

# QMS-FOR-97

## PARKING BAY DISPOSAL FORM



**INSTRUCTIONS** (Please PRINT all information clearly)

1. Customer Complete Section 1 & 2
2. Return this form via one of the following methods:
  - Deliver to the Customer Service Centre Ph: 9258-6123
  - Email to [customerservice@melbournemarket.com.au](mailto:customerservice@melbournemarket.com.au)
  - Mail to Melbourne Market Authority, Customer Service Centre, 80/35 Produce Way, Epping, VIC 3076

### 1. BUSINESS DETAILS

Name of Business: \_\_\_\_\_ Account # \_\_\_\_\_

Business Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ State: \_\_\_\_\_ Postcode: \_\_\_\_\_

Market Business Nominee Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**THE FOLLOWING CONDITIONS APPLY FOR PARKING BAY DISPOSAL**

1. By signing this form, the Permit Holder (Market Business Nominee) agrees to dispose of the below listed Allocated Bay(s).
2. The Permit Holder (Market Business Nominee) acknowledges under the terms of the Park Bay Permit that:
  - a. The Permit Holder must return the Parking Bay Permit.
  - b. The allocated rights to the bay have been removed; and
  - c. Any parking fees which have been paid in advance will be reimbursed on the prorated basis less an Administration fee.

Market Business Nominee Signature: \_\_\_\_\_ Date to be Disposed: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Applications for Replacement Parking Bays may be made by using the Parking Bay Application Form.**

### 2. PARKING BAY DISPOSAL DETAILS

Type of Bay	Allocated Parking Bay Number	Days Disposed Tick (FW = FULL WEEK)						
		FW	M	T	W	T	F	S

*Privacy Statement: The MMA is committed to protecting the privacy of your personal information. We need to collect and handle your personal information in order to be able to process your application. All the information you give us will be handled in accordance with the Privacy and Data Protection Act 2014. You can gain access to the personal information we hold about you and request that it be corrected if necessary. For further information about privacy contact [privacy@melbournemarket.com.au](mailto:privacy@melbournemarket.com.au)*

### 3 CUSTOMER SERVICE OFFICE USE ONLY

SALESFORCE OPPURTUNITY AND CONTRACT CLOSED <input type="checkbox"/>	ENTERED BY:  DATE PROCESSED:  RELATED BILLING DOCUMENT INVOICE #
PARKING FEE CREDIT NOTE PROCESSED (IF APPLICABLE) <input type="checkbox"/>	
ACCESS CARD LEVELS REMOVED AND PERMIT RETURNED <input type="checkbox"/>	