



## PARKING SERVICES

# APPLICATION FOR AN AUTHORISED VEHICLE PERMIT

**Enquiries:** Call 477 4000 or visit [www.dunedin.govt.nz](http://www.dunedin.govt.nz)

**Send applications to:** PO Box 5045 Dunedin 9054, [parking.services@dcc.govt.nz](mailto:parking.services@dcc.govt.nz)

**In person:** Customer Services Centre, Ground Floor, Civic Centre, 50 The Octagon, Dunedin.

### Applicant's details

Briefly describe the type of goods your vehicle will be used to pick up/drop off (e.g. mail, food delivery):

Company name:

*If using a company name it must be a registered company name*

OR your full name:

Trading name:

Postal address:

Daytime contact number(s):

Email:

### Permit details

New permit request **OR** do you have an existing Authorised Vehicle Permit and want to:

Add a vehicle    Get a replacement sticker    Transfer permit from sold vehicle to new vehicle

### Vehicle details

Registration

Make and Model

Transfer permit from sold vehicle to new vehicle – PREVIOUS VEHICLE(S) details below:

### Payment of permit

You can use cash, EFTPOS or credit card (a 1.8% surcharge applies) at one of our service centres **OR**

Please send an invoice    Purchase Order Number (if required):

### Declaration

I/we declare that the information supplied is true and correct.

I/we have read and undertake to comply with the conditions of the Authorised Vehicle Permit (refer over).

Signature:

Date:

I will collect, please text/email when it is ready **OR** Please post permit



## Conditions

1. The maximum permitted period a vehicle may stay on an Authorised Vehicles Only parking area is 20 minutes.
2. Permits are only valid in the areas specified.
3. The permit must be displayed in one of two positions. For most vehicles, the permit must be attached to the inside of the rear window on the driver's side. For trucks or vehicles with tinted/painted rear windows, you must attach the permit to the inside of the windshield above the licence label/registration.
4. Photocopies of the permit are not valid and failure to display the original permit may result in an infringement being issued.
5. Permits are non-refundable and cannot be transferred to another business or individual.
6. Permits do not provide you with an exemption from any parking statute or bylaw.
7. Permits do not authorise you to arrange for other vehicles to be towed.
8. Permits do not guarantee a parking space.
9. Permits can be transferred to a new vehicle if the permitted vehicle is sold. The replacement permit fee must be paid before a replacement permit is issued.
10. Permits will expire on **30 September** each year. New applications and additional vehicles will be charged the current annual fee at the time of application.
11. Failure to comply with the conditions of use of the Authorised Vehicle Permit may lead to the cancellation of a permit.
12. The DCC reserves the right to cancel any permit at any time.
13. The person or company applying for a permit is responsible for ensuring that the driver(s) of the vehicle with the permit are aware of the conditions of use.

## Fees

Fees are set annually during the Council's annual plan process. Please go to our website for further information:  
[www.dunedin.govt.nz/services/fees-and-charges/parking](http://www.dunedin.govt.nz/services/fees-and-charges/parking)

There are no pro-rata fee amounts. A replacement permit fee applies.

**The annual permit period is 1 October to 30 September.**

## Privacy Statement

We collect personal information from you, including your name and contact details, so we can process your application and get in touch with you if we need to. We do not share your contact details with anyone. You have the right to ask for a copy of any personal information we hold about you, and to ask for it to be corrected if you think it is wrong. If you'd like a copy of your information, or to have it corrected, please contact us at [dcc@dcc.govt.nz](mailto:dcc@dcc.govt.nz) or on 03 477 4000.