

Information Privacy Act 2000

All information collected by the SRO is protected by secrecy provisions in Acts administered by the SRO and in addition, personal information you provide to the SRO is protected by the *Information Privacy Act 2000*. Any information collected from you is only used for the purposes of the Acts administered by the SRO. Information (including personal information) is not disclosed to third parties unless authorised by law, or with your consent.

CONGESTION LEVY – Application for Registration of an Operator for a Public Car Park(s)

- The completed registration form and attachments must be lodged by facsimile, mail, email or in person.
- If you require more room, complete your answers on a separate sheet and attach to this form when lodging.
- Print clearly in the relevant areas provided and mark the appropriate boxes.
- Complete all parts of this form.
- It is a legal requirement for the owner and operator to register. There is a separate form for the owner to register.
- Once you have been nominated by an owner, you are responsible to provide the required information on their behalf.
- Refer to **PART 4 - Explanatory Notes** for further explanations.

ELECTRONIC LODGEMENT

To lodge this form via email follow these instructions.

- 1) After completing this form save it in your hard drive.
- 2) Click the following link: CGL@sro.vic.gov.au
- 3) A pre-populated email addressed to the SRO will open in your email application,
- 4) Attach the saved copy of the form to the email,
- 5) Enter your Name and Company/Organisation within the email and click 'Send'.
- 6) This email will be forwarded to the SRO for processing.
- 7) Acknowledgement of the receipt of your email will be sent by return email.

PART 1 – DETAILS OF OPERATOR REGISTERING FOR CONGESTION LEVY

Customer number (If known) Australian Company Number (ACN) (If applicable) Australian Business Number (ABN) (If applicable)

Owner's legal name(s) (If individual(s) – title/surname/first name)

Postal address

State

Postcode

Email address

Telephone number

Facsimile number

If you would like to nominate an authorised representative to act on your behalf provide their details.

Representative's Details

Representative name

Contact Person (If applicable)

Postal address

State

Postcode

Email address

Telephone number

Facsimile number

PART 2 – PREMISES DETAILS

Address of premises containing the car park	Spaces	Area (m2)
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

PART 3 – CERTIFICATION

Operator or authorised representative must sign below to certify the registration.

I certify that all the information disclosed in this document and attachments is true and correct.

Name	Organisation	Position Title (if applicable)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Signed	Phone Number	Date
<input type="text"/>	<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
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PART 4 – EXPLANATORY NOTES

This registration form should be completed by a person who operates a public car park within the Levy area, but does not own the premises that hold the car park.

A map of the Levy area is available on the SRO's website at www.sro.vic.gov.au.

This registration form must be lodged with the SRO within one month of becoming the operator of a public car park.

A penalty of up to \$6000 may apply for failure to comply with this registration requirement.

You need to lodge only one registration form for all public car parks that you operate. If you cease or commence to operate a public car park after you have registered, you should complete the Change of Details Form available on our website www.sro.vic.gov.au.

The operator of a public car park and the owner of the premises on which that car park is located are jointly and severally liable to pay the Levy. The SRO, however, requires only one party from each car park to participate in the administration of the Levy. You may be nominated by the owner of the premises as the party required to lodge returns for the car park and the SRO has requested owners to advise operators of such decisions. If the owner has taken this action, the SRO will send all correspondence regarding Levy matters for the car park to you.

PART 1 – DETAILS OF OPERATOR REGISTERING FOR CONGESTION LEVY

If you are already registered as a customer of the SRO supply your existing customer number.

PART 2 – PREMISES DETAILS

Please provide details of all parking spaces existing on premises operated by you. Separate entries are required for parking spaces at different locations which will be treated as separate car parks. If you operate more than one car park at the one address, please complete the information requested for each car park.

Address of premises containing the car park

For each car park that you operate, provide complete details of the location, such as building name, street address and including floors or levels of the building, where applicable.

Spaces

Provide the total number of marked spaces in the car park including parking spaces which may be exempt. There will be an opportunity to claim exemptions for your car park(s) in the Annual Return.

Area used for parking

If all, or part, of a car park comprises areas without marked parking spaces, please indicate the extent of these areas used for parking expressed in square metres.

PART 3 – CERTIFICATION

This registration form should be signed by the operator.

By correspondence

The Manager, Congestion Levy, State Revenue Office, GPO Box 1641 MELBOURNE VIC 3001

In person

Customer Service Centre, Level 2, 121 Exhibition Street, Melbourne.

Hours of operation: Mon, Tues, Thurs, Fri – 8:30am to 4:30pm Wed – 8:30am to 1:00pm

Internet www.sro.vic.gov.au

E-mail CGL@sro.vic.gov.au

Telephone 13 21 61 (Cost of a local call)

Facsimile 03 9628 6856