

Please see notes on reverse before completing this form

Please return form to: Parking Enforcement Branch, Greater Shepparton City Council
Locked Bag 1000, Shepparton, 3632

Notes to assist in the completion of your Internal Review Application

Please take the time to read this information. If you then require further assistance, please speak to a Customer Service Officer.

1. Please write your name, address, and any other contact details clearly in the space provided. This way we can contact you if we need to obtain more details or discuss the infringement.
2. Please provide a detailed description of what has occurred. Often infringement notices are issued when no-one is in attendance at the vehicle.
3. It is your responsibility to ensure that you have the correct change for a parking meter or ticket machine prior to parking and leaving your vehicle. Parking officers are unable to predict your whereabouts, or how long you will be gone from your vehicle. They are obliged to issue a ticket when a vehicle is standing at an expired parking meter.
4. Have you ensured that your money is placed in the correct parking meter? It is easy to select the wrong bay number. If you have parked at a multi-bay parking meter, the bay at which you are parked is numbered. Follow the arrow to the correct parking meter. It is necessary to select the bay number on the parking meter prior to inserting your money.
5. After purchasing a parking ticket from a ticket machine in one of the Council's car parks, the ticket must be placed face-up on the front dashboard of the vehicle, and the current date and valid parking time must be clearly visible for the parking officer to read. If it cannot be clearly seen, an infringement notice may be issued. More information is provided on the reverse side of the parking ticket.
6. Loading zones are provided for loading and unloading of goods by authorised commercial vehicles only and are **not** provided for private vehicles undertaking a business activity or shopping.
7. Vehicles must not be stopped/parked in "No Stopping" zones at any time.
8. Disabled bays are a reserved area for persons with a disability and may only be used by vehicles displaying a valid Category One Disabled Parking Permit (blue label). Holders of Category Two Disabled Parking Permits (green label) are not permitted to park in a disabled parking bay. They are entitled to use a standard parking bay for twice the time limit displayed for that bay.
9. Many parking areas have time limitations, which are clearly displayed on signs. You may only park for the time limit stated, and then must move your vehicle out of that parking area. It is **not** permissible to move your vehicle to another bay in the same parking area.
10. Time limits also apply in metered parking areas and it is **not** permissible to continue to insert money in a parking meter and remain in the parking bay after the time limit has expired.
11. Please note that parking on Saturday mornings is free, however time limits still apply where stated and are enforced.