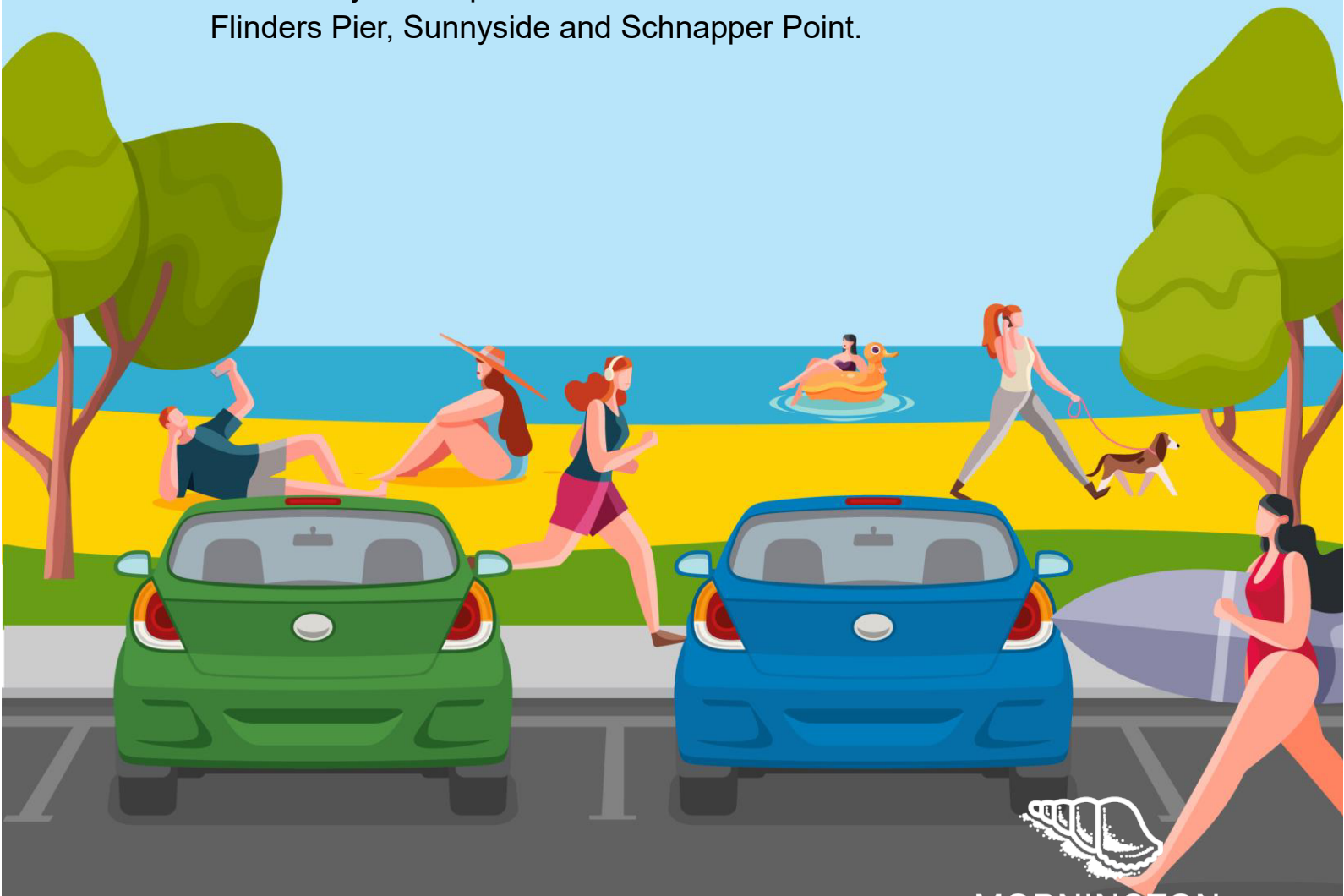


Foreshore Parking ePermits

Application Guide and Support

November 2023

Your step by step guide to applying for an ePermit to ensure you can park for free this summer at Flinders Pier, Sunnyside and Schnapper Point.



MORNINGTON
PENINSULA
Shire

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Overview

A Paid Parking Pilot for visitors to the Mornington Peninsula Shire will commence as at 1 December 2023.

