



## PART 4 : EXPLANATORY NOTES

A reduction in the amount of Levy payable for a space is available where, for part of a calendar year, a parking space in a:

### Public Car Park is:

1. exempt, or
2. does not exist as a parking space.

Unlike a private car park there is no requirement for each space to be unavailable for a minimum period in a calendar year in a public car park.

### Private Car Park is:

1. exempt
2. incapable of being used e.g. because the parking spaces and offices are leased as a whole but there is no tenant, or the landlord carries out building works in the car park, or
3. does not exist as a parking space.

Each individual space must be unavailable for more than 30 days (the days do not have to be consecutive) in a calendar year in order for the concession to apply. You cannot aggregate several parking spaces and use an average figure for the number of days that spaces are unavailable to ascertain if the concession applies.

### The Concession:

The amount of the Levy payable on a space, in either type of car park, will be reduced by the same proportion as the proportion of the days in the calendar year during which the space was incapable of use/exempt/did not exist.

### Examples of the operation of the concession:

A leivable parking space in a private car park is set aside for emergency vehicle parking for all of March. It is also incapable of being used from 1 July to 30 September because of building works. The total of those periods is 123 days. The amount of the concession will be calculated by multiplying the full Levy by 123/365. This amount will be subtracted from the Levy otherwise payable on the space.

A parking space in a public car park comes into existence on 1 June. It is a leivable parking space for the rest of that calendar year except for the month of September, when it is used as a loading bay. Therefore, the space did not exist, or was exempt, for a total of 181 days in that calendar year. The amount of the concession will be calculated by multiplying the full Levy by 181/365. This amount will be subtracted from the Levy otherwise payable on the space, subject to applying the relevant ratio for the public car park under section 14 or 15 of the *Congestion Levy Act 2005*.

## PART 2 - Concession Calculation

Please complete the table in Part 2. If the premises contains a public and a private car park, please provide separate details for each. Do not combine the information. The SRO needs to be able to identify the concessions available for each car park, even though they are located on the same premises.

### Number of concession spaces

Please provide, in the relevant section (either private or public) the **total** number of spaces for which the concession is claimed. If the premises has both a public and private car park, please provide separate totals for each.

### Number of days for which the concession is claimed

Please provide the number of days claimed for **each** space. For example, if you are claiming the concession for 10 spaces, please provide the details in the following manner:

- 4 spaces x 60 days each
- 2 spaces x 120 days each
- 3 spaces x 40 days each
- 1 space x 75 days

It is essential that you do not provide the number of days claimed as a total for all spaces because of the requirement that each space in a private car park must be unavailable for more than 30 days in order for the concession to apply.

### Reason

Please detail the reason for the concession for each space. For example if you are claiming the concession for 10 spaces, please provide the details in the following manner:

- 4 spaces x 60 days each      set aside for residential parking
- 2 spaces x 120 days each    could not be used (landlord works)
- 3 spaces x 40 days each      2 set aside for visitor parking without charge and 1 unavailable for use (landlord works)
- 1 space x 75 days              space came into existence as a parking space on 16 January and was set aside for use as disabled parking space for 60 days.

### By correspondence

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

### In person

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