

PARKING PERMIT APPLICATION: ORIENTATION

To be completed by staff for ALL vehicles that may be parked at Waypoint. Parking permits will be issued to individual staff (1 per registrant) and may be moved between vehicles owned or shared by the applicant. When staff alternate vehicles they will be responsible to move the permit and ensure the permit is displayed in the vehicle on site. Motorcycles must be registered but will not be required to display a permit.

Name: _____ Program / Dept.: _____
 Email: _____ Phone Ext.: _____

Opting into Parking

Vehicle Information:

Make	Model	Colour	License Plate #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Opting Out of Parking

I wish to opt out of parking

Terms and Conditions:

Opting in: By signing and submitting this form, the applicant is consenting to have the applicable parking fee of .22 cents per hour/ maximum \$16.50 per pay deducted from their wages on a bi-weekly basis. Permits are issued to a specific license plate and are not transferable from vehicle to vehicle unless included in the list above. If your license plate number has changed, the permit holder is responsible to resubmit the parking permit application. In the event that the permit is no longer required, permit holders must return the permit prior to the payroll deduction being terminated.

Opting out: By signing and submitting this form, the applicant is consenting to opt out of paid parking. Staff may opt out of parking fees and opt back in once per calendar year at no charge by completing an Opt Out form. At the time that staff wish to reinstate paid parking, a new Parking Permit Application form will be required to be completed. Any additional opt out and opt in within a calendar year will be subject to a \$100.00 re-activation fee.

Signature: _____ Date: _____
yyyy/mm/dd

**Forms must be emailed (finance@waypointcentre.ca), faxed (705-549-3123), or hand-delivered only.
 Call x2074 for more information.**

OFFICE USE ONLY:

QHR: _____	Date: _____ <small>yyyy/mm/dd</small>	Permit Number: _____
Validation: _____	Date: _____ <small>yyyy/mm/dd</small>	_____
Comments: _____		