Paid Parking for visitors is being piloted at the following three foreshore locations:

- Flinders Pier Foreshore carpark (Flinders)
- Schnapper Point Foreshore carpark (Mornington)
- Sunnyside Beach Foreshore carpark (Mount Eliza)

Visitors will be required to pay for their stay at these sites using the PayStay Parking App.

Residents **will not** pay to park at these Pilot locations.

To ensure all Mornington Peninsula Shire resident vehicles can be recognised by camera technology, residents will need to apply for a *Resident Foreshore ePermit* prior to parking.

There are also Local Business Staff, Volunteer/Club and Accessible ePermits available for eligible persons to minimise impact on business owners within the pilot location and their staff and to support community events that take place at our foreshores.

The ePermit system is an easy way to apply for a Parking Permit:

- Resident (up to 5 permits available)
- Local Business Staff Member (single permit)
- Volunteer/Club (single permit)
- Accessible (single permit)

Our ePermit system is powered by PayStay – an electronic system that manages resident accounts online and links the digital ePermit to the registration plate of the registered vehicle.

This support guide has been created for Mornington Peninsula residents to help walk through the online application process and ePermit system, ensuring that parking at these locations is a breeze throughout summer.

Signing up to the online portal and applying for your ePermit will take approximately 10mins.

The Pilot is an opportunity for residents and visitors to continue to share these foreshores while more fairly distributing the cost of maintaining them.

Resident Foreshore Parking ePermit

Mornington Peninsula residents **will not** pay to park at the three Pilot locations however will need to adhere to the parking time restrictions as signed.

You only need to apply for an ePermit if intend to park at one of the three locations included in the pilot. There is no need to apply for a permit if you do not intend to park at Sunnyside Beach, Flinders Pier or Schnapper Point foreshore carpark during the pilot period.

Check your eligibility

To access a MPS Resident Foreshore Parking ePermit you will need to provide evidence that you reside on the Mornington Peninsula.

You are eligible for (up to five) MPS Resident Foreshore Parking ePermits if you:

- own a property and live in it
- rent a property
- own a property and rent it as a short-term rental (e.g. Air BnB) - The AirBnB renters will not get access to ePermits. The homeowners will get access to ePermits.
- own a holiday house and do not rent it out
- own a parcel of land with a current building permit to construct a dwelling.
- live in a caravan park as a permanent resident.

These scenarios apply to the Mornington Peninsula only.

If you are unsure of your eligibility, please contact ePermits@mornpen.vic.gov.au providing your name, address, contact number and details of your situation and we will respond to your enquiry at the earliest.

To apply for a **Resident Foreshore Parking ePermit** you will need:

- An email address
- 1 (one) proof of residency document. This can be:
 - rates notice (where mailing address matches the rateable address),
 - drivers licence,
 - current lease agreement (not due to expire within 1 (one) month or
 - utility bill (excluding mobile phone bills).
- Vehicle Registration Number
- 1 (one) proof of Vehicle Registration: This can be:
 - vehicle registration,
 - car insurance,
 - car lease agreement, or
 - letter from employer for company car

Local Business Staff Foreshore Parking ePermit

Local Business Staff Permits are available to eligible persons to minimise the impact on surrounding businesses and staff and ensure they can park for free during their working hours at their selected pilot location.

Those with a Local Business Staff permit **will not** pay to park and will be able to park all day in 4P parking bays (Schapper Point only) so as not to impact you during your working day.

To apply for a **Local Business Staff** Foreshore Parking ePermit you need:

- An email address
- evidence (on letterhead) that you are a business owner or staff member of a business at a Pilot Site.
- Vehicle Registration Number
- 1 (one) Proof of Vehicle Registration. This can be:
 - vehicle registration,
 - car insurance,
 - car lease agreement, or
 - letter from employer for company car

Volunteer Foreshore Parking ePermit

Eligible Volunteers and Club Members at Pilot sites **will not** pay to park at their select Pilot location however will need to adhere to the parking time restrictions as signed.

These permits are designed to ensure there is no impact on those volunteering to protect our foreshores or members of Clubs located at these sites.

