

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

Exemption Claim Form

Instructions for car park owners / operators:

- You should provide this form to car park occupants who request or have previously requested exemptions from the Congestion Levy. Alternatively, you may direct occupants to our website (www.sro.vic.gov.au) to obtain a copy of the form.
- If an occupant has previously provided you with a written claim for exemption, which confirms that the relevant exemption requirements set out in Part 3 of this form are satisfied, there is no need to ask the occupant to complete this form as well.
- If you are currently claiming an exemption for an occupant, and you are in any doubt whether that exemption applies, you should contact the State Revenue Office on 13 21 61 for further guidance.
- Occupants will return completed forms to you. You should retain completed forms and other written claims for exemption for your records. These must be provided to the State Revenue Office upon request, in order to validate your claims for exemption.

Instructions for car park occupants:

- You should use this form if you have ongoing use of a parking space, or parking spaces, in a car park (whether under a lease, licence or any other arrangement), and you wish to claim an exemption from the Congestion Levy.
- If you are unsure whether you satisfy the requirements of an exemption, you should contact the State Revenue Office on 13 21 61 for further guidance.
- You should return your completed form to the owner or operator of your car park. They will claim an exemption on your behalf when they lodge their Annual Return for the Congestion Levy. Completed forms should not be returned to the State Revenue Office.
- You are responsible for notifying the owner or operator of your car park if any circumstances change that may impact on whether an exemption still applies.
- If you require more room, complete your answers on a separate sheet and attach to this form.
- Please refer to Part 5 – Explanatory Notes for additional information on how to complete this form.

PART 1 : DETAILS OF CAR PARK AND PARKING SPACES

Building address

_____ State _____ Postcode | | | | |

Floor(s) (if applicable)

Total no. of parking spaces leased/occupied

Total number of exemptions claimed

PART 2 : DETAILS OF OCCUPANT

Name (if individual – Title / Surname / First Name)

ACN (if applicable)

| | | | | | | | | |

ABN (if applicable)

| | | | | | | | | | | | | | | |

Postal address

_____ State _____ Postcode | | | | |

Residential address (for residential exemption claims only)

_____ State _____ Postcode | | | | |

Nature of business activities conducted on 24 hour basis (for shift worker exemption claims only)

Type of employees (i.e. title, nature of responsibilities etc.) who are permitted to use exempt spaces (for shift worker exemption claims only)

PART 3 : DETAILS OF EXEMPTION AND EXEMPTION REQUIREMENTS

Type of Exemption and Exemption Requirements	No. of Exempt Spaces Claimed	Start Date of Exemptions
<p>Residential Parking:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively for residential purposes. <p><i>Additional Notes:</i> 'Residential purposes' means that the user ordinarily parks their car in the parking space while they are at home. This does not preclude visitors to the residence occasionally parking in the space. A parking space is not automatically exempt just because it forms part of a residential property. For example, if a resident leased their space to a person who used it while attending work, the exemption would not apply.</p>		
<p>Temporary Residential Parking:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively for temporary residential purposes. <p><i>Additional Notes:</i> 'Temporary residential purposes' would include staying overnight in a hotel, serviced apartment or club that provides accommodation. If a parking space is sometimes used by hotel visitors who are not staying overnight in the hotel (eg. conference guests), an exemption does not apply.</p>		
<p>Loading Bays:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively by persons engaged in loading or unloading goods or passengers. ■ The end user must not be charged a fee for parking. 		
<p>Visitor Parking:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively by any of the following: <ul style="list-style-type: none"> ■ clients, patients or consultants of the person who provides the parking space, or ■ a person providing maintenance services to the owner or occupier of the premises on which the space is located, or ■ a person visiting the premises on which the space is located (unless those premises are the person's usual place of business) ■ The end user must not be charged a fee for parking. 		
<p>Hospital Visitor Parking:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively by hospital patients or by persons who are visiting or accompanying a hospital patient. 		
<p>Parking for Emergency Vehicles:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively for parking any of the following emergency vehicles: <ul style="list-style-type: none"> ■ Police vehicles ■ Ambulances ■ Fire Service Units ■ State Emergency Service vehicles ■ Australian Defence Force vehicles ■ Vehicles being used for emergency services under authority of an Act or the State ■ The end user must not be charged a fee for parking. <p><i>Additional Notes:</i> This exemption only applies to parking spaces occupied by vehicles registered in the name of an emergency service. This exemption does not apply to parking spaces occupied by vehicles registered to individuals who are employed by an emergency service.</p>		
<p>Disabled Parking:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively for parking motor vehicles displaying a disabled person's parking authority. 		
<p>Parking for Fleet Vehicles:</p> <ul style="list-style-type: none"> ■ The parking space must be used exclusively for overnight parking of fleet vehicles. <p><i>Additional Notes:</i> Fleet vehicles are those vehicles made available for general use of staff or members of an organisation. It is possible for an organisation to have a single fleet vehicle. Fleet vehicles do not include cars which are assigned to individuals as their personal vehicles. However, the exemption will still apply to a parking space used to park a fleet vehicle which is occasionally taken home by an employee.</p>		

