GUIDE TO PURCHASING YELLOW SCRATCHY PERMITS – Departments and Faculties

Short term Yellow scratchy permits are available for department and faculty usage when they would like to pay for their visitor parking, or if staff are travelling between campuses for business purposes. Yellow permits cannot be purchased for personal use.

This guide provides instructions on how to complete the administration access form for approval to issue yellow scratchies, and how to create a yellow scratchy permit session.

Purchasing Yellow scratchy permits

Yellow scratchy permits are purchased through the virtual permit system (vPermit), managed through the **My Scratchies** tab.

- The vPermit system enables authorised administrators to purchase 2hr, 4hr, 5hr and daily permits.
- Yellow permits allow the user to park in Yellow and Blue areas on all campuses except Parkville.
- Permits can be purchased for either immediate use or in advance for specific dates and times.
- Each permit purchased must include an associated vehicle registration number.

Departmental or faculty budgets are used to pay for scratchy permits. Payment will be processed at the start of each month for the previous month's activity and a report on usage can be accessed by authorised users.

To create Yellow scratchies, you will need to request **administration access** by following the below instructions.

Once a request is approved by Buildings and Property Division (BPD) and your faculty general manager (FGM, if required), you will receive email notification that your access has been granted. You will then be ready to create scratch permits for your team.

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REQUESTING YELLOW SCRATCHIES ADMINISTRATION ACCESS

Step 1: To become an authorised administrator for your Faculty/Department/Division, please request access by submitting the vPermit Parking Administrator Form. The form can also be accessed from the Special permits web page.

Step 2: Please fill out all the relevant fields on the access form.

Step 3: Check that the system has populated all your details correctly. Enter your cost centre, and an option to enter your fund will populate once a valid cost centre is found. Enter your primary cost centre and fund on the form for initial approval. You will be able to use other cost centre and funds when you are purchasing a permit.

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Step 4: Once you have selected all the details, please click on the **Submit** button.

A message will let you know that your application has been submitted, and you will also receive an automated email. Once your request has been completed and approved, you will again be notified when you are ready to use the system.

Submitting multiple forms

If you support multiple work areas, you can submit a form for each of the cost centre and fund you prepare yellow scratch permits for. These will be set up in the vPermit system for you to select the relevant cost centre and fund at the time of purchase.

CREATING YELLOW SCRATCHY VPERMITS

Once your application has been approved, you will see the My Scratchies tab appear when you log in to the vPermit system.

You will need the following details from your visitor:

