

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 – Change of Details (Owner or Operator)

- The completed Change of Details form 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 relevant areas provided and mark the appropriate boxes.
- Refer to **PART 7 - Explanatory Notes** for further explanations.
- **PARTS 1 & 6 must be completed when lodging this Change of Details form.**

Mark with an "X" below the change of details you are providing. You are then only required to complete the part(s) relevant to such changes. Do not complete a part if the details contained in that part have not changed.

New details of owner/authorised representative – **PART 2**

Premises purchased/new car park created – **PART 4**

New details of operator – **PART 3**

Premises sold/car park ceases operating – **PART 5**

PART 1 – DETAILS OF CUSTOMER

Owner or operator(s) legal name(s)

Customer number (If known)

PART 2 – NEW DETAILS OF OWNER/AUTHORISED REPRESENTATIVE

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

Postal address

_____ State _____ Postcode _____

Email address

Telephone number

Facsimile number

Representative's details

Representative name

Firm/company name (If applicable)

Postal address

_____ State _____ Postcode _____

Email address

Telephone number

Facsimile number

PART 3 – NEW DETAILS OF OPERATOR

Operator name

Firm/company name (If applicable)

Postal address

_____ State _____ Postcode _____

Email address

Telephone number

Date which operator commenced/ceased

Address of premises containing the car park

_____ State _____ Postcode _____

PART 4 – PREMISES PURCHASED / NEW CAR PARK CREATED

<i>Address of premises containing the car park</i>	<i>Car park type – public/private</i>	<i>Spaces</i>	<i>Area (m2)</i>	<i>Name of operator</i>	<i>Nominate operator</i>	<i>Date of possession</i>

PART 5 – PREMISES SOLD/CAR PARK CEASES OPERATING

<i>Building ID (If known)</i>	<i>Address of premises containing the car park</i>	<i>Purchaser's name (if applicable)</i>	<i>Date of possession/cessation</i>

PART 6 – CERTIFICATION

Owner, operator or authorised representative must sign below to certify the Change of Details.

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

Name _____	Organisation _____	Position Title (if applicable) _____						
Signed _____	Phone Number _____	Date <table> <tr> <td>_ _ </td> <td>_ _ </td> <td>_ _ _ _ </td> </tr> <tr> <td>D D</td> <td>M M</td> <td>Y Y Y Y</td> </tr> </table>	_ _	_ _	_ _ _ _	D D	M M	Y Y Y Y
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This Change of Details Form must be completed by:

1. the registered owner of a car park if:
 - i. there is any change to their contact details;
 - ii. they acquire new premises from which a car park operates;
 - iii. they cease to be the owner of the premises;
 - iv. the premises cease to operate as a car park;
 - v. they own premises from which a new car park starts operating; or
 - vi. they wish to change their authorised representative.
2. The registered operator of a car park if:
 - i. there is any change to their contact details; or
 - ii. they cease to operate a public car park.
 - iii. they commence operating a public car park

This Change of Details form must be lodged with the SRO within 1 month of the change occurring. A penalty of up to \$6000 may apply for failure to comply with the requirement to notify the SRO of certain changes.

If you are an owner or operator who is not currently registered with the SRO, do not complete this form. You should complete one of the Registration Forms available on our website www.sro.vic.gov.au

PARTS 1 & 6 of this form must be completed but it is necessary to complete only those other Parts that relate to the new details.

PART 1 – DETAILS OF CUSTOMER

Supply your existing customer number and name.

PART 2 – NEW DETAILS OF OWNER/AUTHORISED REPRESENTATIVE

This part should be completed only by a registered owner. Please enter only the details which have changed. If you wish to nominate a new authorised representative to act on your behalf, please provide full details for that person. You are reminded that we will deal directly with your nominated representative. On receipt of this form, all correspondence and information relating to all the car parks on your premises will be sent to your new representative except for public car parks where an operator has been nominated.

PART 3 – NEW DETAILS OF OPERATOR

This part should be completed by a registered operator if their details change, or if they commence or cease operating a public car park.

PART 4 – PREMISES PURCHASED / NEW CAR PARK CREATED

Provide details of premises purchased or newly created car park(s) that are owned by you. Separate entries are required for parking spaces at different locations, which will be treated as separate car park(s). If more than one car park exists at the one address, complete the information requested for each car park. For example, you own a multi storey building which has five floors of parking spaces. Three floors are operated as a public car park by a tenant/operator and another two floors of parking spaces are managed by a building manager as a private car park. You must enter separate details for each car park by repeating the street address and stating the floors applicable to the private and public car park respectively.

Address of premises containing the car park

For each car park in which you own some or all of the parking spaces, provide complete details of the location, such as building name, street address including floors or levels of the building, if applicable.

Car park type

Indicate whether the car park is a public car park, open to members of the general public, or a private car park.

Spaces

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

Area used for parking

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

Name of operator

For a public car park, operated by a person who is not the owner of the premises, provide the name of the person who operates that car park.

Nominate operator

Mark if you wish to nominate the operator to lodge your Annual Returns and receive all further correspondence and Assessments relating to the relevant car park. If you nominate the operator, you need to advise them of this. You also acknowledge that the information they provide will determine the Levy payable for that car park.

Date of possession

Date on which you (the owner) took possession of the premises.

PART 5 – PREMISES SOLD/CAR PARK CEASES OPERATING

Provide details of all parking spaces existing on premises owned / operated by you that have either been sold or ceased being used as a car park. Separate entries are required for parking spaces at different locations, which will be treated as separate car park(s). If more than one car park exists at the one address, complete the information requested for each car park.

Building ID (If known)

Provide the building id provided to you on your last Annual Return if known.

Address of premises containing the car park

For each car park in which you own / operate some or all of the parking spaces, provide complete details of the location, such as building name, street address including floors or levels of the building, if applicable.

Purchaser's name

Provide name of new owner(s).

Date of possession/cessation

Date when the purchaser took possession of the premises or date when premises ceased being used as a car park.

PART 6 – CERTIFICATION

This form should be signed by the owner, operator or authorised representative.

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