To apply for a **Volunteer/Club** Foreshore Parking ePermit you need:

- An email address
- evidence (on letterhead) that you are a Volunteer or Club Member at a Pilot Site.
- Vehicle Registration Number
- 1 (one) Proof of Vehicle Registration. This can be:
 - vehicle registration,
 - car insurance,
 - car lease agreement, or
 - letter from employer for company car

If you wish to discuss requirements specific to your business, club or event, please do not hesitate to contact the Parking Management Team via paidparkingpilot@mornpen.vic.gov.au to enable us to best support you during this transition.

Accessible Foreshore Parking ePermit

Accessible ePermits ensure that the cameras at each foreshore parking pilot site can recognise those who are parking with an accessible parking permit (blue sticker).

It exempts your vehicle from being charged to park and allows you to park for double the signed time (e.g., 8 hours in 4P and 4 hours in 2P)

To apply for an **Accessible** Foreshore Parking ePermit you need:

- An email address
- Accessible Parking Permit Number
- Vehicle Registration Number
- 1 (one) Proof of Vehicle Registration. This can be:
 - vehicle registration,
 - car insurance,
 - car lease agreement, or
 - letter from employer for company car

Please Note: You will still be required to display your Accessibility Permit in your vehicle

How to apply for a Foreshore Parking ePermit

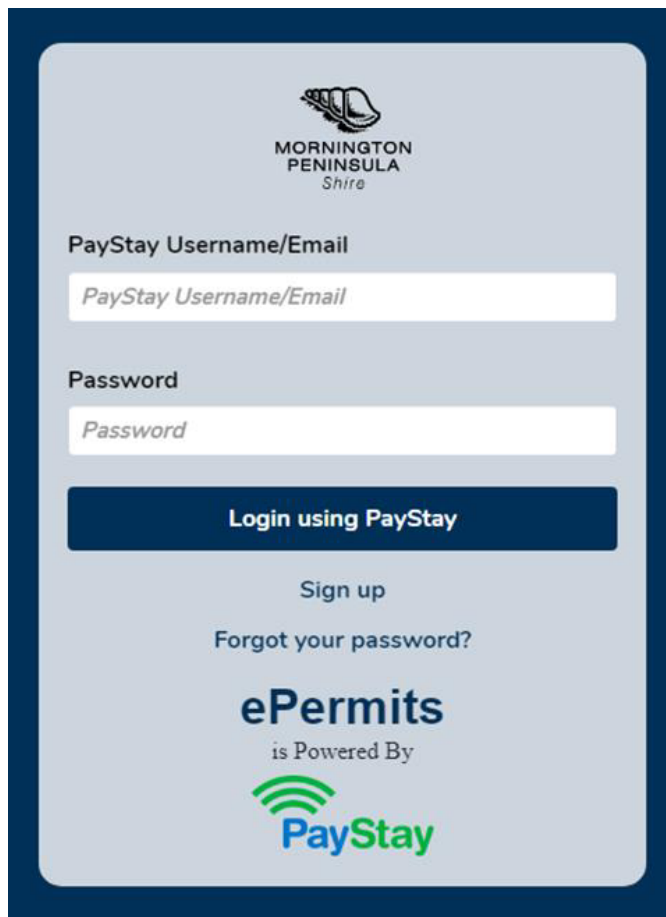
Visit www.mornpen.vic.gov.au/ePermits

To apply you will need:

- An email address
- 1 (one) proof of residency document for Resident Permit
- 1 (one) proof your Vehicle is registered to a Mornington Peninsula address
- Evidence as described for Local Business Staff or Volunteer/Club Permit
- Accessible Parking Permit Number for Accessible Permit

Step 1 – Sign Up or Log In to PayStay

- If you are new to PayStay sign up for an account by clicking on 'Sign up'. You will be prompted to add your email, first name, last name, address details. An email will be sent to your nominated email address, click the SET PASSWORD link to verify your details and set a password for your account.
- If you already have a PayStay account, login using your PayStay username/email and password



The screenshot shows a login and sign-up interface for the Mornington Peninsula Shire. At the top, there is the Mornington Peninsula Shire logo, which includes a stylized train icon and the text "MORNINGTON PENINSULA Shire". Below the logo, there are two input fields: "PayStay Username/Email" and "Password". The "PayStay Username/Email" field contains the placeholder text "PayStay Username/Email" and the "Password" field contains the placeholder text "Password". Below these fields is a dark blue button with the text "Login using PayStay". Underneath the button, there are two links: "Sign up" and "Forgot your password?". At the bottom of the interface, there is the text "ePermits is Powered By" followed by the PayStay logo, which consists of three green curved lines above the word "PayStay" in blue and green.