- Name
- Vehicle registration number
- Arrival time
- Departure time

When the details have been entered and you select **Purchase**, the permit is active.
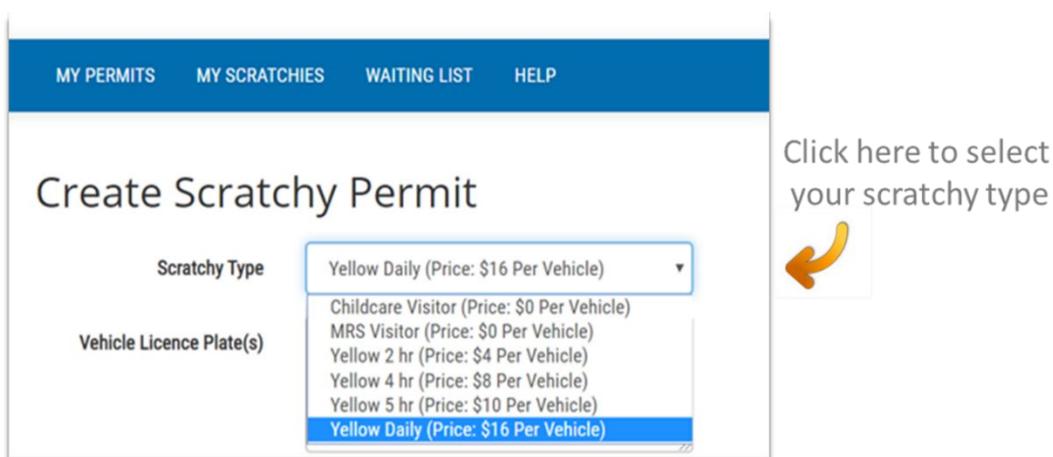
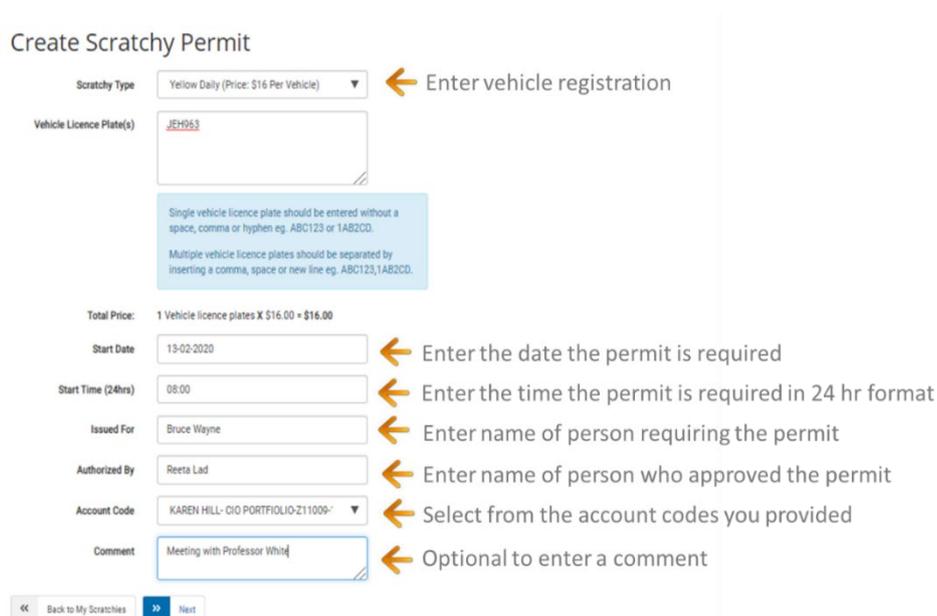**Step 1:** Log into your vPermit account, you will now see a new tab **My Scratchies**

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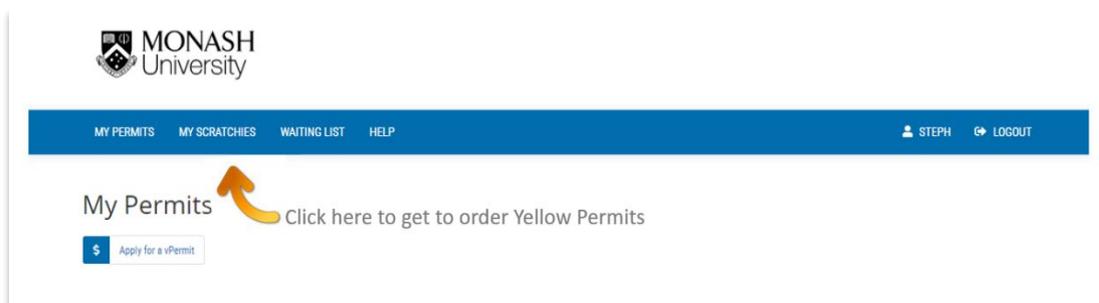
Step 2: To create a parking session select the **New Scratchy Permit** button
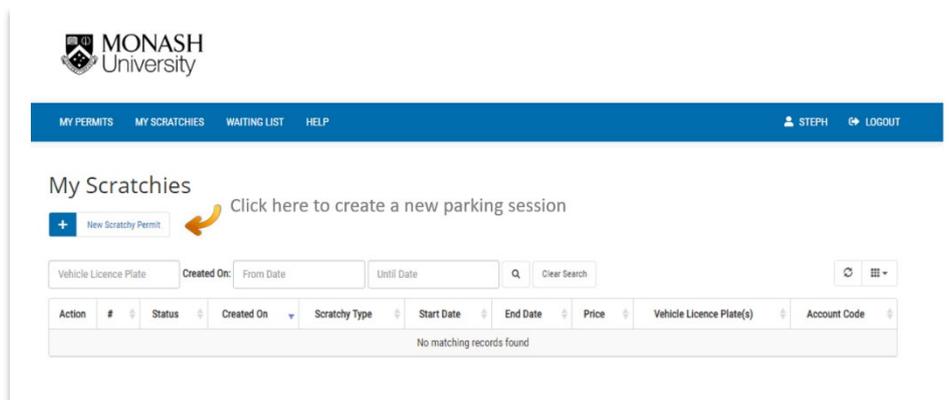
Step 3: Select your scratchy type

