
POLICY NO: 3.9.3

PARKING PERMITS

OBJECTIVES

To provide clear guidelines for the issue and control of Parking Permits, for residents, visitors ~~and~~ commercial business proprietors, and Emergency Response Personnel issued in accordance with the City of Vincent Parking and Parking Facilities Local Law.

POLICY STATEMENT

1. APPLICATION

All requests for a Parking permit shall be made on the Prescribed Form. The completed Prescribed Form must be accompanied by the information required as specified in clause 2 and the Prescribed Fee, if applicable as specified in Clause 3.

2. APPLICATION AND RELEVANT INFORMATION

An applicant is to provide all relevant information as requested, including, but not limited to:

(a) Residential Parking Permits

- (i) Proof of residency (such as drivers licence, utilities invoice and rental agreement); and
- (ii) Proof of vehicle ownership; and
- (iii) Details of existing on-site car parking bays.

(b) Visitor Parking Permits

Proof of residency (such as drivers licence, utilities invoice and rental agreement).

(c) Commercial Car Parking Permits

- (i) Name and type of business;
- (ii) Date of commencement at current location;
- (iii) Days and hours of operation of the commercial business;
- (iv) Number of employees;
- (v) Number of vehicles currently being used at the business location;
- (vi) A site plan detailing the area and dimensions of the premises together with the number of onsite car bays (if any); and
- (vi) a copy of planning approval issued for the current use.

(d) Essential Services Emergency Parking Permits

- (i) Permits, as shown in Appendix 2 to this Policy, may be issued to Western Power, Alinta Gas, Water Corporation, or any other State Government Agency with substantial “essential services” infrastructure, at the discretion of the Chief Executive Officer.
- (ii) The Permits are only to be used by Emergency Response Personnel who are required to attend, to rectify major infrastructure failures/problems and to have their vehicles as close as possible to the subject site.

3. PRESCRIBED FEE

- (a) Any person requiring a Commercial Parking Permit shall pay the Prescribed Fee, as determined by the Council.
- (b) The Council shall review and adopt their fees on an annual basis as follows:

Item	Prescribed Fee
Commercial Business Parking Permit for a one (1) year period	As adopted
Replacement of Residential or Visitor Parking Permit	As adopted
Replacement of Commercial Business Parking Permit	As adopted

- (c) Applicants will be issued with a new permit for free when their current permit expires. A replacement permit applies if a permit is lost or stolen or if vehicle details change prior to the expiry date.

4. RESIDENTIAL AND VISITOR PARKING PERMITS - GENERAL

(a) Maximum Number of Permits

Subject to Clause 9, a maximum of two (2) Residential and two (2) Visitor Parking Permits will **only** be issued to the occupier of a residential property in accordance with the City of Vincent Local Law Relating to Parking and Parking Facilities.

(b) Prohibitions

The City shall not issue a Residential or a Visitor's Parking Permit;

- (i) Where sufficient parking can be provided on the land;
- (ii) For use by a business or commercial enterprise;
- (iii) For use involving any large commercial vehicle greater than one tonne (panel vans and utilities excepted).

(c) Permits Where Multiple Change of Vehicle Occurs

Where a resident takes home different vehicles from a carpool (or other bona fide scheme where vehicles are changed on a frequent basis), an application can be made to the City for a variation to the issued Parking Permit to enable use of multiple vehicles.

(d) Land in the Former City of Perth

- (i) No Residential or Visitor Parking Permits will be issued to occupants of large residential or mixed use developments, which were approved by the City of Perth, prior to the land being transferred to the City of Vincent, or which were approved by the East Perth Redevelopment Authority (EPRA"); and
- (ii) Development Approvals, which were issued for Parry Street, Perth, prior to 21 October 2009 are excepted from the requirements of clause 1(d)(i).

(e) Extent of use

While a Resident and/or Visitors Parking Permit is issued for a specific street, where a Resident can identify a clear need, the City may specify an additional location on the Permit.

