



Transfer of Parking Permit

All Campus or Quota Allocated parking only

(PLEASE COMPLETE ALL RELEVANT DETAILS AS INCOMPLETE FORMS WILL NOT BE PROCESSED)

Parking permits can only be transferred for a period of 5 days or more. Only All Campus (Senior Staff parking) or quota allocated parking can be transferred to another person. Parking obtained in the general pool allocation can not be transferred.

Current Permit Holder:

Name:

Cardax Number: Permit Number:

Email address: Extension:

Date of transfer: to

To be transferred to:

Name:

Cardax Number: Rego/s:

Email address: Extension:

Will they be paid at SSG Level? Yes No - If no please indicate Campus they will be based at:

Please note that only staff paid at SSG Level are entitled to an All Campus Permit or A/A1/A2 parking.

Contact Name: Extension:

Instructions:

1. At least one (1) week notice is required.
2. The original permit holder should return their permit to the gatehouse on arrival for their last day. A temporary parking permit covering them for the day will be issued by the Gatehouse.
3. A temporary parking permit for entire period of transfer will be available from the gatehouse for the acting staff member on their first day.
4. The original permit will be available for collection from the gatehouse of the first day of return.
5. Access cards will be programmed for access (or access removed) at the appropriate times.

Office Use Only

Original permit holder:

- Temp at gatehouse/...../.....
- Permit returned/...../.....
- Cardax/...../.....
- Original at gatehouse/...../.....

Replacement permit holder:

- Temp at gatehouse/...../.....
- Cardax/...../.....