

## VISITORS PARKING – RULES AND REGULATIONS

- Residents / Commercial Suites are to arrange a booking with front desk prior to the arrival of their visitor. Information required to make a valid booking is the registration number of the visitor's vehicle, along with their full name;
- No visitor is to be admitted without prior notice from resident / commercial suite;
- Visitors are only able to book visitors parking for a maximum period of 24 hours;
- Visitors parking is not permitted for the use of residents, business owners or their employees;
- A limit of one application per lot, per 24 hour period applies;
- No more cars than designated parking spaces are to be granted access to visitors parking at any given time. Details of vehicles found to be parking on common property without approval are to be recorded and NOT admitted to the visitors car park in future;
- Bookings for visitors parking are only able to be made at the front desk with visitor access provided to the lower parking bay only;
- Visitors parking is based on availability only. If staff are patrolling the building, the visitor must wait until they have returned to gain access to the visitors parking;
- Visitors must be genuine visitors of a unit / suite and not simply using the car parking facilities to undertake other business in the area (eg – going to work or going shopping);
- Any damage to other vehicles or common property is the responsibility of the person who causes the damage. Necessary repair arrangements and costs need to be organized by the offender;
- Staff reserve the right to deny entry to the visitors car park at their discretion;
- All care, no responsibility is taken for vehicles parked in visitors parking;
- Use of the visitors parking serves as an acceptance of the above rules.