5. CONDITIONS OF APPROVAL – SINGLE HOUSES AND GROUPE DWELLINGS

Residential Parking Permit(s) shall only be issued to the occupier of any single house or grouped dwelling, in accordance with the following:

- (a) Submission of the Prescribed Form declaring that they are the occupier/ resident and that insufficient parking can be provided on the land where the dwelling is located.
- (b) Subject to paragraph (a);
 - (i) where no parking can be provided on the land where a dwelling is situated, up to two residential permits will be issued;
 - (ii) where parking for **one** vehicle only can be provided on the land where a dwelling is situated, only **one** Residential Parking Permit will be issued; and
 - (iii) where parking for **two** or more vehicles can be provided on the land where a dwelling is situated, **no** Residential Parking Permits will be issued.

6. CONDITIONS OF APPROVAL – MULTIPLE DWELLINGS

- (a) The City will not issue a Residential Parking Permit where the multiple dwelling is situated and if sufficient parking can be provided on the land.
- (b) The City shall only issue **one** Residential Parking Permit to the occupier in respect of any residential unit and where parking for no vehicles can be provided.
- (c) Where the number of parking bays provided in a multiple dwelling development, do not form part of the strata title, but the number of bays is greater than or equal to the number of residential units, the City shall not issue any Residential Parking Permits.

- (d) Where the number of parking bays provided, in a multiple dwelling development, do not form part of the strata title and the number of bays is less than the number of residential units, the City shall issue the deficit number of Residential Parking Permits, to a maximum of ten (10) Residential Parking Permits, to the strata management of the property or to the nominated representatives of the tenants, so that these representatives may issue permits to those residents who they believe are most in need.

7. VISITORS' PARKING PERMITS

Subject to the provision of documentation declaring that no parking can be provided on the land beyond that required for the resident, a maximum of two (2) Visitors Parking Permits shall only be issued to the occupier of a residential property, except in the case of multiple dwellings, where a maximum of only one (1) Visitors Parking Permit shall be issued, as required.

8. COMMERCIAL PARKING PERMITS

(a) Maximum Number of Parking Permits

Subject to Clause 9, a maximum of one (1) Parking Permit will **only** be issued to the proprietor of a commercial business located within areas surrounding Activity Centres as shown in the Appendices 1A-E to this Policy) and subject to payment of the Prescribed Fee.

(b) Prohibitions

The City shall not issue a Parking Permit;

- (i) where a commercial business can provide 3 or more car parking bays on-site;
- (ii) other than for sole use by a bona fide employee of the commercial business;
- (iii) for use involving any large commercial vehicle greater than one tonne (panel vans and utilities excepted) associated with a commercial business;
- (iv) to any commercial business which commences operation at the location after parking restrictions were introduced immediately adjacent to that property; or
- (v) has benefited from a car parking shortfall been granted through the Council as part of a Planning Approval (for example cash-in-lieu).

(c) Conditions of Approval for Commercial Parking Permits

Commercial Parking Permits:

- (i) commercial Parking Permits cannot be used in areas subject to ticket parking, with the exception of areas which have been identified by the City as not being heavily utilised; and
- (iii) where a Business Proprietor can identify a clear need, the City may specify an additional location on the Permit.

9. ESSENTIAL SERVICES EMERGENCY PARKING PERMITS

(a) Definitions

(i) **Emergency Event** means any occurrence that has resulted in one or more of the following:

- the loss of, or serious damage to, critical infrastructure;
- serious electrical, energy, gas or water equipment failure;
- major flooding, as a result of the failure of main water pipes;
- effluent discharge as a result of damage to the sewerage system; and/or
- any other significant incident which has the potential to affect a large area/community;

which could have life-threatening consequences, if it is not quickly rectified.

(ii) **Essential Emergency Duties** means duties that involve immediate rectification work for:

- substantial power outages;
- major water leakage, causing flooding and serious damage to surrounding areas;
- serious gas leaks, which have a potential to cause severe medical problems or explosions; and/or
- serious sewerage leak.

(iii) **Essential Emergency Service Parking Permit** means a permit approved under this Policy for use by Essential Services, such as Western Power, Alinta Gas and Water Corporation, or any other State Government Agency with a substantial infrastructure, which if it fails could have far-reaching and serious consequences to the community, as shown in Appendix 2 to this Policy.

(iv) **Essential Emergency Service** means a service on which the public are heavily reliant for energy, power, heat, water, etc and which, if the supply is interrupted, has the potential to create a dangerous or serious situation.

