

### **PURPOSE**

This form is to be used to apply for a vehicle verge permit under the Public Unleased Land Act 2013 (the Act). Vehicle verge parking permits are for motor vehicle dealers who wish to display their vehicles for sale on public land adjacent to their licensed dealership. You can access the legislation and its regulation at [www.legislation.act.gov.au](http://www.legislation.act.gov.au). You may also obtain further information and forms at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR).

### **PRIVACY**

The *Information Privacy Act 2014* applies in the ACT. The Act authorises the Commissioner for Fair Trading (the Commissioner) to collect the information required by this form. The Commissioner prevents any unreasonable intrusion into a person's privacy. The JACS Privacy Policy contains information on how you can access or seek to correct any of your personal information that is held by the Directorate, as well as the process for lodging a complaint about an alleged breach of the *Information Privacy Act 2014*. The Privacy Policy can be found on the JACS website at <http://www.justice.act.gov.au/privacy>. The Commissioner may provide identifiable information to law enforcement organisations and authorised organisations that have legal authority to request information under prescribed circumstances.

### **INSTRUCTIONS FOR COMPLETION & IMPORTANT INFORMATION**

- Read the Practice Manual at [www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR) on vehicle verge parking prior to completing this application form. This form is only to be used if the area you are applying for is on unleased Territory land.
- If a permit is granted it will permit only registered vehicles in the permit area, not other items such as ramps, tarps, tables, umbrellas, signs or sails.
- If a permit is granted it will permit vehicles to be displayed only between the hours of 6am-6pm.
- Complete this form using a black or blue pen only.
- If the applicant is a company, a separate applicant details page of this form must be completed by each company director.
- If the applicant is a partnership, a separate applicant details page must be completed by each partner.
- Permits expire on 30 November.
- If you place objects in the area you are applying for without a permit, these items may be removed those objects at your expense.

### **TRANSLATING AND INTERPRETING SERVICE**

If you require further information or require advice, a language assistance service is available by phoning the Translating and Interpreting Service (TIS) on 13 14 50.

### **LODGEMENT AND CONTACT INFORMATION**

**Email:**

[liqour@act.gov.au](mailto:liqour@act.gov.au)

**Post:**

Access Canberra  
Registrations and Fair Trading  
GPO Box 158  
Canberra, ACT 2601

**In Person:**

Please visit  
[www.act.gov.au/accessCBR](http://www.act.gov.au/accessCBR)  
Or call **132281** to find an  
Access Canberra Shopfront.



# APPLICATION FOR A VEHICLE VERGE PERMIT

Public Unleased Land Act 2013

## APPLICANT DETAILS *(Each individual proprietor, company director or partner must complete a separate applicant details form)*

TITLE <i>(Mr, Ms)</i>	GIVEN NAMES	SURNAME	EMAIL ADDRESS

HOME ADDRESS <i>(Property Name, Unit, Flat No, Street Number, Street Name)</i>	POSTAL ADDRESS <i>(If different to home address)</i>

CITY / SUBURB / TOWN	STATE / TERRITORY	POSTCODE

REGISTERED ADDRESS FOR COMPANY <i>(If different to home address)</i>

CITY/ SUBURB/ TOWN	STATE / TERRITORY	POSTCODE

BUSINESS HOURS TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
( )	

COMPANY NAME <i>(If applicable)</i>	AUSTRALIAN COMPANY NUMBER (A.C.N.) <i>(If applicable)</i>

PARTNERSHIP NAME <i>(If applicable)</i>	AUSTRALIAN BUSINESS NUMBER (A.B.N.) <i>(If applicable)</i>

### SUITABILITY INFORMATION *If you tick yes to any of the below please provide further information*

I have had a conviction of, or finding of guilt, for an offence against this Act or another Act anywhere in Australia dealing with the use of public land	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have had proven that I was non compliant with a legal obligation in relation to carrying on an activity on public unleased land	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have been refused a licence, permit or other authority to carry on an activity on public land	<input type="checkbox"/> Yes <input type="checkbox"/> No
I have had action taken against me which reflects on my ability to safely and responsibly carry on an activity on public unleased land.	<input type="checkbox"/> Yes <input type="checkbox"/> No

### APPLICANT SIGNATURE

I, \_\_\_\_\_, confirm that the information supplied in this application is true and accurate and understand that the provision of false or misleading information is an offence.

I agree to Access Canberra consulting with any relevant Directorates or external agencies to seek approvals for my application.

I understand that if a permit is granted I will be responsible for the safety of vehicles, including ensuring that drivers of vehicles enter and leave the property in a forward direction and only via designated driveways.

Signature: \_\_\_\_\_ Date: / /

**PARTICULARS OF UNLEASED LAND FOR PERMIT****CURRENT PREMISES ADDRESS** *(Property Name, Unit, Flat No, Street Number, Street Name) or description of area if no current premises***CITY / SUBURB / TOWN****STATE / TERRITORY****POSTCODE****PROPOSED OPENING DATE** *(if not already open)***TRADING NAME****PROPOSED TRADING DAYS & HOURS** *permit vehicles to be displayed only between the hours of 6am-6pm***DAY****PROPOSED TIMES**

Monday

Tuesday

Wednesday

Thursday

Friday

Saturday

Sunday

**ACTIVITY FOR THE PERMIT****AREA SOUGHT FOR  
DISPLAY OF VEHICLES  
(square metres)** Yes  No**FRONTAGE LENGTH** Yes  No**FRONTAGE WIDTH** Yes  No

SURFACE OF AREA <i>Cannot be grass</i>		
Description of current surface of the area sought		<input type="checkbox"/> Yes <input type="checkbox"/> No
Any proposed changes to the surface		<input type="checkbox"/> Yes <input type="checkbox"/> No
STREET FURNITURE <i>I am seeking to have the following street furniture removed and will pay the full costs of any relocation</i>		
STREET FURNITURE (provide a description of items you are seeking to remove)		<input type="checkbox"/> Yes <input type="checkbox"/> No
PLANS		
DETAILS	SPECIFICATION OR DESCRIPTION	APPROVED
A detailed plan clearly showing the positioning of any vehicle to be included in the area and the ways the vehicles will be moved		<input type="checkbox"/> Yes <input type="checkbox"/> No
A detailed 1:100 scale plan clearly showing the location, boundaries, driveways and dimensions of the area.		<input type="checkbox"/> Yes <input type="checkbox"/> No

LENGTH OF TIME NEW PERMIT REQUIRED <i>(A permit may be provided for up to two years)</i>	
Two (2) years	<input type="checkbox"/>
One (1) year	<input type="checkbox"/>
Alternate time period (please specify) _____	<input type="checkbox"/>

CERTIFICATES, APPROVALS & OTHER ATTACHMENTS <i>(Where applicable)</i>	ATTACHED
A copy of your public liability insurance certificate to the amount of \$20,000,000 with ACT Government as interested party.	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A