

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 – Annual Return 2006

NOTE: If you are not registered for the Congestion Levy you will need to attach a completed Registration Form. This form can be obtained via the State Revenue Office (SRO) website www.sro.vic.gov.au or by contacting the SRO on 13 2161.

IMPORTANT INFORMATION. Read carefully before completing this form.

- The Annual Return due date is 21 January 2006. 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.
- Print clearly in the spaces provided, mark the appropriate boxes and circle the relevant areas as required.
- If your details change, lodge a Change of Details form – available on the website www.sro.vic.gov.au or contact the SRO on 13 2161.
- Read the material provided with the Annual Return, which is issued as a guideline only.
- Ensure **PART 2 – Certification** is completed.
- The SRO will contact you or your authorised representative to obtain further information if necessary.
- If lodging an Annual Return for more than one premises, download or copy **PART 4 – Statement of Premises** for each premises.
- Refer to **PART 3 – Explanatory Notes** for additional requirements and explanations.
- **This information will enable us to calculate your liability. PAYMENT IS NOT REQUIRED AT THIS TIME.**

PART 1 – DETAILS OF CUSTOMER LODGING ANNUAL RETURN

Customer number (If known)

Telephone number

Name

PART 2 – CERTIFICATION

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.

Signed: _____ Position title: _____

Name (Print name): _____ Date: _____

PART 3 – EXPLANATORY NOTES

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 set aside or used by general public.

Private car park – Contains spaces that are not open to the general public.

Statutory Ratio – Public car parks only. 75% long stay – excludes exempt spaces.

Estimated Ratio – Public car parks only. Owner/operator does not except statutory ratio and provides an estimated ratio.

Total area – Relevant area of premises used for parking that is unmarked.

For 2006 only, customers are required to provide an Annual Return that will enable the SRO to issue estimated Assessments of the Levy payable for the year. At the end of 2006, customers will be asked to submit an Annual Return providing details of all parking spaces used as long stay parking spaces at any time during the year. Customers will be reassessed for the correct Levy payable for 2006 and will either receive refunds of Levy overpaid or asked to pay further Levy. The final Annual Return provided for 2006 will also be used to issue the 2007 Levy Assessments. From 2007 onwards, there will be no need for estimated Assessments because customers will be assessed for the Levy using the actual numbers of long stay parking spaces for the previous calendar year as shown on the Annual Return.

PART 1 – DETAILS OF CUSTOMER LODGING ANNUAL RETURN

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

PART 2 – CERTIFICATION

This Annual Return should be signed by the owner, operator or authorised representative and will certify that all information provided in the form is accurate.

PART 4 – STATEMENT OF PREMISES OWNED / OPERATED AS AT 1 JANUARY 2006

You are able to complete details for parking spaces in one private and one public car park at the same premises on this form. If you are required to lodge Annual Returns for parking spaces in other car parks, complete **PART 4** on a separate form for each additional car park.

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 - Operator of the premises.

(A) Address of premises containing the car park

For car park address, provide complete details of the location, such as building name, street address and including floors and levels of the building if applicable.

(B) Total No of Spaces

Provide the total number of parking spaces contained in the premises to which this Annual Return relates. Please note that you need to complete and attach a separate **PART 4** for each premises you own or operate that contains a car park. The figure provided at (A) should be the sum of the figures provided at (C), (E), (G) and (H).

For public car parks

Provide the number of **marked** spaces only in the car park at 1 January 2006 in (C). If there is an unmarked area(s) used for parking, the total of the area(s) should be provided, in square metres, in (D). 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 in (C). You are not required to do this calculation.

If you wish the SRO to use the statutory ratio of 75 per cent to calculate the number of long stay parking spaces in the car park, mark the box. If you elect to use the statutory ratio, the only records you need to maintain are records of exempt spaces. You do not need to identify which of the remaining spaces are used as long stay parking spaces during the year and which are not.

If you wish to nominate a lower ratio, which you believe will be a more accurate ratio of long stay parking spaces in your car park in 2006, enter your estimated ratio. If you choose this option, you will be required to keep records to demonstrate the number of parking spaces actually used as long stay parking spaces during 2006. Using this data, you can seek an approved ratio which may confirm or vary your estimated ratio, before you receive your final levy assessment for 2006. If you fail to obtain an approved ratio, your Levy for 2006 will be reassessed using the statutory ratio.

For private car parks

Provide the number of **marked** spaces only in the car park at 1 January 2006 in (E). If there is an unmarked area(s) used for parking, the total area(s) should be provided, in square metres, in (F). 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 in (E). You are not required to do this calculation.

Total No of Spaces – Exempt

Provide the total number of exempt spaces in the public car park in (G) and the total number of exempt spaces in the private car park in (H).

A breakdown of the different types of exempt spaces is required for each car park.

By correspondence

Manager, Congestion Levy, State Revenue Office, GPO Box 1641N, 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
Email	CGL@sro.vic.gov.au
Telephone	13 2161
Facsimile	03 9628 6222

