

Fob Token Exchange Paterson Street East Car Park

Rental Account No:

Title Given Name/s

Surname Date of Birth / /

Unit/Street No Street

Suburb State Postcode

Postal Address (if different from street address)

State Postcode

Phone H B M

Email

Please indicate which Fob(s) are now required:

Vehicle Access - Qty Required?

Foot Access - Qty Required?

Office use only:

Fob Reference No(s) to be cancelled:

Replacement Fob(s) Reference No(s)

I would like to exchange my current Fob(s) for a new Fob(s) as I understand the original Fob(s) will be cancelled, please note that no new charges will be incurred for this exchange.

I understand each Vehicle Fob provides access for no more than one vehicle to utilise the Car Park at any one time. The after, hours access conditions remain in place as per the "Paterson Street East Car Park After Hours Parking Agreement". The Fob is to be returned to Council when it is no longer required.

In addition I understand should Council be holding a \$50.00 deposit in respect of the original Fob(s), then, the deposit will remain held in respect of the Exchange Fob(s), and be refunded upon return of the new Fob(s).

Please read the Personal Information Protection Statement overleaf

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 Launceston City Council.
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.

File No. 32-Fmx-009					
EO		OD		Box	
Doc. No.					
Action Officer			Date Received		

Fob Token Exchange

PURPOSE:

This form is to be used for the information required when exchanging a fob token to enable after hour access to Paterson East car park.

SCOPE:

- This form is sent to external customers this will provide vital information to City of Launceston when exchanging Fob(s) to notify who Fob(s) are issued to the number of Fob(s) which are issued to the customer.

RELATED POLICIES & PROCEDURES:

This form is related to 32-Fmx-010

- 32-Fmx-010 is for After Hours Pedestrian and Vehicle Access Only

DOCUMENT INFORMATION:

Reference Number:	32-Fmx-009
Version:	14/09/2016
Review:	30/06/2017
Key Function:	Forms and/or Checklists
System:	Parking
Document Type:	Form
Responsible Directorate:	Facility Management
Approved by:	Manager Parking
Action Officer:	Susan Lowe
Text Search Key Words	Fob Token Exchange

To be Communicated To: <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: • Parking
	<input type="checkbox"/>	Council-wide
	<input type="checkbox"/>	Council Website
<input type="checkbox"/>	Intranet	

Hard Copy Distribution	Parking Department
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