



VINCENT ACCORD  
*Socialise with Safety*



# VINCENT ACCORD PARTY BUS REGISTRATION TO OPERATE WITHIN THE TOWN OF VINCENT

*ENDORSED BY VINCENT ACCORD 9 JULY 2008*  
*ENDORSED BY THE PARTY BUS WORKING GROUP 3 FEBRUARY 2010*  
*APPROVED BY TOWN OF VINCENT COUNCIL 27 APRIL 2010*

## **Definition of Party Buses**

“Party Buses” as defined in this document and in attached documents, refers to all buses including Omni and Charter buses used, hired for the purpose, or intended to be used for the transportation of persons to, and/ or from licensed premises, but does not include Transperth or Public Transport Authority Service buses.

## **INFORMATION FOR APPLICANTS**

‘Vincent Accord Party Bus Registration’ and ‘Party Bus Code of Conduct’ is an initiative of the Vincent Accord developed by the Town of Vincent and WA Police in consultation with the Party Bus industry. In response to concerns of anti social and criminal behaviour and contravention of local laws, occurring within entertainment precincts, the need to develop clear guidelines of Party Bus operation for both Party Bus operators and Party Bus patrons, the Town of Vincent and WA Police, was identified. The project has been spearheaded as a joint initiative between the Town of Vincent’s Ranger and Community Safety Services, and Environmental Health Services.

The objective of ‘Party Bus Registration’ is to identify and promote authorised bus services operating within the Town that have agreed to abide by a strict code of conduct. Party Buses, adhering to principles outlined in the code of conduct and complying with Town local laws and relevant WA State legislation, will supported within the Town. Compliance of ‘Vincent Accord Party Bus Registration’ and ‘Party Bus Code of Conduct’ will be enforced by WA Police and Town of Vincent Ranger’s. The Vincent Accord, made up of all licensees’ within the Town of Vincent, have also agreed to accept only bookings from Vincent Accord ‘registered Party Bus-operators’.

Party Buses are required to register their companies and individual buses prior to the commencement of operation within the Town of Vincent. Privately owned bus operators, not registered with the Town of Vincent, will not be afforded the same privileges as registered Party Bus operators.

These guidelines are applicable to occasional and regular Party Buses operating within the Town of Vincent.

**Please contact Ranger and Community Safety Services, Town of Vincent  
on 9273 6032 should you require assistance.**

**1. Who needs to be officially registered with 'Vincent Accord' Party Bus registration?**

All Party Buses operating within the Town and frequenting licensed premises and venues including;

- Occasional Party Bus operators within the Town
- Regular and ongoing Party Bus operators within the Town of Vincent
- Omnibuses and Charter buses
- Buses hired by an individual, to act as a Party Bus

**2. Further conditions and Privileges of official Party Bus registration?**

- Official pick up and set down areas. These are areas for temporary parking only, whilst patrons embark and disembark from bus
- Official lay over areas set aside for registered Party Buses. These are areas where buses can park whilst awaiting collection time of patrons
- Licensees will **only accept** prior bookings, and booking of registered Party Bus operators (as per terms specified in Party Bus code of conduct)
- Provision of one (1) free registration stickers per registered bus
- Review panel set up to assess complaints and decide on resolution process
- Quarterly meetings offered with registered Party Bus groups
- Network opportunities and ongoing consultation.
- Clear identification and promotion of the Party Bus operators conducting their business 'responsibly'
- After hours contact advice from key Town and WA Police representatives

**3. When can be registration be revoked?**

- Unauthorised use of registration stickers
- Consistent non compliance with the Party Bus Code of Conduct,
- Contravention of local and/or State Government legislation

**4. What acts constitute justifiable means for a complaint?**

- Littering
- Public Urination
- Antisocial Behaviour
- Vandalism
- Bus Maintenance
- Alcohol Consumption on buses and in public, considered street drinking offences
- Property Damage
- Parking in a non-approved area
- Bus stereo noise

**5. Party Bus registration**

- Party Bus registration stickers remain the property of Town of Vincent
- Each registered Party Bus will be required to have affixed the registration sticker supplied to the left hand side of the windscreen.
- WA Police and Town of Vincent Rangers will conduct regular and ongoing cross matching checks of buses displaying registration stickers with Party Bus vehicle registration database.

