

## Carparking permit search and renew using permit number

**Cashier Officer** help close refresh page show available lists page layouts

- Name Menu**
  - Name Enquiry
  - Name Maintenance
- Property Menu**
  - Property Enquiry
  - Property View
  - Property Maintenance
- Address Menu**
  - Address Enquiry
  - Address Maintenance
- Animals**

**Receipting Menu Cashiers**  
Receipt Entry

**Regulatory**

- Application Creation Wizard
- Application Process Enquiry**
- Application Process Maintenance
- Regulatory Letters Maintenance
- Application Events List
- Application Charges List
- Regulatory Payment Reference View
- Regulatory Payment Reference Enquiry

**Journals**

- Journal Enquiry
- Journal Maintenance

**Step 1**  
From your workplace  
Select "Application Process Enquiry"

Infringement Enquiry  
Infringement Maintenance

### Application Process

#### General

Choose a Destination Function.

☒ Application Process Maintenance ☐ Events List  
☐ Letter Processing ☐ Charges List

Application ID: like WalkGen096  
Primary Group:    
Primary Category:    
Sub-Category:    
Street:   
Locality Name:

**Additional Criteria**

Search:  **Retrieve** [Saved Search](#)

like

[Add Criteria](#) [Clear Criteria](#) [Clear Values](#) [Save Search](#) [Load Search](#)

Drag a column header here to group by that column

| Application ID               | Primary Category | Status  | Stage/Decision | Date22                 | Text21       |
|------------------------------|------------------|---------|----------------|------------------------|--------------|
| ▶ <a href="#">WalkGen096</a> | CPWalker         | Current | ParkIssued     | 31/12/2022 12:00:00 AM | Ziggy Kempin |

**Step 2**  
Enter the permit number and click retrieve

**Step 3**  
Click on Application ID hyperlink

**Rams - Application Process**

Parking No.:  Car Parking Permits - Walker Street General Permits

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Pa  
 Owner Assocs: (From Property) City of Greater Dandenong  
 Applicant: Ziggy Kempin  
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000 ,Land No: 370640 Area: 0.0000 .L

| Date              | Text          | Value                                 |
|-------------------|---------------|---------------------------------------|
| Permit From:*     | 01/02/2022    | Permit Holder Name* Ziggy Kempin      |
| Permit Expiry:    | 30/09/2022    | Org Contact/Dept:                     |
| Reprint Date:     |               | Unit Number: 10                       |
| Permit Cancelled: |               | Street Name/PO Box: Grain Court       |
|                   |               | Suburb/Postcode: Hallam 3972          |
|                   |               | Contact Phone: 0411 387 234           |
|                   |               | Email Address: Ziggy.Kempin@gmail.com |
|                   | Permit Type:* | General General                       |
|                   | Area:*        | Level 4-R Level 4 - Roof              |

ProRata Fee:

**Step 4**

**Confirm the permit holder's details are still current. If not, update the field and click save**

**Rams - Application Process**

Parking No.:  Car Parking Permits - Walker Street General Permits

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Pa  
 Owner Assocs: (From Property) City of Greater Dandenong  
 Applicant: Ziggy Kempin  
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000 .L

**Status and Decision**

Role Name:

User ID:

Car Park Available

Full Details: Car Parking Permits - Walker Street General Permits

**Step 5**

**Click Event List**

## TIP #1 Change your view to see only the current events

**Application's Events**

Car Park Appl #: GEN10/00001  
 Process ID: 161323  
 Primary Group: MDCarpark  
 Primary Category: General-NR

Address: 35-37 Walker Street DANDENONG VIC 3175  
 Legal Description: Lot 1 TP 171693 Part Por 7 Sec 2 Vol 9307 Fol 454 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1 Sec  
 Owner Assocs: (From Property) City of Greater Dandenong  
 Multi Deck Parking Tenant: Linda Ye  
 Property No: 79036 || Land No: 370630 Area: 0.0000 ,Land No: 370640 Area: 0.0000 ,Land No: 36

