

# St. Vincent's Parking Casual parking Recharge Card application



This form is for staff wishing to apply for a Recharge Card. This allows you to access staff discounted casual parking.

## Staff member details

Hospital  STV  SVPHM  STV (SGHS) Card Type:  New  Replacement

Employee number \_\_\_\_\_ Pay Run H N (Please Circle)

Department \_\_\_\_\_ Position \_\_\_\_\_

First name \_\_\_\_\_ Surname \_\_\_\_\_

Extension \_\_\_\_\_ Telephone/mobile \_\_\_\_\_

Email \_\_\_\_\_ Old Recharge Card No (if applicable) \_\_\_\_\_

Shift roster  Day  Rotating  Afternoon  Night  Weekend

## Car park access *(please tick preferred car park)*

Car Park  Victoria Parade Car Park  St Georges Campus Car Park

## Access required for STV and SGHS Carparks (Department Head authorisation required)

I, the employee's Department Head/Authorising Manager, declare that the applicant is regularly required to attend both STV (Fitzroy) and SGHS campuses for work purposes

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Extension: \_\_\_\_\_

## Payment options and conditions

Please tick one box:

- Standard Recharge Card Option**
- The standard recharge card option will enable the card holder to place funds on the card to access any staff parking discounts and then use the card to pay for casual parking upon exit of the car park.
  - The recharge card will only be maintained valid/active and allow entry into the car park for so long as the parker maintains a credit balance on the card.
  - Top-up payments can be made at the car park office or automated pay station.
  - Card refunds: A refund of any unused monies is available from the cashiers office in the Underground Car Park.
  - Parkers must notify the car park office of lost or damaged cards within one (1) month to be eligible for a refund of remaining credit.
- Direct Debit Recharge Card Option**
- The direct debit recharge card option enables the cardholder to access staff parking discounts and authorises casual parking costs to be direct debited fortnightly from salary packaging.
  - It is the responsibility of the Parker to ensure relevant salary packaging arrangements have been made.
  - If there are insufficient funds on the Recharge Card the default credit card will be charged within 7 days.

## General conditions

- The recharge card entitles the casual parking user to access the available parking in the Victoria Parade Car Park or the St Georges Campus Car Park and after hours parking at the Underground and Multi-Storey Car Parks.
- The Parker shall, if not in possession of a valid/active Recharge Card when entering or leaving the Car Park, be liable to pay the maximum ordinary daily parking tariff charged by the Hospital to parkers at the Car Park at the time of parking.
- The Parker shall pay (\$20 non refundable) for the purchase and replacement of a lost or damaged Recharge Card. If the Recharge Card is lost, the Parker must notify the Car Park office as soon as possible. The car park will not be responsible for any balance lost against a lost/stolen recharge card.
- The Recharge card will be cancelled if the card has been unused for 6 or more months without advice to the Car Park Management.
- By signing the application I agree to be bound by the Campus Car Park Terms and Conditions.

**Please submit completed forms at the Underground Car Park Cashiers office or fax to Car Park Management on 9231 4261**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Office Use Only

Card No: _____	Commencement date: _____
Access level: _____	Time Zone: _____
Car park approval: _____	Cancellation Date: _____