Step 2 – Complete the Application Form

Sign Up

1 2

Email*

First Name*

Last Name*

Year of Birth*

Address Line 1

Address Line 2

Address Line 3

City

State

Postcode*

Fill out the application form and click Next

Confirm

Thank you for creating your account details. You have been sent a verification email from PayStay to verify your email address. On completing the email verification process please login to PayStay and select the "ePermits" link, then complete and lodge your permit application.

Apply for a Resident Foreshore Parking ePermit

- On the left of screen, under ‘**Apply for...**’ select **1. Resident Foreshore Parking Permit** to start the application process.
- Select ‘**Resident Foreshore Parking Permit**’ in the Permit type* drop down.

The screenshot shows the 'My Applications' page. On the left, under 'Apply for...', there are four options: 1. Resident Foreshore Parking Permit (highlighted), 2. Local Business Staff Foreshore Parking Permit, 3. Volunteer/Club Foreshore Parking Permit, and 4. Accessible Foreshore Parking Permit. The main form area shows a 'Permit type*' dropdown menu with the text '--Select Permit Type--'.

- Your details as per your PayStay account should auto populate, however you can **edit as required**.
- Please confirm if you are currently leasing via the **drop-down box** (this helps us to ensure that all residents have fair access to permits).

The screenshot shows the 'My Applications' page with the 'Apply for...' sidebar. The main form area is filled out with the following details: Permit type* is 'Resident Foreshore Parking Permit'; Start date* is '08/11/2023'; End date* is '07/11/2024'; First name* is 'First'; Last name* is 'Last'; Address* is '90 Besgrove Street Rosebud VIC 3939'; Mobile phone is '+61400000000'; Email is '...@mornpen.vic.gov.au'; and 'Are you currently leasing the property*' is a dropdown menu. At the bottom, there is a 'Permit Use Disclaimer' box with the text: 'This Permit only exempts the registered vehicle from being charged to park at Flinders Pier Foreshore carpark (Flinders), Schnapper Point Foreshore carpark (Mornington), and Sunnyside Beach Foreshore carpark (Mount Eliza).'

Vehicles* **Vehicles Remaining: 1**

Vehicle Registration	State	Notes	Status
This permit does not have any vehicles.			
Add	Edit		

Proof of Residency (Max 5MB Upload)*

Can consist of 1 (one) of the following documents:
 - rates notice (where mailing address matches the rateable address)
 - drivers licence
 - current rental agreement (not due to expire within 1 month)
 - utility bill (excluding mobile phone bills)

Add Download Delete

Vehicle Rego Certificate (Max 5MB Upload)*

Can consist of 1 (one) of the following documents:
 - Vehicle registration
 - Car insurance
 - Car lease agreement
 - Letter from employer (for company car)

Add Download Delete

Terms and Conditions - View in new window

1. The parking ePermit is a digital permit that is linked to a vehicle's registration.
 2. A resident foreshore parking ePermit is valid for two (2) years from the date your application is approved.
 3. An accessible foreshore parking ePermit must have the vehicle registration number of the nominated vehicle associated to the ePermit, for it to be valid. Registration numbers for accessible ePermits can be changed via the Councils www.morpen.vic.gov.au/ePermits or by calling Customer Service on 1300 850 600
 5. A valid parking ePermit exempts the nominated vehicle (by registration number) from having to pay to park at the three identified visitor paid parking pilot sites. These are Schnapper Point, Mornington, Sunnyside Beach, Mt Eliza and Flinders Beach. Flinders Time based parking restrictions still apply as well as all other restrictions in accordance with the Road Safety Road Rules 2017.

I have read and understand the terms and conditions

Status Pending

Resume Later Submit

If you need to update your vehicle details

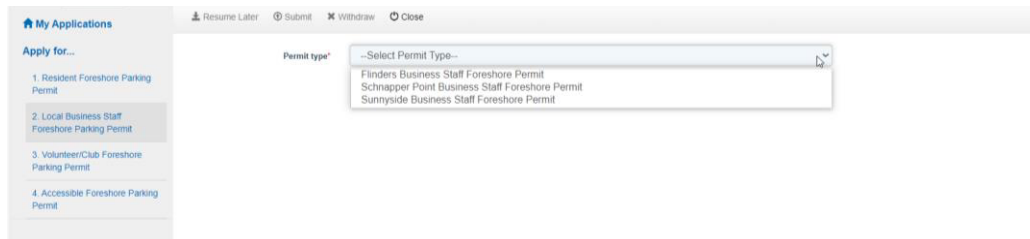
- Simply go to 'My Applications' and Click 'Update Vehicle'.

