

# South Bank Corporation Policy Operations

**SUBJECT: Issuing Vehicle Permits**

**DATE CREATED: October 2008**

**REVIEW DATE: October 2009**

To ensure that vehicles onsite outside the hours of 9:30am to Midnight are authorised to be onsite and to minimise unnecessary vehicles in the Parklands during the day. After 9:30am vehicles are not permitted onsite to make deliveries unless prior arrangements are made with South Bank Corporation. An Onsite Vehicle Permit is required for any vehicle that is onsite for an extended period of time.

For more information on vehicle access and permits:

[Onsite Vehicle Permits](#) (Intranet > Document and Lists > Corporation Policies > Onsite Vehicle Permits)

[Vehicle Access Policy](#) (Intranet > Document and Lists > Corporation Policies > Vehicle Access Policy)

## **Procedure:**

1. The need for a vehicle accessing the Parklands is identified and an authorised person is consulted 24 hours prior to the required access.
2. The authorised person decides whether the access requires an Onsite Vehicle Permit. The authorised person needs to determine if the vehicle can access the site at a more suitable time or whether a vehicle is required onsite at all.
3. If an Onsite Vehicle Permit is required, the authorised person completes the permit and any additional requirements or precautions to be taken are entered.
4. Permits are saved on the intranet: [Onsite Vehicle Permit](#) (Intranet > Documents and Lists > Operations)
5. All Onsite Vehicle Permits are to be printed double sided on yellow paper and cut down to A5. This allows the Security Officers to easily identify the permit from a distance or via the CCTV Cameras. Permits shall be valid for the time and date specified on the permit only. If any changes are required to be made to the permit (i.e. the time extended) then a new permit is issued to replace the old one.
6. The Permit is explained to the person requiring vehicular access (the permit holder) and is asked to sign the permit acknowledging that they understand the precautions to be taken.
7. Permit holder is to display the permit in full on the dashboard of their vehicle.

## **Site Rules to be reiterated to permit holder**

- Hazard lights must be on when driving onsite
- Vehicles are only drive on designated pathways
- Under no circumstances may any vehicle be driven or parked on the turf or in garden areas
- Maximum speed 15kph
- Vehicles must give way to pedestrians and cyclists at all times
- Vehicles must not block any footpath or pathway
- Any damage caused by the vehicle must be reported to Security Control on 3867 2045 before the vehicle is removed from site
- Includes all dot points above and;
- Must display the Onsite Vehicle Permit on the dashboard of the vehicle
- Is only permitted onsite for period stated on the Onsite Vehicle Permit
- May be parked only where stipulated on the Onsite Vehicle Permit