(b) Use of Permits

(i) The City of Vincent will allow Essential Emergency Services to make use of the Essential Emergency Services Parking Permit, when clearly displayed on the dashboard of service vehicles and when engaged in Essential Emergency Duties.

(ii) Each Permit shall have a current contact phone number displayed, to enable any concerned person to make contact to confirm that the use of the permit is valid.

(iii) The City of Vincent shall be provided with a permanently monitored telephone number for the respective Agency, whose personnel are using the Essential Emergency Services Permit.

910. DISCRETIONARY AUTHORITY

Notwithstanding any other provisions, which restrict the number of Parking Permits that may be issued or accepted, the Chief Executive Officer may vary any or all of the requirements subject to the applicant demonstrating or providing written documentation, including but not limited to the following:

(a) Residential Parking Permits:

- (i) that the owner/user of an additional vehicle permanently resides at the address of the applicant – e.g. where a son or daughter has reached an age that he/she has purchased a vehicle;
- (ii) that there are no alternative means to park anywhere other than on the street; and
- (iii) that the current number of Residential Parking Permits, already issued to residents of the street, does not exceed **60%** of the total available parking bays in the street.

(b) Visitor Parking Permits

- (i) a justifiable basis for the City to issue additional Visitor Parking Permits; and
- (ii) that a temporary need exists for an additional Visitor Parking Permit e.g. a family member needs to reside at the property for a short time.

(c) Additional Commercial Parking Permits

The Chief Executive Officer may approve the issue of two (2) additional Parking Permit, under such conditions as the Chief Executive Officer considers necessary, including:

- (i) the business demonstrates that it has no parking available on-site; and/or
- (ii) the business demonstrates that employees are required to enter and return throughout the day as part of their regular activity associated with their business needs (e.g. real estate agency).

(d) Essential Services Emergency Parking Permits

The Chief Executive Officer may approve the use of additional Essential Services Emergency Services Parking Permits, under such conditions as the Chief Executive Officer considers necessary and appropriate.

1011. VALIDITY PERIOD OF PARKING PERMITS

- (a) A Resident Parking Permit shall be valid for a maximum period of three (3) years from the date of issue and only while the nominated vehicle is registered at the nominated address.
- (b) A Visitor Parking Permit shall be valid for a maximum period of one (1) year or from the date of issue.
- (c) **An Essential Services Emergency Parking Permit shall be valid for a period of three (3) years, until the expiry date shown on the permit.**
- (~~e~~) A Commercial Parking Permit shall be valid for a maximum period of one (1) year from the date of issue.

1112. NON-COMPLIANCE OR ABUSE OF PARKING PERMITS

- (a) The City reserves the right to revoke a Parking Permit where the holder of the permit does not comply or abuses the conditions of use and/or the Parking Permit.
- (b) A Parking Permit may only be revoked by a person authorised by the Chief Executive Officer and in accordance with the Council Delegated Authority Register.

1213. RIGHT OF APPEAL

In the event of an Applicant being dissatisfied with the decision of a City Officer, they will have access rights for a review to the Chief Executive Officer in accordance with the Council's Policy No. 4.1.3 Customer Complaints Management and Procedures.

