

# McMaster Parking Application

Please fill out application completely. Incomplete applications WILL NOT be processed. Please print.

Check One:

☐ Renewal ☐ New Applicant

Check One:

☐ Retiree ☐ McMaster Employee ☐ McMaster Student ☐ Other: \_\_\_\_\_  
(Please specify)

Driver Information & Address

Last Name		First Name		Employee / Student #		E-Mail	
Mac ID (for McMaster staff, faculty and students only)				Department Name and Extension # (for McMaster staff/ faculty only)			
Permanent Address: (same as driver's license)							
_____							
Apt. #		Street # and Name					
_____							
City		Province		Postal Code			
_____							
Area Code		Phone #					
_____							

Vehicle License Plate & Registered Owner Information

License Plate #	Prov.	Make	Model	Colour	Body e.g. 4 door
_____	_____	_____	_____	_____	_____
License Plate #	Prov.	Make	Model	Colour	Body e.g. 4 door
_____	_____	_____	_____	_____	_____

Duration, Type & Location

## Parking Duration:

☐ Monthly \_\_\_\_\_ to \_\_\_\_\_

## Permit Type & Location:

\_\_\_\_\_  
(Refer to clerk for current availability and eligibility)

Payroll - If you want to be put on payroll deductions as a form of payment, please request in writing by e-mailing [parking@mcmaster.ca](mailto:parking@mcmaster.ca). Please note deductions will remain in place unless our office is notified in writing by e-mail.

Privacy

Privacy: Personal information in connection with this form is collected under the authority of The McMaster University Act, 1976 and will be used for the administration of parking services and other related or consistent purposes.

I have read, understood and agree to the above and the terms and conditions stated on the reverse side of this application. I accept full responsibility for ALL citation notices issued by the university with respect to the registered vehicle(s).

Date

Driver's Signature

For Office  
Use Only

Transponder # / Hang tag# \_\_\_\_\_

Account #: \_\_\_\_\_

Clerk Name: \_\_\_\_\_

Note: We are now only accepting payment by credit card or debit card via the online permit sales application process.

Please visit [parking.mcmaster.ca](http://parking.mcmaster.ca) Mail to: T32, Rm 106 - 1280 Main Street West, Hamilton, Ontario, Canada L8S 4L8

## McMaster Parking Application

### Terms and Conditions

Failure to comply with McMaster University Traffic and Parking Regulations can result in fines, tow away and storage of the vehicle at the owner's risk and expense, as well as the cancellation of parking privileges. Persons availing themselves of the University parking facilities must be in possession of a transponder valid for both date and designated lot.

**TRANSPONDERS** - A transponder fee may be applied to the permit purchased for a gated lot. The transponder fee is non-refundable.

**REFUNDS** - Parking fees for current and remaining months will be refunded if cancelled the first 2 business days of the current month. After the first 2 business days, only the unused months will be refunded. NO REFUND is available on annual motorcycle permits.

**LOSTTRANSPONDERS** – A prepaid transponder that is lost, stolen or is left on a vehicle when the vehicle is sold or traded or damaged may be replaced by applying in person to the Parking Office.

**RESTRICTIONS AND CONDITIONS** - All parking transponders are issued subject to the following restrictions and conditions

1. Transponders are issued, as physical evidence of a discrete contract, for display when entering and parking on campus.
2. Transponders remain the property of the University and may be cancelled and parking privileges revoked at any time by the university
3. All vehicles displaying a permit must be registered to that permit with Parking Services. Permit holder is also responsible for updating parking office with any changes in vehicle/license plate information.
4. Security & Parking requires that applicants show their University identification card.
5. Applicants may also be asked to show vehicle registration certificates.
6. The University, through its system of lot allocation, attempts to meet the needs of authorized users. The responsibility of finding a parking space in an authorized area rests with the vehicle operator.
7. The University assumes no responsibility at all for loss or damage to the vehicle or its contents however caused.
8. The University assumes no responsibility for personal injury however caused.
9. Security & Parking Services will not issue a parking transponder/permit to a driver who is suspended, has outstanding fines, or for a vehicle against which there are outstanding parking permit or/and traffic violations.
10. All conversations on the parking intercom are recorded for quality service and professionalism. Any abuse of our staff in any medium or format will result in the suspension of your parking privileges. No refunds will be provided for parking fees.

**ADDITIONAL FEES** - Offenses will carry an additional \$25.00 administration fee if the fine or citation for an offence has not been paid or appealed within 10 working days.

If a citation tag requires a search from the Ministry of Transportation to identify the registered owner, the costs will be recovered from the registered owner/driver of the vehicle.

All outstanding parking fines, fees and interest incurred will remain a debt to McMaster University until paid in full.

Disregard of citation may result in further fines and fees, the suspension of University Parking privileges, the tow away of vehicle and prosecution under the Trespass to Property Act of Ontario.

FOR McMASTER UNIVERSITY TRAFFIC AND PARKING REGULATIONS REFER TO OUR WEBSITE AT:  
**[parking.mcmaster.ca](http://parking.mcmaster.ca)**