

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 – Application for Registration of Owner

- The completed registration form and attachments must be lodged 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 areas provided and mark the appropriate boxes.
- If you are an owner and would like to nominate an authorised representative to lodge your Annual Returns and receive correspondence and Assessments on your behalf, complete **PARTS 1, 3 and 4** for the relevant properties.
- You can nominate only one authorised representative for all car parks owned by you except public car parks where you nominate an operator.
- For a public car park operated by someone other than the owner, it is a legal requirement for both owner and operator to register. There is a separate registration form for an operator.
- Refer to **PART 5 - Explanatory Notes** for further explanations.

PART 1 – DETAILS OF OWNER REGISTERING FOR CONGESTION LEVY

Customer number (If known) Australian Company Number (ACN) (If applicable) Australian Business Number (ABN) (If applicable)

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

Postal address

State Postcode

Email address

Telephone number

Facsimile number

If you would like to nominate an authorised representative to act on your behalf provide their details.

Representative's Details

Representative name

Contact Person (If applicable)

Postal address

State Postcode

Email address

Telephone number

Facsimile number

PART 2 – DETAILS OF NOMINATED OPERATOR

Do you wish to nominate the operator to receive the Annual Return and Assessment for your car park premises Yes No

Operator Name

Contact Person (If applicable)

Postal address

State Postcode

Email address

Telephone number

Facsimile number

PART 3 – PREMISES DETAILS

Address of premises containing the car park	Car park type – public/private	Spaces	Area (m2)	Name of operator (if applicable)
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PART 4 – CERTIFICATION

Owner or authorised representative must sign below to certify the registration.

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 _ _ _ _ _ _ _ _ _ _ D D M M Y Y Y Y

PART 5 – EXPLANATORY NOTES

This Registration Form should be completed by the owner of premises in the Levy area which contain or form part of a car park. Refer to the SRO website for a map of the levy area (www.sro.vic.gov.au). If there are several owners, only one needs to complete and sign the registration form on behalf of all owners.

This Registration Form must be lodged with the State Revenue Office within one month of becoming the owner of premises which contain a car park.

A penalty of up to \$6000 may apply for failure to comply with this registration requirement.

You need to lodge only one Registration Form for all your premises which contain car parks. If, after you have registered, you acquire additional premises or a new car park commences operations from your existing premises, you should complete the Change of Details Form available on our website www.sro.vic.gov.au.

PART 1 – DETAILS OF OWNER REGISTERING FOR CONGESTION LEVY

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

If you nominate an authorised representative to act on your behalf, we will deal directly with your representative. Correspondence and information relating to all the car parks on your premises will be sent to that representative.

PART 2 – DETAILS OF NOMINATED OPERATOR

If there is a public car park on your premises that is operated by another person, that operator must register separately. You can, however, nominate the operator to lodge your Annual Returns and receive all further correspondence and Assessments relating to the relevant car park by completing Part 2.

If you nominate the operator to lodge Annual Returns for the car park, you need to advise them of this.

If you own several premises containing public car parks, you may nominate some or all of the operators to lodge Annual Returns for their respective premises. You need to complete a separate **Part 2** for each operator nominated to lodge Annual Returns.

Once you have nominated an operator to lodge Annual Returns on your behalf, you acknowledge that the information they provide will determine the Levy payable for that car park.

If you own some but not all of the parking spaces in a public car park, you are encouraged to nominate the operator to lodge Annual Returns on your behalf.

PART 3 – PREMISES DETAILS

Provide details of all parking spaces existing on premises owned by you. Separate entries are required for parking spaces at different locations, which will be treated as separate car parks. 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 and 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 your car park(s) in the Annual Return.

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.

PART 4 – CERTIFICATION

This Registration Form should be signed by the owner.

By correspondence

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

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