

# After Hours Access Application Paterson East Car Park

**Rental Account No:**

Please select one box only:

**AFTER HOURS AGREEMENT**

**AFTER HOURS PEDESTRIAN ACCESS ONLY**

Title  Given Name/s

Surname  Date of Birth  /  /

Unit/Street No  Street

Suburb  State  Postcode

Postal Address (if different from street address)  ABN: if applicable

Business Name: (if Fob/Key is being charged to a Company)  Company Contact Name:

Suburb  State  Postcode

Phone H  B  M

Email

Postal Address

**For vehicle access only**  
**Registration No:**

**Deposit Amount per Fob: \$56.00**  
**Deposit Amount per Key: \$25.00**

**(For Vehicle Access Only) Quantity Fobs Required:**

**(For Pedestrian Access Only) Quantity Fobs Required:**

**Keys are issued for (East side Gates & Bollards only)**

**(Approval Required)**   
**Quantity Keys Required:**

**Fob or Key Reference Nos:**

**Monthly Charge:**

First Rental Period - Start Date:   
First Rental Period - End Date:   
Initial Payment Required:

(a) **AFTER HOURS PEDESTRIAN ACCESS ONLY:** This agreement entitles the signatory to after hours, pedestrian access in the laneway adjoining the Paterson East Car Park entrance and exit (fob) or east side gate/bollards only (key).

- After Charging Hours vehicle access is **not** permitted with this fob or key.
- A \$56.00 bond is payable upon issue of the fob and will be refunded upon return of the fob.
- A \$25.00 bond is payable upon issue of the key and will be refunded upon return of the key. This key is issued to approved Businesses and Residents.
- The fob and key must be forfeited to Council when no longer required.
- Please read the Personal Information Protection Statement overleaf.

(b) **AFTER HOURS VEHICLE ACCESS ONLY:** This agreement entitles the signatory to after-hours access in respect of the Paterson St East Car Park. After-hours access refers to "all other times", excluding; 9am to 3:30pm Monday to Saturday. Any public holiday is defined to mean "all other times" for the purpose of the agreement.

The fee is set at \$56.00 (including GST) for After Hours Access for one vehicle including one Fob per month, payable in advance. Each Fob provides after-hours access for no more than one vehicle to utilise the car park at any time.

An additional \$56.00 deposit is required for each Fob and will be refunded upon cancellation of the agreement and return of the fob.

The agreement may be terminated upon two weeks, notice in writing by the Lessee. Should the account be in arrears for more than 14 days, notice may be given to vacate the parking bay within 48 hours and to return the fob to Council. Failure to pay the arrears and vacate may result in parking infringements being issued and the outstanding balance being lodged with a collection agency for recovery. The fob must be forfeited to Council when no longer required.

Your Signature \_\_\_\_\_

Date        /        /  
\_\_\_\_\_

---

**Personal Information Protection Statement**  
As required under the *Personal Information Protection Act 2004*

1.	Personal information is managed in accordance with the <i>Personal Information Protection Act 2004</i> and may be accessed by the individual to whom it relates, on request to City of Launceston.
2.	Information can be used for other purposes permitted by the Local Government Act 1993 and regulations made by or under that Act, and, if necessary, may be disclosed to other public sector bodies, agents or contractors of City of Launceston, in accordance with Council's Personal Information Protection Policy (17-Plx-005).
3.	Failure to provide this information may result in your application not being able to be accepted or processed.

<b>File No. 32-Fmx-010</b>					
<b>EO</b>		<b>OD</b>		<b>Box</b>	
<b>Doc. No.</b>					
<b>Action Officer</b>			<b>Date Received</b>		

**PURPOSE:**

This form is to enter into an agreement to obtain fob access for either pedestrian or vehicle after hours, access to Paterson East car park.

**SCOPE:**

- 32-Fmx-010 is an agreement between the customer and City of Launceston to show where a fob (token) has been issued.

**RELATED POLICIES & PROCEDURES:**

This form is related to one other form

- 32-Fmx-009 Fob Exchange Token

**DOCUMENT INFORMATION:**

<b>Reference Number:</b>	32-Fmx-010
<b>Version:</b>	04/07/2017
<b>Review:</b>	30/06/2017
<b>Key Function:</b>	32
<b>System:</b>	Forms and/or Checklists
<b>Document Type:</b>	Form
<b>Responsible Directorate:</b>	Facility Management & Governance Services
<b>Approved by:</b>	Andrew Frost
<b>Action Officer:</b>	Susan Lowe
<b>Text Search Key Words</b>	After Charging Hours Pedestrian Key or Vehicle Access Application Fob Paterson East Car Park

<b>To be Communicated To:</b> <i>(To be identified by Action Officer or Approver)</i>  (Insert ✓ in relevant row)	<input checked="" type="checkbox"/>	Department/Area only
	<input type="checkbox"/>	Directorate via Director and Managers
	<input type="checkbox"/>	Specific Areas: •
	<input type="checkbox"/>	Council-wide
	<input type="checkbox"/>	Council Website
	<input type="checkbox"/>	Intranet

<b>Hard Copy Distribution</b>	Parking
-------------------------------	---------