Step 4: Enter the relevant details in the corresponding fields

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Step 5: You will be asked to confirm your purchase
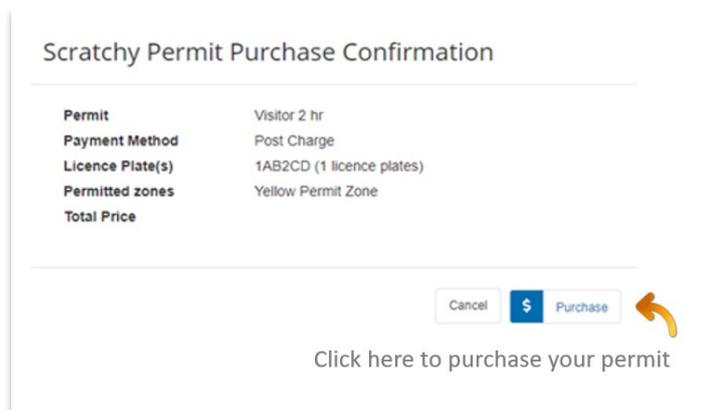
Scratchy Permit Purchase Confirmation

Permit	Visitor 2 hr
Payment Method	Post Charge
Licence Plate(s)	1AB2CD (1 licence plates)
Permitted zones	Yellow Permit Zone
Total Price	

Cancel $ Purchase

Click here to purchase your permit

Click **purchase** and then you are finished.

Your visitors will now be able to drive onto campus and park in any Yellow (or Blue) permit area.

USING THE CORRECT REGISTRATION NUMBER

The University uses Licence Plate Recognition (LPR) technology to confirm that a vehicle has a valid parking session or permit. It is important that the correct licence plate number is entered into the vPermit system.

When you are setting up parking in advance for a visitor, it is recommended that you **ask the visitor to email you their registration number** so that you can copy and paste this number into the system. If the registration number is incorrect in the vPermit system the visitor may receive a parking infringement.

IMPORTANT INFORMATION FOR VISITORS

It is very important to enter the correct number plate into the vPermit system to avoid getting an infringement.

Monash University uses Licence Plate Recognition (LPR) cameras to confirm a permit is active, which will read your vehicle registration number correctly. The most common mistakes are:

- o **The letter "O" with the number "0"**
- o **The letter "I" with the number "1"**
- o **The letter "S" with the number "5"**
- o **The letter "B" with the number "8"**

It is very important to enter the correct vehicle registration number into the vPermit system. If your registration number is incorrect you may receive an infringement notice.

Check the VicRoads website to make sure you have the correct registration number

MODIFYING OR CANCELLING YELLOW SCRATCHY VPERMITS

Once a session has started you **cannot cancel** a scratch permit. You will need to contact the Buildings and Property helpdesk to cancel the session. You can contact them on 9902 0222 or buildings.property@monash.edu.

