



PARKING APPLICATION

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

Semester 1 Due: 5.00 pm Thursday 14 February 2008 Semester 2 Due: 5.00 pm Thursday 10 July 2008

Semester 3 Due: 5.00 pm Thursday 6 November 2008

Please indicate which campus this application refers to. **Note you must fill in a separate form for each campus. TICK ONE BOX ONLY**

All Campus Senior Staff only
 Carseldine Full Year Permit
 Gardens Point Sem 1 Sem 2 Sem 3
 Kelvin Grove - please use separate KG form

Surname: Given Names:
 Residential Address: (Suburb) Postcode:
 Home Telephone Number: Mobile: E-mail Address:

Student Details:
 Full time
 Part time
 Undergraduate
 Post Graduate
 Student Number: N - Course:

Staff Details:
 Full time
 Part time
 Position:
 Staff Number: S - School/Section:..... Ext:

Vehicle Details: Please enter details of **all** vehicles which may use the parking permits

Registration:	<input type="text"/>	Car	<input type="checkbox"/> M/Bike	<input type="checkbox"/> Make:	Model:
Registration:	<input type="text"/>	Car	<input type="checkbox"/> M/Bike	<input type="checkbox"/> Make:	Model:
Registration:	<input type="text"/>	Car	<input type="checkbox"/> M/Bike	<input type="checkbox"/> Make:	Model:
Registration:	<input type="text"/>	Car	<input type="checkbox"/> M/Bike	<input type="checkbox"/> Make:	Model:
..					
Registration:	<input type="text"/>	Car	<input type="checkbox"/> M/Bike	<input type="checkbox"/> Make:	Model:

Cardax Pin Details: Located on the **back** of your Staff or Student card under the bar code.
 Gardens Point and All Campus applicants **MUST** supply this number. This is not your staff/student ID number /

Times: Please tick the time by day you will be requiring parking on the campus. Eg 7-11am would require ticks to be placed in the 00-08, 08-10 and 10-12 time slots. Note that you are given 20 minutes either side of your times to enter & exit.

TIME/DAY	M	T	W	T	F
00 - 08					
08 - 10					
10 - 12					
12 - 14					
14 - 16					
16 - 18					
18 - 24					

Carseldine Permits valid 25 February 2008 to 20 February 2009

Gardens Point & Kelvin Grove

Semester 1 Invoice periods

Semester only – 25 February to 30 May 2008

Exam period – 2 June to 18 July 2008

Semester 2 Invoice periods

Semester only –21 July to 24 October 2008

Exam period – 27 October to 14 November 2008

Semester 3 Invoice periods

17 November 2008 to 20 February 2009

Office Use Only
Entered Stamp and initials

Office Use Only
Id:
Parking Area:

Office Use Only
Application #:

Information on filling out this form:

Parking is extremely limited at the Kelvin Grove and Gardens Point campuses and it is strongly advised that you take the time to carefully, and fully, complete your application form. Parking is issued on a needs basis and this form is designed to capture the information needed to assess your need for parking.

Front Page:

All applications must complete this page in full:

- Indicate the campus and semester you are applying for. Only one box may be ticked – a separate form is required for each campus and in the case of GP and KG for each semester.
- The address provided should be your residential address for the semester, and not your postal address.
- Your student or staff id number is located on the front of your id card. Without this number your application cannot be processed. If you are a new student and do not have a ID card, your student number will be on correspondence you have received from the University. It is an 8 digit number usually prefixed by 'n'
- Put down the registrations of all vehicles you may use. The permit can only be used by the vehicles listed on the form, so if you may occasionally use your parent's or housemate's vehicle put them down as well.
- Gardens Point and All Campus applicants must supply their Cardax pin details. This information is used to allow you entry into the car parks and is located on the **back** of your id card.
- Please indicate the times you need the permit for. In some cases you may be allocated a blanket permit (eg Carseldine staff or KG Students) however you still need to complete this section.

Inside Pages:

Carseldine applications are not required to provide further information. Please go to the last page to sign your application form.

Section A – If you are claiming medical consideration you must supply either a copy of your Department of Transport Disability permit or our mobility impairment form. A doctor's certificate is not sufficient.

Section B - All applicants must complete. Enter your actual starting and finishing times here.

