Replacements
Replacements for lost permits will be replaced upon completion of the Replacement application form and the requisite fee paid. (GST inclusive). If your permit is stolen with your vehicle or permit stolen from your vehicle you must have a Police Report number along with your replacement form and the replacement fee will be waived. Damaged permits and access cards will be replaced free of charge, provided that the damaged item is posted as evidence along with a Griffith University Incident report and it can be deemed that the damage was from normal use. Forms are available on the web at griffith.edu.au/parking under "Staff & Students". Lost permits and access cards can be replaced at a cost of $10.00.

To obtain a replacement special parking permit, you will need to complete a Replacement Parking Permit Application form and send this to the Parking Section, Campus Life, Nathan, GQL 4111. Once this replacement form is received you will be contacted by the Parking Section and suitable payment methods will be arranged. Once payment has been received, the replacement permit will be posted to the address stated on the replacement application.

Refunds
There are no refunds available for Peak Monthly, Off Peak Monthly and Day Permits.

Refund amounts will be determined as follows:
Annual Permit received before 1 Jan – full refund, refund application received between 1 Jan and 31 March – 75% refund, refund application received between 1 April and 30 June – 50% refund, refund application received between 1 July and 30 September – 25% refund, refund application received on or after 1 October – no refund available.
First Half Year
– refund application received before 1 Jan – full refund, refund application received between 1 Jan and 31 March – 50% refund, refund application received on or after 1 April – no refund available.
Second Half Year
– refund application received before 1 Jan – full refund, refund application received between 1 July and 30 September – 50% refund, refund application received on or after 1 October – no refund available.

There are no refunds for permits purchased via salary dedication or salary packaging. If you wish to stop using the permit, complete a refund application form and return your permit to the Parking Section, Campus Life, Griffith University, Nathan, GQL 4111. Leave of absence and/or cancellation of enrolment do not entitle you to a full refund, regardless of whether or not the permit has been used. Please note that an administrative fee of $11 (GST inclusive) will be deducted from all refund applications on permits that were paid by cash, credit, EFTPOS, cheque or money order.

Displaying your permit
To display: display windscreen, peel the permit off the backing card and press the permit onto the windshield. Your parking permit must be displayed inside the vehicle on the lower right hand driver’s side of the windshield so that it can be easily seen from the outside of the vehicle. Ownership of a permit does not exempt drivers of vehicles from receiving Notices of Alleged Breach. If the permit is not clearly displayed or if you forget to swap your permit onto the vehicle you are parking on campus the responsibility remains with you to purchase a day permit (and park in general permit areas) to cover your stay at the university.

General Permits
When displayed correctly, the permit allows you to park in any marked vehicle bay located in any "General Permit" parking area on the Gold Coast, Logan, Mt Gravatt and Nathan campuses. "General Permit" parking areas eg Special Parking Zone “University Vehicles Only”, "Authorised Visitors" etc. If you park in a metered space, the requisite fee must be paid, regardless of whether or not you have a permit.

Limited Access Permits
When displayed correctly, the permit allows you to park in any marked vehicle bay located in any "Limited Access" parking area. This permit is not valid for restricted areas eg Special Parking Zone “University Vehicles Only”, "Authorised Visitors" etc. If you park in a metered space, the requisite fee must be paid, regardless of whether or not you have a permit.

Undercover Permits
When displayed correctly, the permit allows you to park in any marked vehicle bay located in any "Undercover" parking areas. This permit is not valid for restricted areas eg Special Parking Zone “University Vehicles Only”, "Authorised Visitors" etc. If you park in a metered space, the requisite fee must be paid, regardless of whether or not you have a permit.

If you park in a multiple vehicle, you need to transfer the permit to the vehicle you are bringing on site and display the permit in the required location on your windscreen. All vehicles expected or foreseen to be driven and parked using the permit purchased must be registered on the parking database or run the risk of receiving a "Notice of Alleged Breach".

If your permit is damaged or the permit number is removed, download and complete a Replacement form from griffith.edu.au/parking and attach your damaged permit and take to the Cashiers office. A replacement permit will be issued.

Exemptions from Displaying a Permit
If your vehicle is a motorcycle, or has a soft top, or you ride a motorcycle to campus and have purchased a valid Griffith University parking permit, you can be placed onto an "Exemptions from Displaying a Permit" parking permit write your preferences in the circle next to the permit type (prices  are GST inclusive). If you have received an Infringement Notice you have one of four options:
1. You may accept that you have committed a breach of the parking regulations in which case you have 28 days in which to pay at the Cashiers office on any campus. You take to the Cashiers office. A replacement permit will be issued.
2. You may elect to have the matter dealt with by a court by completing the back of the Infringement Notice and notifying the University by mail.
3. If you were not in control of the vehicle at the time of the Alleged Offence you can complete a Statutory Declaration, before the due date on FOAB outlining the name and number of the person in control of the vehicle at the time of the Alleged Offence. If the University receives an official user declaration should be completed and forwarded to the Parking Section, Campus Life within 28 days of the infringement notice date of issue. If received after this period it may not be accepted.
4. If you feel that there are extenuating circumstances relating to the breach, you may apply for a withdrawal of the offence. Waiver Applications can now be lodged online available on the web at griffith.edu.au/parking/Infringements. Completed online waiver applications need to be submitted within 28 days of the infringement notice date of issue, or may not be accepted. Please ensure your email address is correct at the time of lodgement.

