### MACQUARIE UNIVERSITY

**APPLICATION FOR ENTRY PERMIT 2016**

Permits will only be issued when all relevant information is completed.

#### DETAILS OF THE CAR THAT YOU WILL MOST OFTEN USE

<table>
<thead>
<tr>
<th>REG. NO.</th>
<th>TITLE</th>
<th>SURNAME</th>
<th>FIRST NAME</th>
<th>YEAR</th>
<th>TERM ADDRESS</th>
<th>Replacement</th>
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- **Year**: 2016
- **Term**: [Tick one only & write your student/staff no.]
- **Staff**: 
- **Student**: 
- **Parent**: 
- **Child Care**: 

**Replacement**: 

- **Original Permit No.**: 
- **Replacement**
- **Replacement Reason**: 
- **Replacement Fee**: $40

**Upon completion and acceptance of a statutory declaration, signed and copied by security.**

#### I.D. Number or, in the case of persons directly affiliated with the University, the Staff Number

- **Periodical entry permits are issued upon presentation of a current student/staff I.D. number or, in the case of persons directly affiliated with the University, the Staff Number (Please print)**
- **Street Address of E1 Car Park level 1**: 
- **Street Address of Student Centre**: 
- **Street Address of E2 Car Park level 1**: 

**Child Care**: 

- **Replacement**: 
- **Replacement Reason**: 
- **Replacement Fee**: $40

#### CASUAL OR SHORT-TERM ENTRY FEES

- **Replacement**: 
- **Replacement Reason**: 
- **Replacement Fee**: $40

#### MONTHLY PERIODICAL PERMITS

- **Replacement**: 
- **Replacement Reason**: 
- **Replacement Fee**: $40

#### REPLACEMENT PERMITS

- **Replacement**: 
- **Replacement Reason**: 
- **Replacement Fee**: $40

#### MACQUARIE UNIVERSITY

**TRAFFIC AND PARKING RULES**

The University accepts no responsibility for any damage caused to vehicles while travelling, standing or parked in the University grounds, or the theft of any vehicle, motor bike or cycle, nor for any damage to or loss of accessories or contents.

Entry permits allow entry to the campus to seek parking, but do not guarantee location, proximity, or place to park. Purchasing and/or owning a valid entry permit does not give exemption from displaying a valid entry permit. All vehicles must visibly display a valid entry permit when parked on campus. Entry permits are required and are enforced seven days a week all year round during the hours of 6.00 am until 8.00 pm.

The University operates a Restricted Parking Area Scheme.

**Periodical entry permits (monthly, half-yearly, yearly) are available (one permit per person) on personal application to the Cashier’s office in the Student Centre or by written application addressed to the Director, Financial Services. Casual or short term entry permits are available from ticket dispensing machines located in carparks N1, N3, X3 and W4 only.**

Periodical entry permits are issued upon presentation of a current student/staff I.D. number or, in the case of persons directly affiliated with the University, the approval of the Director, Property or the Deputy-Vice-Chancellor and Chief Operating Officer.

Parking areas are provided at various locations within the University. Vehicles may be parked only in car parks and within marked bays. It is stressed that non-commercial vehicles may not park adjacent to buildings. Kerb parking is not permitted on any University road, or in access lanes within carparks except where marked.

The Macquarie University Traffic and Parking Rules and the Macquarie University By-Laws make provision for the imposition of fines or other action to deal with breaches of the Traffic and Parking Rules. Repeated breaches of the Traffic and Parking Rules by staff or students will result in the withdrawal of entry permits and/or non renewal of permits.

The NSW State Debt Recovery Office – Fines Div of State Revenue Office operates the Self Enforcing Infringement Notice Scheme (SEINS) and is the University’s agent for the collection of fines.

The Traffic and Parking Rules are set out in full below.

#### A. Preamble

1. The University grounds are private property and the University Council has the right to regulate the entry of vehicles and their operation within the grounds.

2. Periodical entry permits are issued to a person(s). In circumstances where no permit is displayed on a vehicle(s) the person(s) in charge of the vehicle(s) will be responsible for any breach of the Traffic and Parking Rules.