Permit#	Permit Type	Permit Status	Vehicle Registration(s)	Manage Vehicle(s)	Start Date	End Date
10000	Resident Foreshore Parking Permit	Pending	ABC123	Update Vehicle	16/10/2023	15/10/2024

Open Renew

Apply for a Local Business Staff Foreshore Parking ePermit

- On the left of screen, under ‘**Apply for...**’ select **2. Local Business Staff Foreshore Parking Permit** to start the application process.
- Select the location you require in the Permit type* drop down.



My Applications

Resume Later Submit Withdraw Close

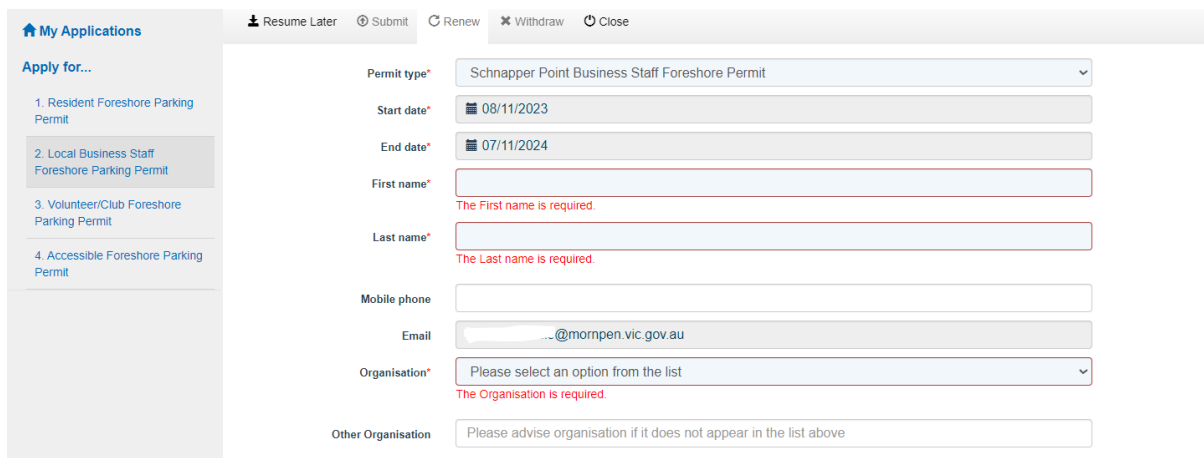
Apply for...

- 1. Resident Foreshore Parking Permit
- 2. Local Business Staff Foreshore Parking Permit**
- 3. Volunteer/Club Foreshore Parking Permit
- 4. Accessible Foreshore Parking Permit

Permit type*

- Select Permit Type--
- Finders Business Staff Foreshore Permit
- Schnapper Point Business Staff Foreshore Permit
- Sunnyside Business Staff Foreshore Permit

- Your details as per your PayStay account should auto populate, however you can **edit as required**.
- Please select your organisation via the **drop-down box** or enter in ‘Other Organisation’ if you cannot locate your business name.



My Applications

Resume Later Submit Renew Withdraw Close

Apply for...

- 1. Resident Foreshore Parking Permit
- 2. Local Business Staff Foreshore Parking Permit**
- 3. Volunteer/Club Foreshore Parking Permit
- 4. Accessible Foreshore Parking Permit

Permit type* Schnapper Point Business Staff Foreshore Permit

Start date* 08/11/2023

End date* 07/11/2024

First name*

The First name is required.

Last name*

The Last name is required.

Mobile phone

Email ...@mornpen.vic.gov.au

Organisation* Please select an option from the list

The Organisation is required.