**Events (31)**

| Description                                 | Status |
|---------------------------------------------|--------|
| Is New Permit Start Date Correct and        | Past   |
| For how many Months is the Permit Required: | Past   |
| What Fee are we charging                    | Past   |
| Print Invoice                               | Past   |

**Tip#1**  
 Right click on Status and uncheck Past

Context menu options:  
 Clear Filter  
 All Filters  
☒ Current  
☒ Future  
☒ Past

**Application's Events**

Parking No.: WalkGen096  
 Process ID: 397658  
 Primary Group: CarParkPrm  
 Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Po  
 Owner Assocs: (From Property) City of Greater Dandenong  
 Applicant: Ziggy Kempin  
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000 ,Land No: 370640 Area: 0.0000 ,Land

**Events (1)**

| Description              | Decision | Status  | Started      | Target | Finalised | Role |
|--------------------------|----------|---------|--------------|--------|-----------|------|
| What Action is Required? |          | Current | 04/07/2022 1 |        |           |      |

Event Process:

| Event D... | Description                   |
|------------|-------------------------------|
| CancelPerm | Cancel Car Parking permit     |
| NewPerm    | Create New Car Parking Permit |
| RenewPerm  | Renew Car Parking Permit      |
| ReplAcce   | Replace Access Card           |
| Reprint    | Reprint Car Parking Permit    |

**Step 6 Question: What action is Required?**

Click  'Renew Permit'

back home close clear retrieve

Rams - Application Pro  
Cashier Officer

### Application's Events

Parking No.: WalkGen096  
Process ID: 397658  
Primary Group: CarParkPm  
Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part  
Owner Assocs: (From Property) City of Greater Dandenong  
Applicant: Ziggy Kempin  
Property No: 370635, Assessment No: 79036 Land No: 370635 Area: 0.0000 Land No: 370640 Area: 0.0000 Land No: 370635 Area: 0.0000

#### Events (1)

| Description               | Decision | Status | Started      | Target | Finalised |
|---------------------------|----------|--------|--------------|--------|-----------|
| Identify Length of Permit |          |        | 11/09/2022 1 |        |           |

Event Process: Event D... Description: CPPrmLeng

1 Year Length of Permit 1 Year  
2 Year Length of Permit 2 Years  
3 Month Length of Permit 3 Months  
3 Year Length of Permit 3 Years  
6 Month Length of Permit 6 Months

**Step 7**

**Question: Identify Length of Permit**

**Click [dropdown] 'Select 3,6 or 1 year only**

Maintain help back home close clear retrieve

Actions to Perform: Add Event, Save and Clear, Save

Links to other Functions: Application Process Maintenance, Event Enquiry for Process ID, Maintain Event Notes, Event Detail Maintenance, Memo Enquiry

### Application's Events

Parking No.: WalkGen096  
Process ID: 397658  
Primary Group: CarParkPm  
Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1 Sec 2 Vol 8671 Fol 461 &  
Owner Assocs: (From Property) City of Greater Dandenong  
Applicant: Ziggy Kempin  
Property No: 370635, Assessment No: 79036 Land No: 370635 Area: 0.0000 Land No: 370640 Area: 0.0000 Land No: 476535 Area: 0.0000

#### Events (1)

| Description                | Decision | Status | Started                | Target |
|----------------------------|----------|--------|------------------------|--------|
| What fee are you charging? |          |        | 11/09/2022 11:06:43 PM |        |

Event Process: Event D... Description: CPBalGen, CPBalRes, CPBalTrad, CPCarolGen, CPTemp, CPWalkGen, CPWalkRes

**Step 8**

**Question: What fee are you charging?**

**Click [dropdown] 'Select relevant carpark and permit type**

retrieve

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1 Sec 2 Vol 8671 Fol 461 &  
Owner Assocs: (From Property) City of Greater Dandenong  
Applicant: Ziggy Kempin  
Property No: 370635, Assessment No: 79036 Land No: 370635 Area: 0.0000 Land No: 370640 Area: 0.0000 Land No: 476535 Area: 0.0000