Section C – If you are car pooling with others enter their details here

Section D – This section applies only to those applicants whose primary occupation is playing sports. This would normally be at national or international level. The time table in this section refers to the start and finish times of your sporting commitments, please do not repeat the information supplied in section B

Section E – This section applies to those applicants who are employed somewhere else on the day they are required to attend campus. We do not need to know about weekend jobs etc. The time table in this section refers to the start and finish time of your job, please do not repeat the information supplied in section B

Section F – This section applies to people who are required to leave lectures due to an emergency eg medical transplant teams who are on call and must attend if an organ is found. It does not apply to being on call for casual or temporary work and in most cases will only apply to medical professionals. If you are applying for on call considerations you must supply documentation from your employer detailing the nature and frequency of your on call duties.

Section G- This applies to applicants who study at another institution on the same day you are required to attend QUT, or who study at more than one campus on the same day.

Section H – This section applies to applicants who have some parenting or family responsibilities. You must explain why other members of the family can not undertake these responsibilities. The time table in this section refers to the start and finish time of your family responsibilities please do not repeat the information supplied in section B

Section I – This section refers to applicants who have parenting responsibilities for people over the age of 14 *and* who do not attend school. In most cases the person/s for whom you have responsibility will have some medical condition and a medical certificate or some evidence of a carer's benefit would be needed to support such claims.

Section J – This section refers to parenting or family responsibility to children who are *either* attending school *or* who are under school age. You must supply the details of where you drop off or collect your child. If your child is cared for at home, the name of the care provider should be given.

Section K – This section refers to non standard loads. A normal load would consist of backpack/ briefcase/ laptop.

Section L – All applicants must supply details of the public transport options available to them. Please do not include copies of timetables etc, we can, and do, check the information on the TransInfo web site.

Section M – In this section you need to explain why you cannot travel to campus by some other means, including park and ride. If we find alternatives that are available (eg a bus route you haven't mentioned) and you have not explained why it is not suitable, we assume it is.

Back Page:

All applications must complete the certification. Please read the regulations and certification carefully and sign and date your application form. You should be aware that if you are found to be providing incorrect information, all parking privileges will be withdrawn for the semester.

Section D

Are you a professional sportsperson and required to attend the campus on the days you have your sporting commitment?

No Go to section E Yes Complete this section - You must attach supporting documentation

What Sport are you involved in? At what level and for whom do you play?

For each day that you have your sporting commitment and are also attending the campus please indicate the starting and finishing time for the commitment, the nature of the commitment and location

Day	Starting Time	Finishing Time	Nature of Commitment (eg training/ competition)	Location of Commitment

You must supply a written letter from your Team Manager / Coach supporting the above information.

Section E

Do you have a job? No Go to section G Yes Continue

Are you travelling from/to the campus to/from that job?

No Go to section F Yes Complete this section

If you work for more than one other employer please copy this section and complete for each employer and attach to this application.

Your position / occupation:..... Name of Employer (Trading Name):

Address (of where you are working):

(Suburb)Postcode: Phone

For each day that you are applying for parking please indicate the starting and finishing time for the above employer (not the QUT campus for which this application applies – do not repeat the times in Section B)

Day	Starting Time of job	Finishing Time of job

Section F

Are you on call? (Please note that this applies to medical or emergency services, it does not apply to being available for casual work etc)

No Go to section G Yes Complete this section – official documentation must be attached to this application

What is the nature of your on call duties?

How often will you be on call this semester? (eg on call one week out of every three)

Will you be required to leave QUT to attend to the call out, and how often do you expect this to happen?

How will you be contacted for your on call duties?

You must supply a written letter from your Employer stating the nature and frequency of your on call duties.

Section G

Do you study at a location other than the campus to which this application applies on the days you are also attending this campus?

No Go to section H Yes Complete this section

Name of Institution:..... Campus: Course:

Address:

For each day that you are applying for parking, please indicate the starting and finishing time for the above institution (not the QUT campus for which this application applies). This is not the times given in Section B.

Day	Starting Time of study	Finishing Time of study

Section H

Do you have any parenting or other family responsibilities that will impact on how you access the campus?

No Go to section K Yes Complete this section

Give reasons why your partner or another family member cannot carry out these parenting or family responsibilities. If this is because of their work times, you must supply the location of their employment (actual address) along with their start and finish times.

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Section I

Do you have any parenting/ family responsibilities for persons over the age of 14 and who are not attending school that will impact on how you access the campus?

No Go to section J Yes Complete this section

For each person that you have such a responsibility please supply the following details. If you have responsibility for more than one person please copy this section and complete for each person and attach to this application.

Name: (Optional) Age: Relationship to you:

Nature of your responsibilities: If this is due to a medical condition you must attach a doctor's certificate.

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For each day that you have these responsibilities and are also attending the campus, please indicate the starting and finishing time for the responsibility and the location of these responsibilities.

Day	Starting Time	Finishing Time	Location

Section J

Do you have family / parenting responsibilities for children attending school or under school age on the days you are attending campus?