Other Organisation Please advise organisation if it does not appear in the list above

- Add your Vehicle Registration Number
- Upload your supporting documents:
 - o Proof of Employment
 - o Vehicle Registration Certificate (scan and upload a paper copy or an eCopy via ‘myVicRoads’ account)
- Read the Terms and Conditions and then Tick ‘***I have read and understand the terms and conditions***’ box.
- Click ‘Submit’ or Resume Later if you’d like to come back to your application.

Vehicles*

Vehicles Remaining: 1

Vehicle Registration	State	Notes	Status
This permit does not have any vehicles.			

Employment Proof (Max 5MB Upload)*

Please confirm that you are an employee of an organisation that operates within one of the three Visitor Paid Parking Foreshore Pilot sites, such as written confirmation from your employer on a business letterhead.

Proof of Vehicle (Max 5MB Upload)*

Can consist of 1 (one) of the following documents:

- Vehicle registration
- Car insurance
- Car lease agreement
- Letter from employer (for company car)

Terms and Conditions - View in new window

1. The parking ePermit is a digital permit that is linked to a vehicle's registration.
2. A resident foreshore parking ePermit is valid for two (2) years from the date your application is approved.
3. An accessible foreshore parking ePermit must have the vehicle registration number of the nominated vehicle associated to the ePermit, for it to be valid. Registration numbers for accessible ePermits can be changed via the Councils www.mompen.vic.gov.au/ePermits or by calling Customer Service on [1300 850 600](tel:1300850600)
5. A valid parking ePermit exempts the nominated vehicle (by registration number) from having to pay to park at the three identified visitor paid parking pilot sites. These are Schnapper Point, Mornington; Sunnyside Beach, Mt Eliza and Flinders Beach. Flinders Time based parking restrictions still apply as well as all other restrictions in accordance with the Road Safety Road Rules 2017.

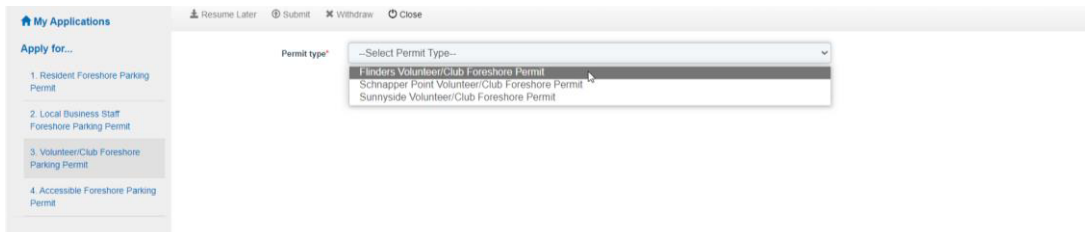
I have read and understand the terms and conditions

Status

Pending

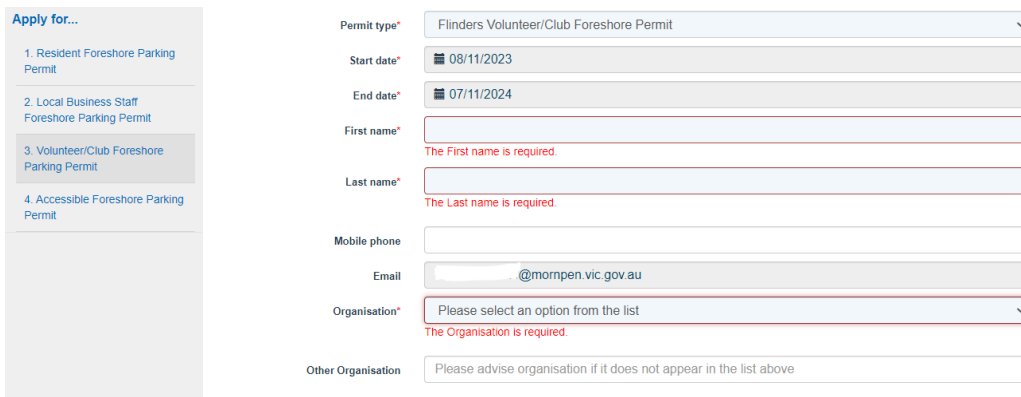
Apply for a Volunteer/Club Foreshore Parking ePermit

- On the left of screen, under ‘**Apply for...**’ select **3. Volunteer/Club Foreshore Parking Permit** to start the application process.
- Select the location you require in the Permit type* drop down.