3. Any vehicle brought into the University grounds is required to be driven, parked, and managed in compliance with the University Traffic and Parking Rules and signs, and in observance of the directions of authorised persons.
4. For the purpose of these Rules, "authorised persons" include all University Security Services Officers and their Supervisors.

5. All persons, pedestrians or drivers, are responsible for conducting themselves in a safe manner whilst within the University grounds in accordance with the "Workplace Health and Safety Act".

B. Entry into University Grounds

1. Only the following vehicles are ordinarily permitted to enter the University grounds:
   (a) Vehicles in the charge of members of Council, staff and students of Macquarie University.
   (b) Vehicles of members of the public who have business, or are attending meetings or functions within the University.
   (c) Vehicles making delivery of goods ordered by the University, and contractors to the University.
   (d) Vehicles picking up or setting down passengers within the University.

2. No person shall operate, park or allow a vehicle to be parked in the University grounds except in accordance with these rules.

3. At all times vehicles must display clearly and fully a valid entry permit.

C. Traffic

At all times, on all roads on University owned land:

(a) the following speed limits will apply:
   a. University roads 30 km/h
   b. Car parks and shared zones 10 km/h

(b) Pedestrians have right of way except on University Avenue and Macquarie Drive.

D. Parking

1. Parking and standing is prohibited at all times on all roads and in access lanes within car parks on University owned land except to the extent specifically authorised by notice, by marking, or by an authorised person. This prohibition applies irrespective of whether a notice is displayed. The prohibition against parking and standing means that a vehicle may be stationary only for the minimum time necessary to set down and pick up passengers.

2. At all times parking is permitted only in established car parks and not on University roads or elsewhere within the University grounds, except that:
   (a) Staff occupying cottages may also park in those adjacent parts of adjacent areas assigned for parking;
   (b) Builders' vehicles must be parked within the building site;
   (c) Vehicles with special permits may be parked in locations specially assigned them;
   (d) Cycles and scooters may park only in areas reserved for them. Other vehicles may not use these areas at no charge;
   (e) Vehicles displaying RTA disability permits may park in specially allocated areas or general parking areas at no charge;
   (f) Spaces designated for particular officers (e.g. Heads of Divisions) may be used only by those officers.

3. Vehicles are to be parked or placed wholly within the parking areas denoted by painted lines or other marking, and are not to be parked or placed so as to obstruct the free and safe passage of vehicles in the access lanes in car parks.

E. Entry Permits

1. Casual or short-term entry permits, which operate daily from 6:00 am to 8:00 pm, must be prominently and fully displayed inside the driver's side of the windscreen and will be issued on payment of the prescribed fee as follows:

   - Prepaid/Pre-dated daily entry permits may be purchased from the Cashier's office at a cost determined by the University.
   - Available in books of 20 only to Faculties, Offices and Centres only.

2. One yearly or half-yearly entry permit, which must be affixed to the inside of the windscreens on the driver's side of the vehicle (as described on the permit backing) will be issued for the prescribed period on presentation of current student or staff identification and on payment of the prescribed fee as follows:

   - Premium Parking Permit valid from 1 January, 2016 to 28 February, 2017
   - Child Care drop off permit, valid for 30 minutes only from 1 January, 2016 to 28 February, 2017
   - Staff Generates Spot Parking Permit valid from 1 January, 2016 to 28 February, 2017

3. The Vice-Chancellor may exempt from payment of entry fees persons rendering a service to the University but not being students or staff of the University.

4. Entry permits will be issued in the following colours and should be displayed as specified. Note – Annual Permits must be purchased.

   | Members of staff, students and visitors including salary sacrifice vehicles NOT used in car pools | Annual redesign and colour coded |
   | Deans of Faculties, Directors of some offices or International Centres and University Executives. | Gold "Special G" Transfers + purchased Annual Permit |
   | University vehicles, Heads of Department, and any other vehicles authorised by the Vice-Chancellor | Blue "Special B" Transfers + purchased Annual Permit |

   | Members of Council | Annual redesign and colour coded |