No Go to section K

Yes Complete this section

Do you have a nanny/babysitter/au pair who looks after your children in your home? Yes No

What days & times do they work?

Day	Start	Finish

For each School or Care Provider that the children attend please supply the following details. If necessary copy this section.

Name of School / Care Provider:

Address of School / Care Provider:

Name and Age of child/children attending this School / Care Provider and your relationship to each child

Name (Optional)	Age	Relationship to child

What is the earliest and latest time children can be left at this school / care provider? (This is regardless of your own time constraints)

Day	Start of Day		End of Day	
	Earliest	Latest	Earliest	Latest

Is there a school bus or other transport option available? Yes No

Name of School / Care Provider:

Address of School / Care Provider:

Name and Age of child/children attending this School / Care Provider and your relationship to each child

Name (Optional)	Age	Relationship to child

What is the earliest and latest time children can be left at this school / care provider? (This is regardless of your own time constraints)

Day	Start of Day		End of Day	
	Earliest	Latest	Earliest	Latest

Is there a school bus or other transport option available? Yes No

Section K

Are you required to carry loads that impact on your ability to access the campus?

No Go to section L

Yes Complete this section

Please supply details of the load, (weight, size etc) and how this impacts on your ability to access campus. If you are claiming you cannot carry the load due to a medical condition you will need to complete Section A and the mobility form.

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Section L

All applications are considered on the public transport options available to the applicant. Please indicate what public transport is available to travel to the campus (bus route numbers or train lines and relative times, distance from stop). This information is available from TransInfo (www.transinfo.qld.gov.au). **Do not attach print-outs from TransInfo** – we will check this information if required.

Eg bus 100 leaves every 30 minutes, ¼ past and ¼ to the hour. Arrives at ½ past and on the hour. Stop 600 mtrs from home.

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Section M

Please check the Parking web-site 'Alternative Access Options' page for information on public transport, park & ride, other car parks, shuttle buses, and night security buses available to you and explain why these are not suitable to your situation. If there is any further information you would like to add to your application please provided details here.

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Do you feel these facts present:

- Unreasonable hardship Severe difficulties Moderate difficulties Minor difficulties Inconvenience

General Parking Regulations

- Traffic regulatory signs must be followed at all times.
- No parking is permitted on grassed areas, or other places not signposted or marked as a parking area.
- No parking or standing is permitted against yellow kerbs or yellow line markings.
- Maximum speed on campus is 25 kph unless signposted otherwise.
- Roller blades or skateboards are not permitted on campus.
- Bicycles must not be ridden except on designated roadways and must be parked in the racks provided.
- The directions of the Parking Officers (GP) and Security Officers (KG & CA) must be followed.

Permit Parking Regulations

- Vehicles must display a current parking permit, valid for the campus, the parking area and the time.
- The parking permit is to be displayed on the bottom right hand corner of the windscreen.
- The permit must be wholly visible at all times.
- The permit should not be placed in a position where it will obstruct the driver’s view.
- The permit is not to be defaced, altered or reproduced under any circumstance.
- You must display an original permit issued by the Parking Office on your vehicle.
- Only vehicles with registration numbers appearing on the permit are permitted to park on campus.

Fines for offences range from \$37.50 to \$75.00 per offence.

Certification by Applicant:

1. I understand that it is my responsibility to clearly display the parking authorisation at all times and that I am bound by the QUT Act, statutes, rules and administrative provisions applying to traffic control within the University grounds.
2. I will inform the University Administration of any change of address or other information supplied on this form within seven days of the change.
3. I acknowledge that the vehicles are parked at the owner’s risk.
4. Persons and vehicles nominated on this form are the only persons or vehicles using the University parking areas.
5. The information supplied on this application is true and correct.
6. I understand and agree to abide by the conditions set down here and in the QUT Parking Policy.
7. I understand and agree that failure to comply with the abovementioned conditions and QUT Parking Policy will result in a fine and or loss of parking privileges.

Signature: Date:

Date Received

Check List

Additional Information – office use :

Please make sure you have supplied the following information:

- Staff / Student Number
- Registration Numbers
- Cardax Number (GP/AC)
- Signature
- Correct Campus and Semester
- Separate application for each Campus & Semester

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Temp Permit:

Issued:.....

Auth:

Postal Address:
 Parking Services
 GPO Box 2434
 Brisbane 4001

Physical Location:
 M Block, Room 120, Gardens Point

**Completed application forms must reach the Parking Services Office by 5.00 pm on the due date.
 Applications received after this time will be considered late applications.
 Incomplete application will not be processed**