



# 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.

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Name: ..... Extension: .....

Position:..... Signature: .....

**Instructions:**

1. At least one (1) week notice is required.
2. The original permit holder should return their permit to the Authorised officer on their last day. A temporary parking permit covering them for the day will be issued if needed.
3. A temporary parking permit for entire period of transfer will be issued for the acting staff member on their first day.
4. The original permit will be reissued before the first day of return.
5. Access cards/LPR will be programmed for access (or access removed) at the appropriate times.

*Office Use Only*

<p>Original permit holder:</p> <p><input type="checkbox"/> Permit returned ...../...../.....</p> <p><input type="checkbox"/> Access/LPR removed ...../...../.....</p>	<p>Replacement permit holder:</p> <p><input type="checkbox"/> Temp issued ...../...../.....</p> <p><input type="checkbox"/> Access/LPR added...../...../.....</p>	<p>Original permit holder's return:</p> <p><input type="checkbox"/> Permit returned ...../...../.....</p> <p><input type="checkbox"/> Access/LPR add ...../...../.....</p>
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Name: ..... Date: .....

Email:..... Signature: .....