The screenshot shows the 'My Applications' interface. On the left, under 'Apply for...', the third option '3. Volunteer/Club Foreshore Parking Permit' is highlighted. The main area shows a 'Permit type*' dropdown menu with the following options: '-Select Permit Type--', 'Flinders Volunteer/Club Foreshore Permit', 'Schnapper Point Volunteer/Club Foreshore Permit', and 'Sunnyside Volunteer/Club Foreshore Permit'. At the top of the main area, there are buttons for 'Resume Later', 'Submit', 'Withdraw', and 'Close'.

- Your details as per your PayStay account should auto populate, however you can **edit as required**.
- Please select your organisation via the **drop-down box** or enter in ‘Other Organisation’ if you cannot locate your Club/Volunteer Group name.



The screenshot shows the application form with the following fields and values:

- Permit type***: Flinders Volunteer/Club Foreshore Permit
- Start date***: 08/11/2023
- End date***: 07/11/2024
- First name***: (empty field with error message: 'The First name is required.')
- Last name***: (empty field with error message: 'The Last name is required.')
- Mobile phone**: (empty field)
- Email**: @mornpen.vic.gov.au
- Organisation***: (empty dropdown menu with error message: 'The Organisation is required.')
- Other Organisation**: Please advise organisation if it does not appear in the list above

- Add your Vehicle Registration Number
- Upload your supporting documents:
 - o Proof of Club Membership/Volunteering
 - o Vehicle Registration Certificate (paper copy to upload or ecopy via ‘myVicRoads’ account)
- Read the Terms and Conditions and then Tick ‘***I have read and understand the terms and conditions***’ box.
- Click ‘Submit’ or Resume Later if you’d like to come back to your application.

Vehicles*

Vehicles Remaining: 1

Vehicle Registration	State	Notes	Status
This permit does not have any vehicles.			
Add	Edit	Delete	

Confirmation of Volunteering (Max 5MB Upload)*

Please provide a written document from organisation for which you volunteer, containing the organisation letterhead and that you are a current volunteer.

Proof of Vehicle (Max 5MB Upload)*

Can consist of 1 (one) of the following documents:

- Vehicle registration
- Car insurance
- Car lease agreement
- Letter from employer (for company car)

Terms and Conditions - View in new window

1. The parking ePermit is a digital permit that is linked to a vehicle's registration.
2. A resident foreshore parking ePermit is valid for two (2) years from the date your application is approved.
3. An accessible foreshore parking ePermit must have the vehicle registration number of the nominated vehicle associated to the ePermit, for it to be valid. Registration numbers for accessible ePermits can be changed via the Councils www.morpen.vic.gov.au/ePermits or by calling Customer Service on 1300 850 600
5. A valid parking ePermit exempts the nominated vehicle (by registration number) from having to pay to park at the three identified visitor paid parking pilot sites. These are Schnapper Point, Mornington, Sunnyside Beach, Mt Eliza and Flinders Beach. Flinders Time based parking restrictions still apply as well as all other restrictions in accordance with the Road Safety Road Rules 2017.

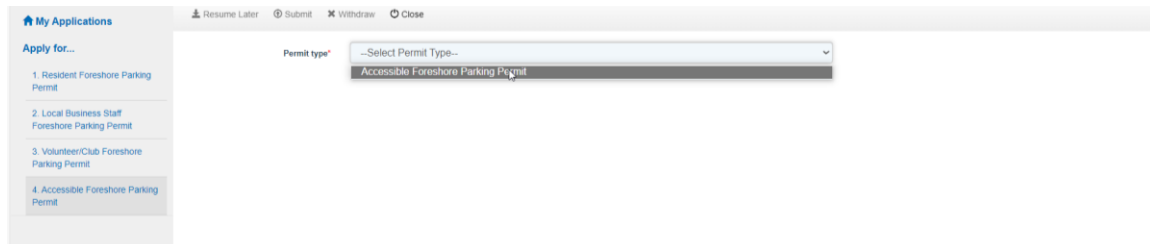
I have read and understand the terms and conditions

