

CONGESTION LEVY - 2012 Annual Return

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.



www.sro.vic.gov.au

ISSUE DATE:

DUE DATE:

CUSTOMER No:

RETURN No:

IMPORTANT INFORMATION. Read carefully before completing this form.

- **Your 2012 levy is based on the usage of your car park premises for the 2011 calendar year.**
- This Annual Return is to be completed by owners or operators of car parks. The information provided will enable the SRO to calculate the actual Congestion Levy liability for 2012.
- The Annual Return due date is 23 January 2012. Customers who cannot lodge by this date, need to contact the SRO as soon as possible.
- The completed Annual Return and attachments must be sent 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.
- Enter your details in the areas provided and mark the appropriate boxes.
- If your details change, lodge a Change of Details Form - available on the website or contact the SRO on 13 2161.
- Ensure PART 3 - Certification is completed.
- The SRO will contact you or your authorised representative to obtain further information if necessary.
- Refer to PART 1 - Explanatory Notes for additional requirements and explanations.
- This information will enable us to calculate your liability. **PAYMENT IS NOT REQUIRED AT THIS TIME.**
- The 2012 Levy rate will be adjusted by the Consumer Price Index and will be published on the SRO website on 1 December 2011.

PART 1 - EXPLANATORY NOTES

COMMON TERMS

Owner -	A person who holds the freehold interest in the land or is a lessee of Crown land.
Operator -	A person who is not the owner but operates the car park.
Public car park -	Contains spaces for use by the general public.
Private car park -	Contains spaces that are not open to the general public.
Concession -	Applies if a space is not leviable for a full year.

PART 2 - STATEMENT OF PREMISES

You are able to provide details of parking spaces in the premises named on this form. If the premises contains a public and private car park, please provide details of both.

If any of the details inserted by the SRO relating to the car park(s) in the **Details of premises containing the car park** section are incorrect, please amend them as instructed below.

If no details have been inserted, please complete all relevant sections.

Details of premises containing the car park**Building Address**

Building name, street address, or other identifiers used to describe the car park location.

Building Type

Please confirm whether your car park is for private use, open to the general public, or both.

Status

Please confirm your status in connection with the car park from the following:

Sole owner - Sole owner of premises.

Sole owner / operator - Sole owner and operator of the premises.

Part owner / operator - Part owner and operator of the premises.

Operator - Sole Operator of the premises.

If the information is incorrect please tick the correct status in the part headed **Amended details of premises containing the car park**.

Owned/Operated Property for full 2011 Calendar Year

Please indicate whether you have owned and/or operated the car park for the whole of 2011 by marking the appropriate box.

If you owned and/or operated the car park for only part of 2011, delete the word 'start' or 'cease' (whichever does not apply) and insert the relevant date in the space provided. If you have not already done so, you should also complete a Change of Details form and attach this to your Annual Return. The Change of Details form is available on the SRO website.

Total Number of Spaces in Premises or Total Area in Premises

The SRO has inserted a figure for the total number of spaces and/or the total area for the premises as a whole. If either of those figures is incorrect, please insert the correct figure in the part headed **Amended details of premises containing the car park**.

You are only required to provide the total area if there was an unmarked area(s) used for parking. The SRO will calculate how many car park spaces are in the unmarked area(s) (one parking space for each 25.2 square metres of unmarked area) and add that number to the total number of spaces you have provided. You are not required to do this calculation.

Exempt Details

A breakdown of the number of parking spaces for each exemption in the car park(s) at the premises has been inserted. If these details are incorrect, please provide the correct figure in the relevant boxes provided in the part headed **Amended details of premises containing the car park**. Further details on each exemption including eligibility criteria are available on the SRO website.

Total Number of Exempt Spaces

If the total number of exempt spaces on the premises provided is incorrect, please provide the correct figure in the part headed **Amended details of premises containing the car park**.

