



**CITY OF VINCENT**

Ranger and Community Safety Services  
P.O Box 82 LEEDERVILLE, 6902  
Telephone: (08) 9273-6000  
Facsimile: (08) 9273-6099  
E-mail: mail@vincent.wa.gov.au

**APPLICATION FORM**

**AUTHORITY FOR THE CITY OF VINCENT RANGER AND COMMUNITY SAFETY SERVICES SECTION TO ISSUE INFRINGEMENT NOTICE/S ON THE VERGE UNDER THE CITY OF VINCENT PARKING AND PARKING FACILITIES LOCAL LAW.**

**VERGE TO BE POLICED:**

Address: \_\_\_\_\_

Name of Building: \_\_\_\_\_

Postal Address: \_\_\_\_\_

**PLEASE COMPLETE OVERLEAF IF STRATA PROPERTY**

**LAND OWNER DETAILS:**

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

Address: \_\_\_\_\_

Contact No: \_\_\_\_\_ Email \_\_\_\_\_

**AUTHORISED COMPLAINANTS (Maximum 3 persons only)  
(Please Print Clearly)**

1. Name: ..... Title: ..... Company: .....

Phone: ..... Signature: .....

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Phone: ..... Signature: .....

**PASSWORD FOR PROPERTY:** .....

**DO YOU REQUIRE A PARKING SIGN?**

Yes  No

(Not required for enforcement and costs are applicable)

**AUTHORITY TO ISSUE INFRINGEMENT NOTICES**

I hereby authorise the Council to act on behalf of the complainant/s whose name/s appear/s above, at all reasonable times, to issue infringement notices for **"Parking without consent"** on the verge adjacent to the above mentioned property, under the City of Vincent Parking and Parking Facilities Local Law.

Signed: ..... (Permanent Occupier) Date: .....

**ANY CHANGE TO NAME OF AUTHORISED COMPLAINANT/S TO BE ADVISED IN WRITING TO:**

**RANGER AND COMMUNITY SAFETY SERVICES  
CITY OF VINCENT  
PO BOX 82  
LEEDERVILLE WA 6902**

**In the case of a Strata Titled property, the Property Manager must nominate the Authorised Persons, who may call the Ranger to issue an infringement notice.**

**STRATA TITLED PROPERTIES**

Title No.: ..... Volume: ..... Folio: .....

**Number of Units:**

Residential: ..... Commercial: .....

**RESIDENTIAL ONLY:**

Are all units managed by the same Agent? YES ( ) NO ( )  
(Please tick)

**NOTE:** If property is managed by more than one agent, the authorised complainants must be nominated by all agents and any individual lessees of the property.

Signature of Managing Agent: ..... Date: .....

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**CONDITIONS**

**A COPY OF THESE CONDITIONS TO BE RETAINED BY ALL NOMINATED COMPLAINANT/S AND OWNER/S**

In effect, because the City has given an authority to an adjacent occupier, to park on a verge, or to allow another vehicle to do so, any enforcement action by a Ranger will be taken on behalf of that occupier.

## **1. Proof of Occupancy**

- (a) The occupier of the property adjacent to the verge, who is seeking to be registered, must provide proof of residency, in the form of a Lease Agreement, Driver's Licence, or Electricity/Gas/Water invoice, etc, or a copy of the current Certificate of Title. If the owner is also the occupier, this will be confirmed from the City's corporate computer system and no further proof will be needed.
- (b) Where the property to be registered is a Unit Development, Town House Development, or a development with multiple residence/businessess, the City will register the property, but will require a maximum of three (3) occupiers to be "Authorised Complainants" who can contact the Rangers to have them issue an infringement notice. In practical terms, the Strata Management Group would nominate the three (3) "Authorised Complainants".

## **2. Display of Signs**

The occupier will, for the duration of this registration, display and maintain the sign(s) provided by the City, in a prominent place, as approved.

## **3. Change of Ownership/Tenancy**

Should the occupancy/tenancy of the single property change, the new occupier/tenant should notify the City of Vincent and complete a "Transfer of Registration" form. Proof of occupancy will be required for this transfer to be completed.

## **4. Change of Managing Agents and/or Complainant/s**

Providing this does not affect the ownership of the property, the new Managing Agents, or new "Authorised Complainants" should complete a new Application Form and return it to the City within seven days.

## **5. Issuing of Infringement Notices**

The City of Vincent Ranger Services will only issue infringement notices to vehicles parked on the verge that have not received prior permission from an "Authorised Person", as approved by the Strata management Group, for the said property. Rangers should check this information prior to attending. In reality, an "Authorised Complainant" and an "Authorised Person" should be the same person.

It should be stressed that in cases where staff, tenants or any residents misuse the parking on the verge, the problem is considered to be of a "domestic" nature and must be dealt with accordingly.

Each property will be given a registration number and the City of Vincent will only act on the complaint after the registration number has been quoted by the 'Authorised Complainant' to Ranger Services.

The "Authorised Complainant" will be required to either meet the Ranger on site to indicate the offending vehicle(s) or to provide their nominated password and a description

of the offending vehicle. In the event of the "Authorised Complainant not having a registered password, failing to attend, the Ranger will vacate the premises and no action will be taken.

Where the "Authorised Complainant" has no password, he/she will be required to complete the necessary Witness Complaint form in the presence of the Ranger.

No action will be taken if the offending vehicle(s) is(are) not given the opportunity to leave the premises within a reasonable time and/or are in any way obstructed or prevented from leaving the premises.

The attending Ranger has the right to decide that no action will be taken if the he/she deems it unnecessary.

Infringement Notices will only be issued between the hours of 8am to 5pm Monday to Friday. Complaints received at all other times will be attended at the discretion of the Duty Rangers and subject to the availability of staff.

## **6. Cancellation of Infringement Notices**

Should the Occupier/Tenant or their Agent request an Infringement Notice to be withdrawn, they must;

- (a) put the request in writing to the City of Vincent, asking for the withdrawal of the Notice. It should be noted that the letter must be signed by an "Authorised Complainant" or their Agent or the Owner;
- (b) pay an administration fee of \$50.00 (per notice) which must accompany the correspondence;

Because of statutory time periods for enforcement, any request to withdraw a Notice must comply with the above and be received by the City of Vincent within seven days of the issuing date of the Notice. Any request received after this seven day period may not be cancelled.

## **7. Witness at Court**

Should an infringement notice result in the matter being heard in the *Magistrates Court*, the complainant, who called the Ranger at the time, must attend the Court as a witness.