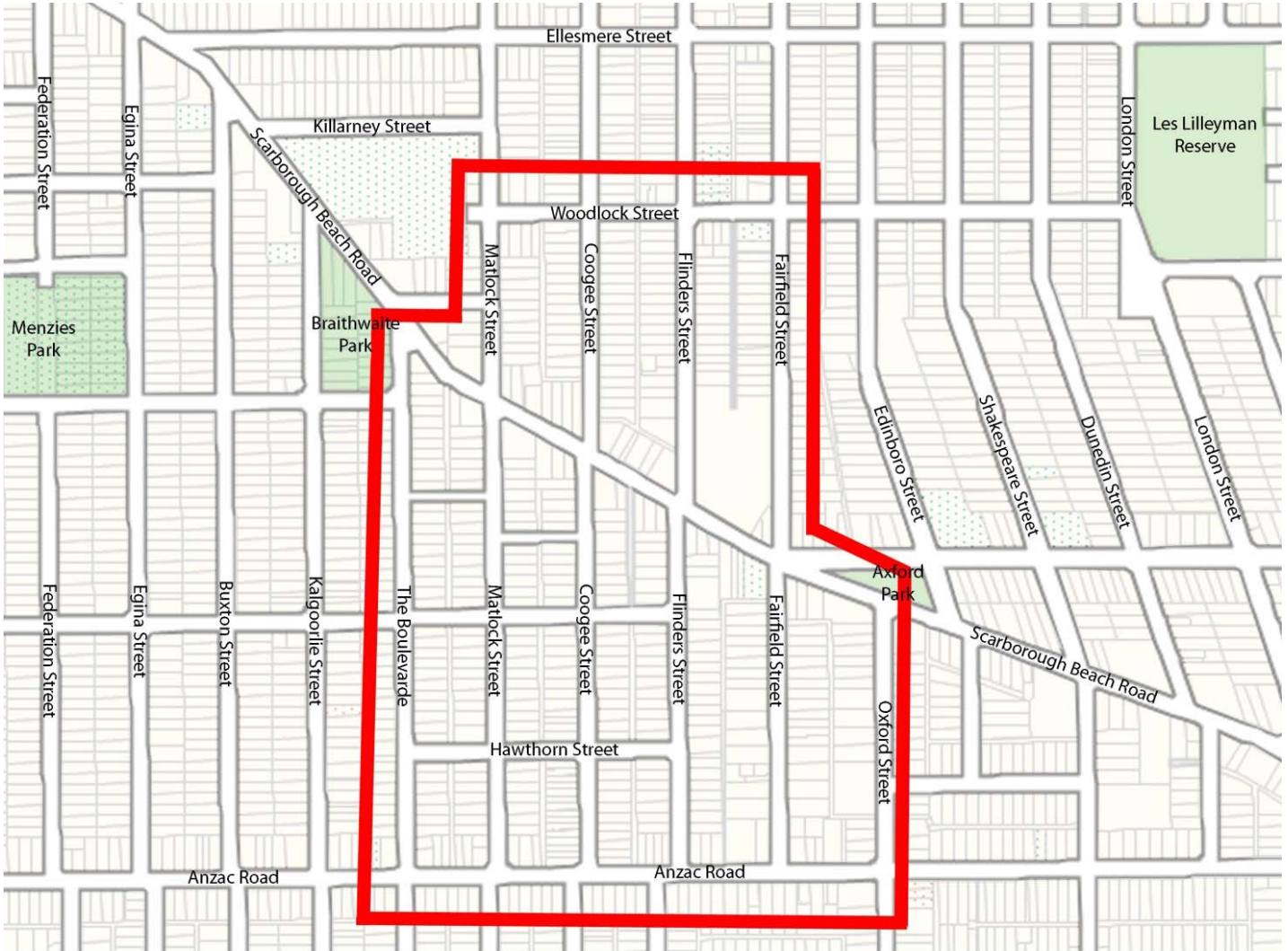
1314. DELEGATED AUTHORITY REGISTER

The Chief Executive Officer will administer and enforce this Policy, Guidelines and Procedures, in accordance with the Council's Delegated Authority Register.

Date Adopted:	22 September 1997
Date Amended:	26 June 2007, 20 October 2009, 10 May 2011, 5 July 2011, 9 October 2012
Date Reviewed:	4 November 2003, 26 June 2007, 10 May 2011, 5 July 2011, 9 October 2012
Date of Next Review:	May 2016