Current Ratio Applied:

The % figure inserted is the ratio the SRO has used to calculate the number of leviable parking spaces in your public car park during 2011. It will either be the statutory ratio of 75% or a lower figure, if the SRO has approved such a figure.

If the ratio figure inserted is 75% and you wish to nominate a lower ratio, you will be required to write separately to the SRO to request an approved lower ratio as soon as possible. More detailed information of the data required and the form of the application is available on the SRO website.

Total Number of Leviable Spaces in Premises

Your total number of leviable spaces is calculated using the following formula:

Total number of spaces less total exempt spaces, multiplied by Statutory Ratio (for public car parks only) equals total number of leviable spaces.

Your Congestion Levy liability is calculated by multiplying the total number of leviable spaces in your car park by the amount of the levy for 2012. This amount will be published on the SRO website on 1 December 2011.

Accept No Change

If you accept all the figures provided are an accurate reflection of the parking spaces, exempt spaces and/or total area, and you accept the ratio applied, please tick the **Accept No Change Is Required** box.

Concession

If you wish to claim a concession for any of the parking spaces, tick the box provided and attach a Concession Claim Form. Please refer to the general information brochure, website or legislation for additional information and the Concession Claim Form.

By correspondence

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

In Person

State Revenue Office, 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

Facsimile

03 9628 6853

PART 2 - STATEMENT OF PREMISES

Details of premises containing the car park

RETURN No: _____ BUILDING ADDRESS: _____
 ITEM NO: _____
 BUILDING ID: _____ BUILDING TYPE: Public Private Both
 STATUS:
 OWNED/OPERATED PROPERTY FOR FULL 2011 CALENDAR YEAR Y N
 If no, what date did you start/cease? _____ If you have not already completed a Change of Details Form, you should attach one to your Annual Return.

	Public car parks	Private car parks
Total No of Spaces in premises		
Total Area in premises (SQM):		
Exemptions		
Car Sales Displays, Car Service Spaces or Car Hire Spaces		
Consular Parking		
Disabled Parking		
Garaging Of Fleet Vehicles and Bus Layovers		
Parking for Emergency Vehicles		
Parking spaces Used Only For Special Events		
Parking for Shift Workers engaged in a 24-hour business		
Parking For Visitors and Loading Bays		
Parking Spaces Owned By Councils, Charities etc.		
Residential Parking		
Total Exempt Spaces		
Current Ratio Applied		
Total No of Leviaible Spaces in Premises		

Accept No Change **Less Concession:** Note: If you would like to claim a concession mark the appropriate box provided and attach the Concession Claim Form which is available to download from the SRO website)
is required

Amended details of premises containing the car park

Status relevant to you: Sole Owner Sole Owner / Operator Part Owner / Operator Operator

	Public car parks	Private car parks
Total No of Spaces in premises		
Total Area in premises (SQM):		
Exemptions		
Car Sales Displays, Car Service Spaces or Car Hire Spaces		
Consular Parking		
Disabled Parking		
Garaging Of Fleet Vehicles and Bus Layovers		
Parking for Emergency Vehicles		
Parking Spaces Used Only For Special Events		
Parking for Shift Workers engaged in a 24-hour business		
Parking For Visitors and Loading Bays		
Parking Spaces Owned By Councils, Charities etc.		
Residential Parking		
Total Exempt Spaces		
Accept Statutory Ratio (mark if accept 75% long stay)		
Total No of Leviaible Spaces in Premises		

Less Concession: (If you would like to claim a concession mark the appropriate box provided and attach the Concession Claim Form which is available to download from the SRO website)

PART 3 - CERTIFICATION

The owner, operator or authorised representative must sign below to certify the Annual Return.

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

Name (Print name) _____ Organisation _____ Position title _____

Telephone No _____ Signed _____ Date _____

The signatory acknowledges that the SRO may provide the information in this return on request to a party who is jointly and severally liable for congestion levy on the car park premises, to the extent that it relates to that party's liability under the Congestion Levy Act 2005