**GUEST PARKING PROCESS**

**STEP 1 –** Please complete the table below ensuring all fields are completed as these are all required fields in the vPermit system (separate entry for each session).

**STEP 2 –** Submit completed form to [cnhs.operations@flinders.edu.au](mailto:cnhs.operations@flinders.edu.au) at least 3 business days prior to the date the guest permit is requested.

**STEP 3 - An** electronic confirmation of the visitor parking permit will be emailed by CNHS Operations to the email address provided on the request and copied to the requester. It is noted some requesters may prefer to list their own email for privacy/project purposes which is permitted. It is however noted this transfers the responsibility to the requester to provide the guest with the parking permit and rules with regard to parking on campus, including the Parking **Information** detail below.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Guest’s Full Name | Guest’s E-Mail  *(if not known, this will default to the requester’s email)* | Vehicle Registration No. | Date Required | Start Time | End Time | Zone General: (Long term) | Zone: 2P (maximum 2 hours) | Project Account Code (01.xxx.xxxxx.2107)  Parking rate 3.15 per hour | Expense authoriser(name of account holder/delegate) |
|  |  |  |  |  |  | Tick type requested | |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |  |  |
| *Add rows if required* |  |  |  |  |  |  |  |  |  |

* Guest permits can be used to park in General (white) bays for all day parking, or 2P bays (for short term parking, maximum 2-hour).
* Guest permits cannot be used to park in (business) blue bays.
* Please do not park prior to the start time of your permit, and ensure you leave the bay prior to the end time.
* Parking incorrectly is likely to result in a fine being imposed and the College accepts no responsibility for paying expiation notices.
* Helpful links to parking locations, maps and live time availability:
  + Where can I park?: <https://www.flinders.edu.au/content/dam/documents/campus/bedford-park/parking/flinders-university-where-can-i-park.pdf>
  + Campus Map with Parking number identified: <https://www.flinders.edu.au/content/dam/documents/campus/maps/campus-map.pdf>
  + Car Park Availability (Live Time): <https://vpermit.com.au/parkavail/flinders>