Status

Pending

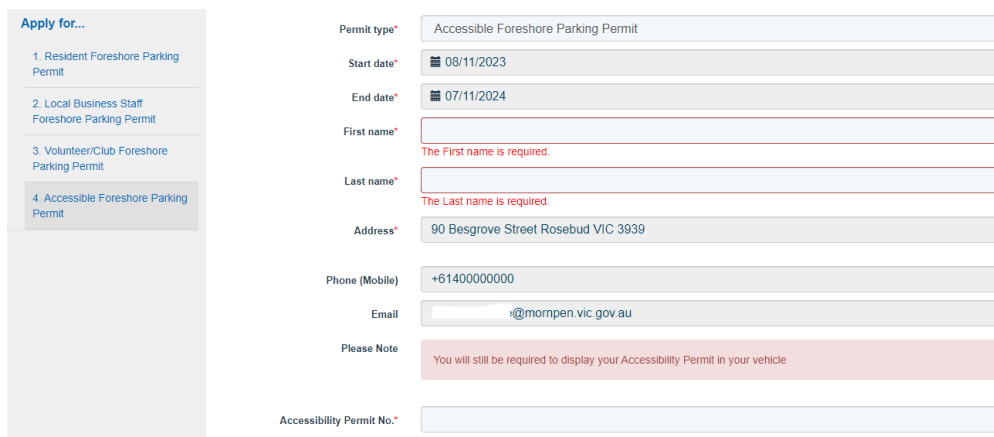
Apply for an Accessible Foreshore Parking ePermit

- On the left of screen, under '**Apply for...**' select **4. Accessible Foreshore Parking Permit** to start the application process.
- Select Accessible Foreshore Parking Permit in the Permit type* drop down.



The screenshot shows the 'My Applications' page. On the left, under 'Apply for...', there is a list of permit types: 1. Resident Foreshore Parking Permit, 2. Local Business Staff Foreshore Parking Permit, 3. Volunteer/Club Foreshore Parking Permit, and 4. Accessible Foreshore Parking Permit. The fourth option is highlighted. On the right, the 'Permit type*' dropdown menu is open, showing the selected option 'Accessible Foreshore Parking Permit'. At the top of the page, there are buttons for 'Resume Later', 'Submit', 'Withdraw', and 'Close'.

- Your details as per your PayStay account should auto populate, however you can **edit as required**.
- Please add your Accessibility Permit Number (blue sticker number)



The screenshot shows the application form for '4. Accessible Foreshore Parking Permit'. The 'Apply for...' sidebar on the left has the fourth option selected. The form fields are: 'Permit type*' (Accessible Foreshore Parking Permit), 'Start date*' (08/11/2023), 'End date*' (07/11/2024), 'First name*' (empty, with error message 'The First name is required.'), 'Last name*' (empty, with error message 'The Last name is required.'), 'Address*' (90 Besgrove Street Rosebud VIC 3939), 'Phone (Mobile)' (+61400000000), 'Email' (empty, with placeholder '@mornpen.vic.gov.au'), 'Please Note' (You will still be required to display your Accessibility Permit in your vehicle), and 'Accessibility Permit No.*' (empty).

- Add your Vehicle Registration Number
- Upload your supporting documents:
 - o Accessibility Permit
- Read the Terms and Conditions and then Tick '***I have read and understand the terms and conditions***' box.
- Click 'Submit' or Resume Later if you'd like to come back to your application.

Vehicles* **Vehicles Remaining: 1**

Vehicle Registration	State	Notes	Status
This permit does not have any vehicles.			
Add	Edit	Delete	

Accessibility Permit (Max 5MB Upload)*

Please provide a photo of your Accessibility Permit, with the number clearly visible

Terms and Conditions - View in new window

- 1. The parking ePermit is a digital permit that is linked to a vehicle's registration.
 - 2. A resident foreshore parking ePermit is valid for two (2) years from the date your application is approved.
 - 3. An accessible foreshore parking ePermit must have the vehicle registration number of the nominated vehicle associated to the ePermit, for it to be valid. Registration numbers for accessible ePermits can be changed via the Councils www.morpen.vic.gov.au/ePermits or by calling Customer Service on [1300 850 600](tel:1300850600)
 - 5. A valid parking ePermit exempts the nominated vehicle (by registration number) from having to pay to park at the three identified visitor paid parking pilot sites. These are Schnapper Point, Morningside Beach, Mt Eliza and Flinders Beach. Flinders Time-based parking restrictions still apply as well as all other restrictions (in accordance with the Road Safety Road Rules 2017).
- I have read and understand the terms and conditions

Status

Pending