#### Events (1)

| Description                | Decision  | Status | Started                | Target |
|----------------------------|-----------|--------|------------------------|--------|
| What fee are you charging? | CPWalkGen |        | 11/09/2022 11:06:43 PM |        |

Event Process: CPFFRenewal Event Group: CarParkPm

Available Journals

Please select the Journal to be used for the creation of charges.

| Journal ID | Notes                                    |
|------------|------------------------------------------|
| 355537     | Building - Rams                          |
| 355538     | Civil Works Permits for August 2022      |
| 355539     | Asset Management Permits for August 2022 |
| 355681     | Car Parking Permit August                |
| 356281     | TGS/TMP - August 2022                    |
| 356888     | DAMS - August 2022                       |

OK Cancel

**Step 9**

**Click on carparking permit journal**

**Application's Events**

Parking No.: WalkGen096  
 Process ID: 397658  
 Primary Group: CarParkPm  
 Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 5394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1 Sec 2 Vol 8671 Fol 461 & Lot 1 TP 901661 Part Por  
 Owner Assocs: (From Property) City of Greater Dandenong  
 Applicant: Ziggy Kempin  
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000, Land No: 370640 Area: 0.0000, Land No: 476535 Area: 0.0000

**Events (1)**

| Description       | Decision | Status | Started | Target | Finalised |
|-------------------|----------|--------|---------|--------|-----------|
| Charge Generation |          |        |         |        |           |

What fee are you charging?

The following Charges will be raised. De-Select any Charges that you wish to cancel.

| Charge Type                                    | Message                                                                        | Amount | Discount | Charge Process |
|------------------------------------------------|--------------------------------------------------------------------------------|--------|----------|----------------|
| <input checked="" type="checkbox"/> MDPK-NonRe | Multi Deck Parking Fee - General Charge will be raised for the following area: | 329.00 | 0.00     | MDCFEE         |

**Step 10**  
 Click to Accept, if you are confident the amount is correct. If not go to CA and check

Accept

**Application's Events**

Parking No.: WalkGen096  
 Process ID: 397658  
 Primary Group: CarParkPm  
 Primary Category: CPWalker

Address: Walker Street Reserve - Multi Storey Carpark 35-37 Walker Street DANDENONG VIC 3175  
 Legal Description: Lot 1 TP 903680 Part Por 10 Sec 2 Vol 9394 Fol 045 & Part Por 9 Sec 2 & Lot Road LP 51843 Part Por 1  
 Owner Assocs: (From Property) City of Greater Dandenong  
 Applicant: Ziggy Kempin  
 Property No: 370635, Assessment No: 79036 || Land No: 370635 Area: 0.0000, Land No: 370640 Area: 0.0000, Land No:

**Events (1)**

| Description   | Decision | Status | Started | Target |
|---------------|----------|--------|---------|--------|
| Print Invoice |          |        |         |        |

(New Event)

Event Process: Event D...  
 Yes | Yes

**Step 11**  
 Question: Print invoice  
 Select Yes

2022 - Objective N

File Edit Commands

Back Forward Up My Ho... Handy View Refresh Tasks Add D... New F... Edit

Objective Global Folder > Utility > PR Filing Exceptions > 2022 >

| Name                          | Id      | Last Updated          | File Number |
|-------------------------------|---------|-----------------------|-------------|
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 10:37:1... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 10:40:5... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 10:46:2... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 11:20:2... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 11:21:4... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 11:24:2... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 11:26:5... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 11:47:2... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 07/09/2022 11:50:2... | qA673685    |
| Car Parking Permit Tax Inv... | A374... | 12/09/2022 10:15:2... | qA673685    |
| New Car Parking Permit        | A374... | 06/09/2022 03:24:0... | qA673685    |
| New Car Parking Permit        | A374... | 06/09/2022 03:25:4... | qA673685    |
| New Car Parking Permit        | A374... | 06/09/2022 03:28:2... | qA673685    |

**Step 12**  
 The invoice link will open in Objective. Click to open the word document. Then print it

