a) must not assign, transfer or encumber his or her permit; and

- (b) must ensure that:
  - (i) the permit is fixed to the lower interior of the passenger side corner of the front windscreen of the relevant vehicle or in any other manner specified in the permit; and
  - (ii) all printed information on the permit is capable of being read by any person standing beside the vehicle.
- 17. The following vehicles are exempt from the requirements under clause 42(7) of the Community Amenity Local Law No.1 and of this Part:
  - (a) bicycles;
  - (b) coaches and Public Transport Corporation buses when parked in clearly designated bus parking areas;
  - (c) taxis or stretch limousines providing taxi services when parked in a clearly designated taxi rank;
  - (d) vehicles owned by the Council, the Public Transport Corporation or the Roads Corporation;
  - (e) Police, Ambulance, Fire Brigade and State Emergency Service Vehicles;
  - (f) vehicles carrying a registered doctor or a nurse who is on duty and required to attend premises within the Local Access Only Zone; and
  - (g) clearly marked courier vehicles when parked for the purpose of collecting or delivering any object.
  - (h) (h) motorcycles.
- 18. The Council or the Police may exempt any person from the operation of this Part or any of the requirements contained in it.



## Schedule 1 – Criteria for Approving Applicants under Clause 17(9)

In determining whether any other person is entitled to a permit, the Council will consider the following:

1. Whether the person:
  - (a) is a parent or guardian of a student attending a school within the Local Access Only Zone; and
  - (b) needs to accompany the student to or from or otherwise attend the school.
2. Whether the person needs to attend the premises of a doctor or a dentist or other premises of any kind for medical treatment.
3. Whether the person reasonably needs to attend business or commercial premises during prohibited periods.
4. Whether the person reasonably needs to attend the premises of a resident during the prohibited period.

## Schedule 2 – Criteria for issuing additional permits under Clause 17(10)

In determining whether to issue additional permits and any conditions that might apply, the Corporation will take into account the following criteria:

1. Whether the applicant only requires the permit for a specified period during the prohibited periods and will accept a permit valid for that period only.
2. Whether the application is made by a resident who wishes to organise a social activity or function at his or her residence during the prohibited periods. The Corporation may issue not more than 8 visitor permits to be used by any person attending that activity or function. Such visitor permits may be expressed to be valid only for the period that covers the time of the social activity or function.
3. Whether the applicant has minimised the number of permits applied for by organising any carpooling.

## **Schedule 3 – General criteria for issuing permits by the corporation under Clause 17(11)**

In deciding whether to issue permits and any conditions that might be applied, the Corporation will take into account the following criteria:

1. Whether the applicant only requires the permit for a specified period during the prohibited periods and will accept a permit valid for that period only.

### **Guidelines - Clause 17:**

- A permit issued to an owner or occupier of commercial premises should only be valid on the days during which the business usually operates.
- A permit issued to a member of a church should only be valid for the days on which the applicant intends to attend the church.
- A permit issued to a member of a community group should only be valid for the days on which the member intends to attend the premises of the community group.