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Dear team,

In an effort to support a more streamlined and safer approach to car parking on our campus, there is a requirement for all TPCH staff to update their vehicle registration details to continue parking on site.

Thank you to those staff who have already taken the time to visit the Education Centre to update their vehicle details. I acknowledge there have been some delays and we apologise and thank staff for their patience as we work through this process.

To update your vehicle registration details:

Option 1: (in person)

Please attend the Education Centre office, Monday to Friday, between 8am and 4pm where staff can assist you with completing an application form.

Option 2: (electronic)

Complete [TPCH Proximity Application Form](#) ensuring you fill in updated contact details and your vehicle registration details.

You will need to attend the Education Centre between Monday and Friday, 8am - 4pm to collect a parking permit if you do not have one. Please await contact from the Education Centre prior to attending.

Once you have received your permit, you must display it on your vehicle at all times while parked on campus. This can include on your dashboard if you prefer.

Please note:

Staff have until **COB Monday 23 September** to update their vehicle registration details.

Thank you for your cooperation.

Tami Photinos

Executive Director

The Prince Charles Hospital

We respectfully acknowledge the Traditional Owners and Custodians of the land on which our facilities are built. We also pay respect and acknowledge Elders past, present and the future.



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