### 3.29 Parking Permits

**Purpose**

To ensure the correct procedure is followed when issuing Day Parking Scratch Permits and Service Permits.

**Guideline**

The Security Control Centre is responsible for issuing Scratch Parking Permits to Authorised Contractors and Visitors.

Two types of **Scratch Day Permits** are available:

- Yellow Scratch Permit for Service Contractors
- Green Scratch Permit for Visitors

Contractors must be listed in the Authorised Scratch Parking List before permits can be issued. This list is updated regularly by the Client Services Officer.

Visitors will be those listed on the Daily Parking List. This list is received daily from the Audiology Department.

**Service Permits** are issued to Contract Companies who engage in continual or ongoing services for the University, and can only be requested by Department Administrators/Facility Managers.

Service Permits are managed and issued by the Client Services Officer.

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**Contact Officer**

| Campus Security Manager |

**Date Approved**

1 July 2012

**Approval Authority**

Director, Property

**Related Policies, Procedures, Guidelines, Forms or Templates**

Security Services Section – Standard Operating Procedures

**Next Date of Review**

1 July 2013