Important
The University takes no responsibility for loss of or damage to property as a result of the driving or parking of vehicles on any of its sites. If you expect to drive to the University and park your vehicle, we encourage you not to leave any valuables in your vehicle and especially not in clear view. We would also encourage you to use steering lock devices (such as a "club lock"), car alarm/immmobiliser systems and park your vehicle in frequently used and well lit areas. All vehicles parked on site do so at the owner's risk.

Director, Campus Life
Registration details

Please provide number plate details for all vehicles to which the permit may apply. Example 123-ABC Ford, Falcon, Black

<table>
<thead>
<tr>
<th>Access card number</th>
<th>Cash</th>
<th>Cheque</th>
<th>Credit card</th>
<th>EFTPOS</th>
<th>Total GST incl.</th>
<th>GST excl.</th>
<th>Receipt number</th>
</tr>
</thead>
</table>

Are any of these vehicles a motorcycle or soft top vehicle?

- Yes
- No

This information is requested so the Parking Section can contact you if required, in regards to your vehicles.

(i.e. if you have windows down, doors unlocked, lights on, etc.)

Access cards to boomgates

If you have an access control card please write the number in the space provided.

If, as such time you will need to park in general permit areas.

NB. Only one card will be authorised. During peak periods, it may be necessary for you to park in a metered space, the requisite fee must be paid.

Use of an access card is only required for Undercover or Limited Access Permit holders on all campuses.

Limited Access Parking

- Limited Access Parking and access card must be used at:
  1. Bay 2 of the East carpark, Nathan.
  2. The top uncovered level of the undercover carpark at Nathan (except for Authorised visitors bays).
  3. Upper carpark A and upper carpark B, Mt Gravatt campus.
  4. Limited access carpark, top uncovered level of the undercover carpark at Gold Coast (except for Authorised visitors bays and Pay & Display areas).
  5. Limited access carpark, 1st floor Logan campus.

Undercover Permit and access card – may be used at:

- All undercover sections of the Multi-storey carparks located at Nathan and Gold Coast campuses as signed.

Limited Access Permit holders can park in general permits, it is requested that you make use of the permit type you have purchased.

Permit periods

- Annual
- First half year
- Second half year
- Monthly

Permit zones

- General Permits
- Limited Access Permits
- Pay and Display Areas

Parking arrangements and conditions of use.

General information

Cars are at a premium on all campuses, so you are encouraged to use alternative parking and transport services (i.e. public transport should be considered as a means of accessing all campuses of the University).

By arrangement, free parking is available at the Queensland Sports Athletics Centre carpark off Mains Road but you must park in the vicinity of the Bus Stop (for Nathan campus). There is no parking on the ring road around the stadium. This arrangement is subject to change at short notice. The walk from the carpark is into Nathan campus core area is a pleasant 15–20 minute walk along a formed track. Similar walking distances exist from carparks on site. At the Gold Coast campus daily parking is available for a fee at Bondi Street and Sandringham Village access on Parklands Drive and the Athletics Track.

Parking arrangements and conditions of use

Parking regulations apply on all Griffith University campuses and are enforceable 7 days a week under the Griffith University Act 1998. The State Penalties Enforcement Regulation 2000 and Justice Regulation 1999 provides for penalties ranging from $12 to $3 penalty units for parking and speeding offences on site. All penalties are enforceable through the Queensland Justice System. A typical penalty imposed by the court for an unpaid fine can be up to $280 or 4 days imprisonment.

- Only one permit will be authorised. During peak periods, it may be necessary for you to park in a metered space, the requisite fee must be paid.
- A valid parking permit is required to park a vehicle (other than a motor cycle, motor scooter or bicycle) on site. Permits are only available if requested in advance.
- Failure to display a current valid parking permit can lead to an infringement notice and a penalty unit charge (regardless of whether you own a permit or not).
- If you have inadverstely left your permit on another vehicle or at home you are required to purchase a day permit from the day ticket machines at the entrance points to the various University campuses and park in a general permit area.

Permit periods

- Annual Permits for 2013 will be available for purchase from 26 November 2012 and will be valid from 1 January 2013 until 31 December 2013.
- Half Year permits for 2013 will be available for purchase as follows: First Half Year Permits – available for purchase from 26 November 2012 and will be valid from 1 January 2013 until 31 June 2013. Second Half Year – available for purchase from 1 July 2013 and will be valid from 1 July 2013 until 31 December 2013.

Monthly Permits cost $50 for Peak periods (Mar–Aug, Oct) or $25 for Off Peak (Jan, Feb, Jul, Nov and Dec), for General Parking areas only. Monthly permits start on the 1st of the month, and end on the last day of the month that you purchase it for. Please place the permit on the lower, right-hand, driver's side of the dashboard with the scratched side of the permit facing the window.

EVENING AFTER 4PM Permits can be used in 'general parking' areas and are valid for use after 4pm only. Evening After 4pm General Permit holders must purchase a Day Permit when parking on site after 4pm.

NB: No permit will be issued for access cards.