All Parking Inspectors and Security Officers regularly patrol the University campus and Mark Oliphant Building (MOB) and issue Expiation Notices to vehicles found to be in breach of the parking rules/conditions.

If you park without a valid permit/ticket or if your permit/ticket is not facing outwards, clearly visible for the parking inspector to examine, you will be issued an expiation notice.

Expiation Notices

Expiation notices are placed around the windscreen wiper of the vehicle. The expiation notice is produced using a hand-held, ticket-issuing device or by a hand written notice.

Payment of Expiation Notices

An offence issued due to a breach of the Parking Act may be expiated by payment as indicated on the expiation notice issued.

Payment of an Expiation Notice can be made in person at Flinders University, Flinders Connect, Level 0, Central Library (please produce the original expiation ticket or copy of letter received) – Payment will only be accepted if paid by or before the due date.

Payment by telephone can be made using your credit card (MasterCard or Visa) PHONE: 1300 FLINDERS (1300 3546 3377) during office hours 9:00am – 5:00pm Monday to Friday (Closed Public Holidays).

If you send payment by mail please quote the expiation notice number and the vehicle registration number. Cheque and Money Orders should be made payable to: “Flinders University” and should be addressed to:

Flinders University
Parking Office
GPO Box 2100
ADELAIDE SA 5001
Please Note: Never send cash through the internal mail or Australia Post mail.

Failure to expiate the offence may lead to the issue of a Certificate for Enforcement through the Fines Enforcement & Recovery Unit and will involve an increased penalty.

Appeals

To dispute an offence you must do so in writing by completing an Expiation Appeal Form providing the following details:

- The Expiation Notice number;
- Vehicle registration plate number;
- Your full name and postal address
- An explanation that briefly describes any extenuating circumstances involved (evidence – if applicable) why you believe the expiation should be withdrawn.
- Expiation appeal forms can be emailed to parking@flinders.edu.au or posted to: Flinders University Parking Office GPO Box 2100 ADELAIDE SA 5001

When an appeal is received the expiation notice goes on hold (no further fees will be applied) until the appeal has been processed and considered.

Once an appeal (form) has been processed and considered, a letter will be issued determining if your appeal has been upheld or that the offence must be expiated by payment within 14 days of the date of the letter.

Statutory Declaration (Vehicle Related Offences)

As the owner of an offending vehicle, you are taken to have committed the offence. However, your liability may be removed by providing a Statutory Declaration stating that the vehicle:

- Was being used illegally;
- Was being driven by another person(nominated by you);
- Had been sold or otherwise disposed of.

Please forward all Statutory Declarations to the Parking Office.

2016 Stat Dec - General or
Sold Vehicle/Not in charge of vehicle Statutory Declaration Form
Parking Rules/Conditions

Parking rules/conditions on campus apply 24 hours a day throughout the year.

Permits are only valid when clearly displayed in your vehicle on the lower left hand corner of the front windscreen or on a plastic hang tag from the rear-view mirror, so that the permit is clearly visible from outside the front windscreen of the vehicle at all times when parked within the University grounds.

In general, parking is not permitted on the roadways or in any place other than a marked parking bay.

Stolen Parking Permits

If your permit is **STOLEN** you will be required to purchase a day ticket from one of the available machines until you have arranged for a replacement permit.

If your permit was stolen and you have reported it to the police, you will need to bring the Police Report Number (PRN) to the Parking Office, Physical Sciences Rd, Buildings & Property Operations (BLDG 51) to obtain a replacement permit which will be provided free of charge.

Lost or Replacement Permits

If your permit is **LOST** you will be required to purchase a day ticket until you have arranged for a replacement permit.

Lost permits will be replaced on production of a completed Statutory Declaration **2016 Stat Dec – Lost Permit**, (also available from Flinders Connect). Replacement of lost permits will be charged at Full Cost.

If you sell your existing vehicle, please ensure you remove you permit and attach it to your new vehicle (if damaged in the process: return the entire permit to the Parking Office, Physical Sciences Rd, Buildings & Property Operations (BLDG 51), failure to do so requires you to follow the **LOST PERMIT** process.