If the session has not started, you can either modify or cancel a permit in advance from your **My Scratchies** screen.
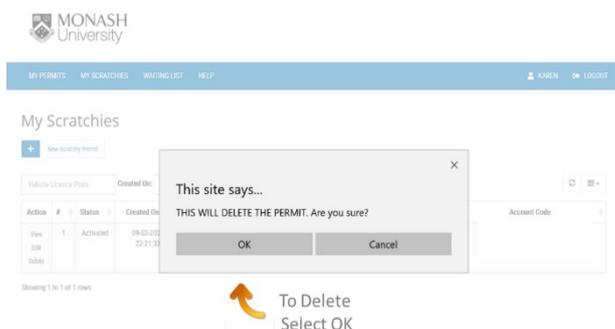
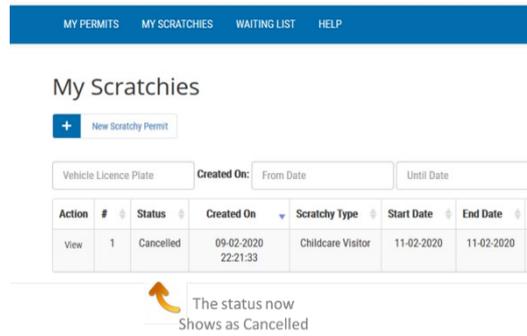**Step 1:** To **modify a scratch permit** select **Edit** to open up the details
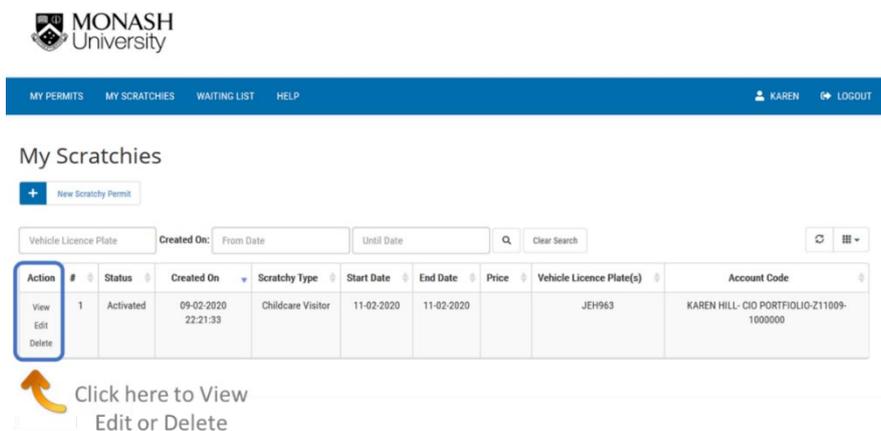
Step 2: Change the date and time (if a 2 hour or 4 hour scratchie) then press **Save**
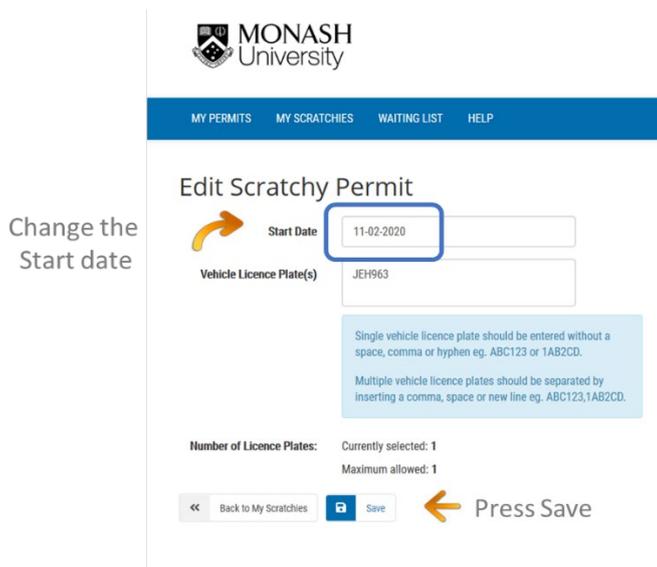
Step 3: To delete, select **Delete** from the **My Scratchie** screen and the following will then appear. Press **OK** to confirm.

You will then see on your **My Scratchies** screen the status of this cancelled scratchie.

BILLING

Each month the total purchases for scratchies you have purchased throughout the month will be charged to the different cost centres and funds provided and selected when purchasing the scratch permits.

If you require any further assistance please don't hesitate to get in touch with the Buildings & Property helpdesk on (03) 9902 0222 or email buildings.property@monash.edu

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