APPENDIX 1A

ACTIVITY CENTRE – MOUNT HAWTHORN



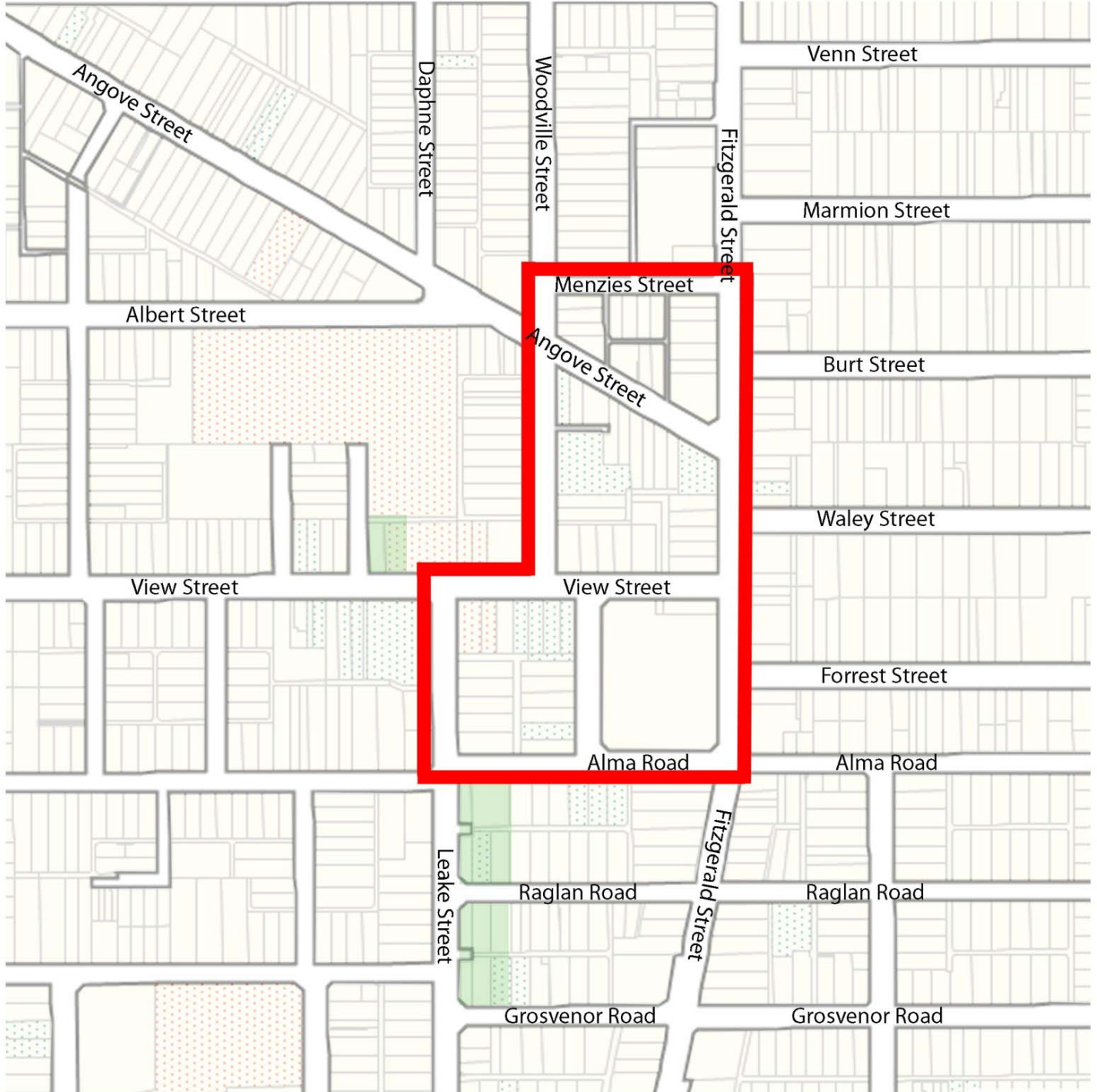
APPENDIX 1B

ACTIVITY CENTRE – MOUNT LAWLEY/HIGHGATE



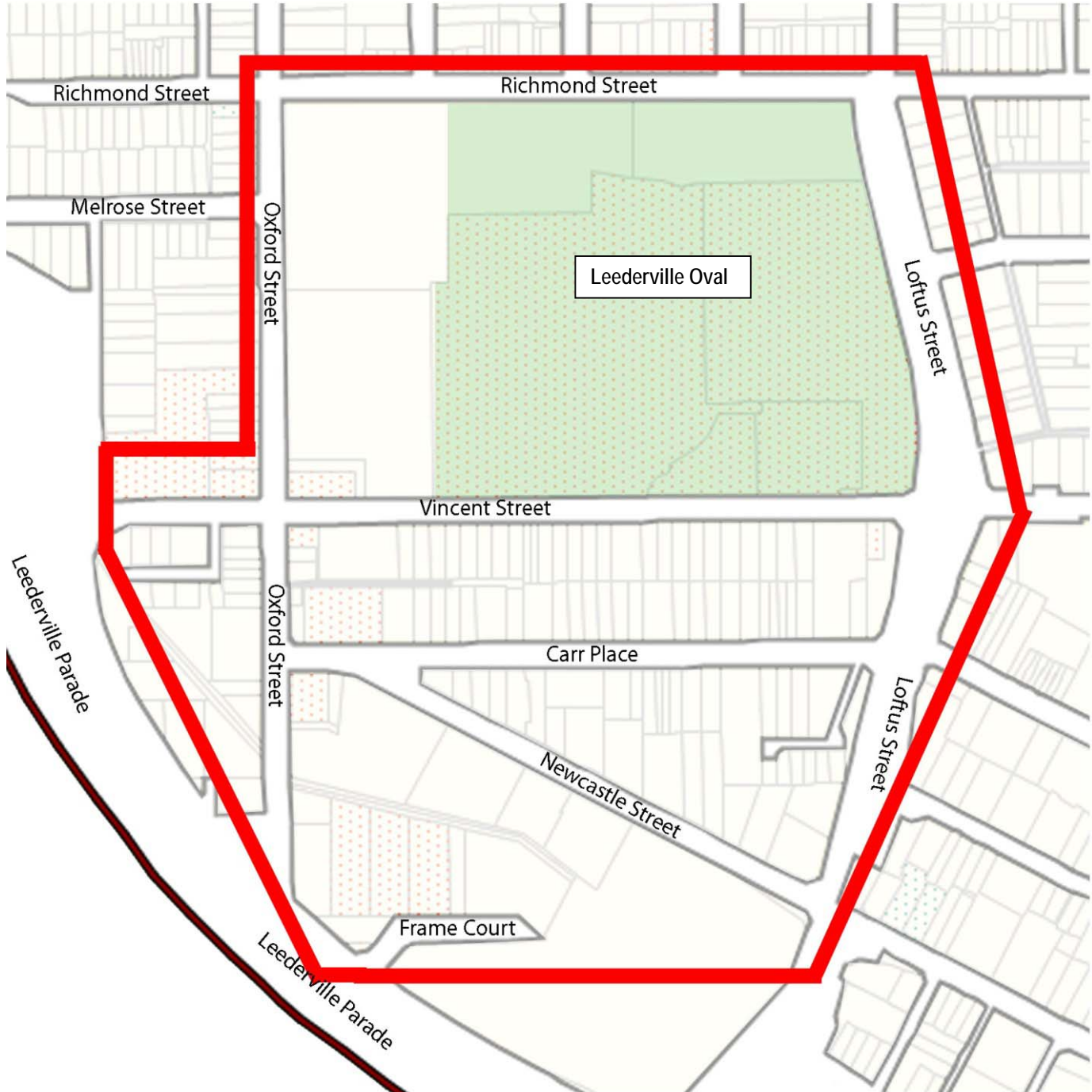
APPENDIX 1C

ACTIVITY CENTRE – NORTH PERTH



APPENDIX 1D

ACTIVITY CENTRE – LEEDERVILLE



APPENDIX 1E

ACTIVITY CENTRE – PERTH



APPENDIX 2

Indicative Essential Emergency Service Parking Permits

WESTERN POWER
Essential Emergency Parking Permit

WP 01

**ELECTRICITY SUPPLY
EMERGENCY SERVICE**

**THIS VEHICLE IS PERFORMING EMERGENCY
ELECTRICITY SUPPLY OPERATIONS.
Phone 9441 1402 for further information**

ALINTA GAS
Essential Emergency Parking Permit

AG 01

**GAS SUPPLY
EMERGENCY SERVICE**

**THIS VEHICLE IS PERFORMING EMERGENCY
GAS SUPPLY OPERATIONS.
Phone 9XXX XXXX for further information**

WATER CORPORATION
Essential Emergency Parking Permit

WC 01

**WATER SUPPLY
EMERGENCY SERVICE**

**THIS VEHICLE IS PERFORMING EMERGENCY
WATER SUPPLY OPERATIONS.
Phone 9XXX XXXX for further information**