**6. Designated pick up/ set down and lay over areas (refer diagram 1, 2, 3)**

- Axford Car Park Mt Hawthorn
- Frame Court Car Park
- Newcastle Street
- Vincent Street

Diagram 1: Designated 'set down/pick up' area in Leederville;

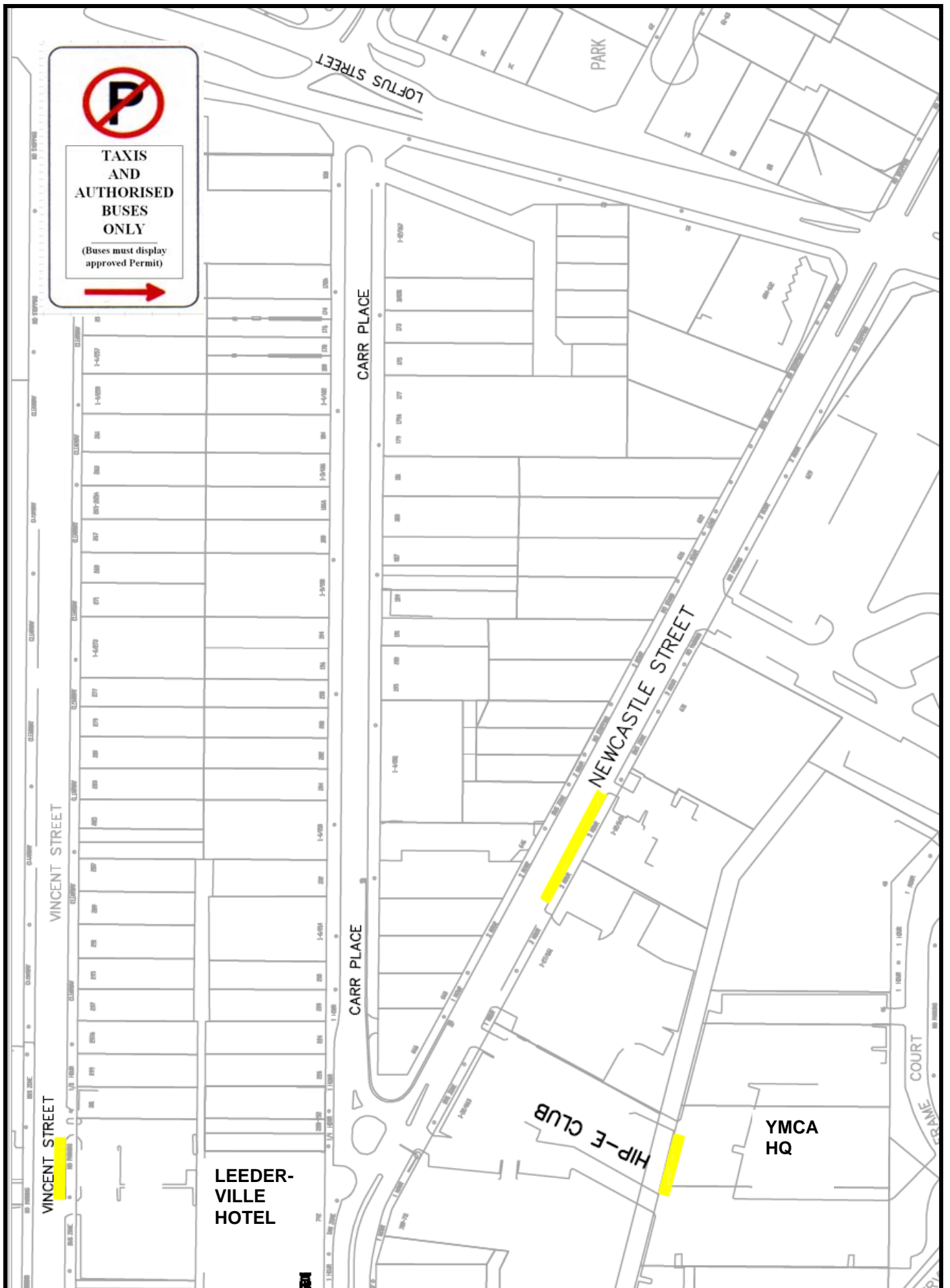


Diagram 2: Designated 'lay-over' areas in West Perth

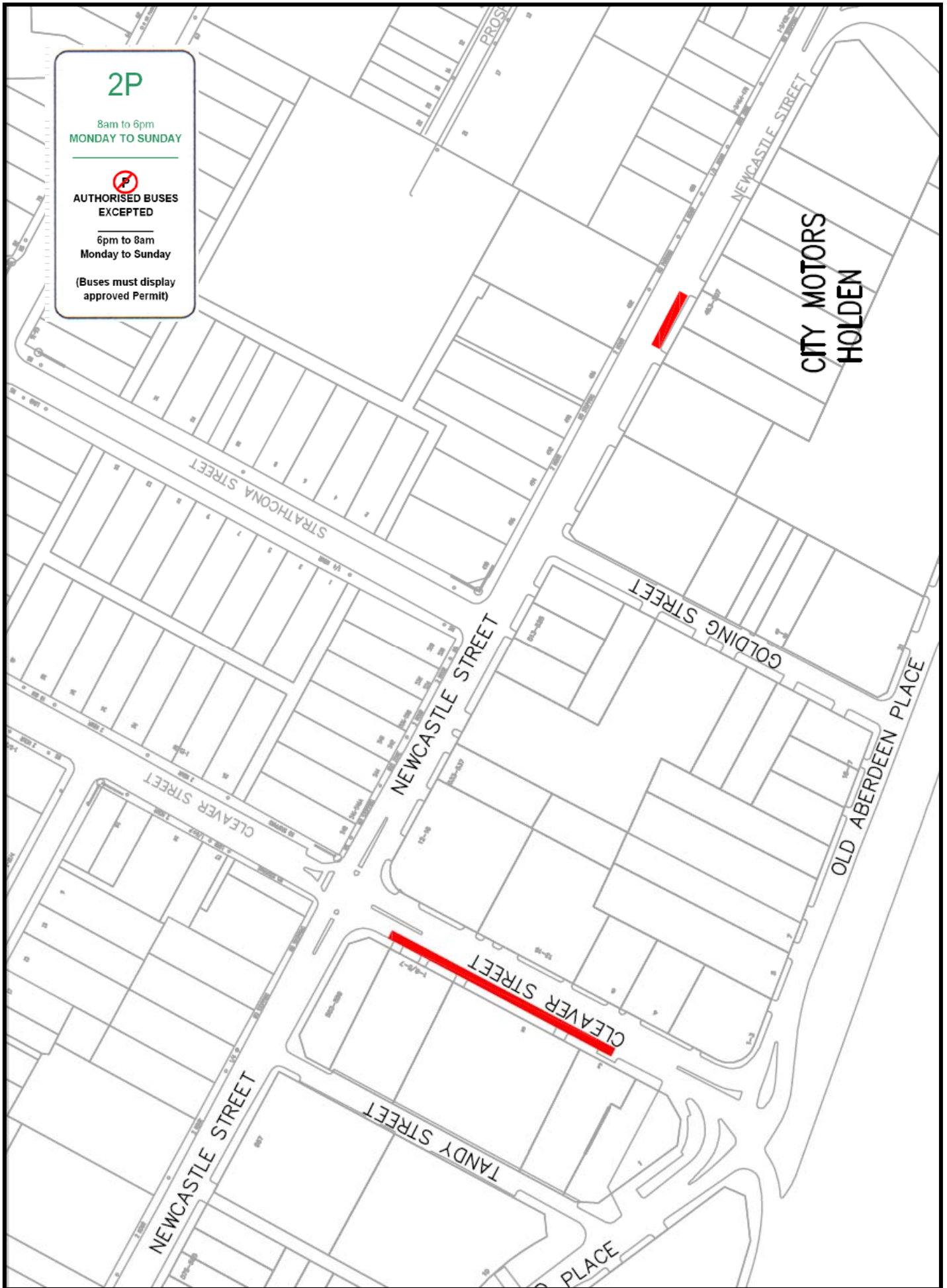
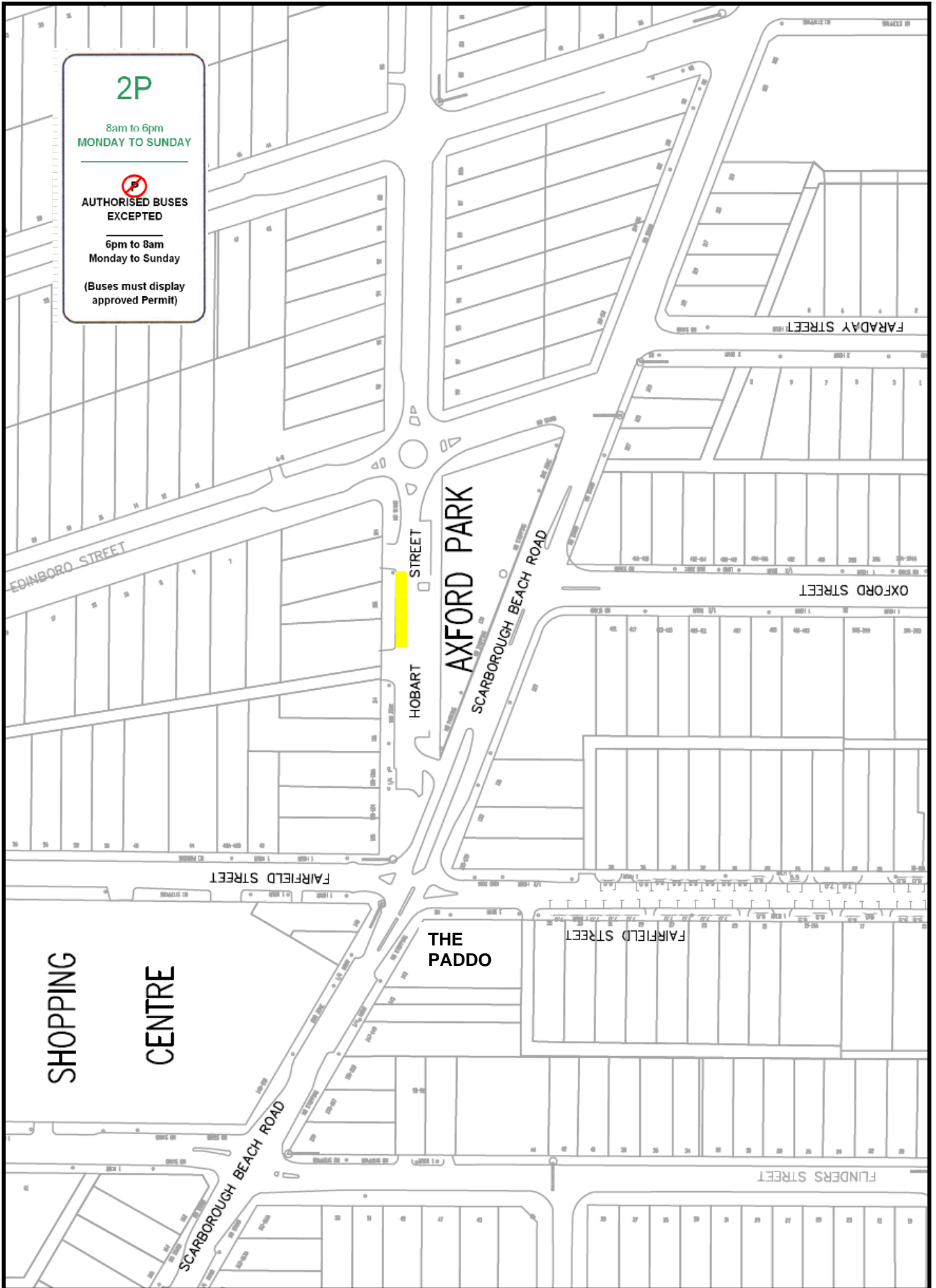


Diagram 3: Designated 'set down/pick up' area in Mount Hawthorn;



### **Complaint Resolution Process**

Should a complaint be received, or a breach of code of conduct by an operator /bus be identified, the following resolution process will apply;

1. Complaint received, breach identified
2. Bus Operator notified of complaint and comment requested within a specified time frame, on how operator intends to rectify complaint
3. Bus Operator response assessed by Town of Vincent, WA Police as either being adequate or requiring further clarification
4. Operator notified of decision and reasons, if his/her response not considered adequate. If an operator has complied and rectified, the matter will be considered "dealt with". If an operator remains non-compliant, matter will be referred to a review panel
5. Review panel will be convened if necessary, with representation sought from licensees, Town of Vincent, WA Police and a representative from Party Bus industry. On serious complaint the review panel can recommend to the Town of Vincent and WA Police, to have Party Bus registration temporarily revoked, until a longer term determination can be by the Vincent Accord
6. Review panel will consider if matter has been sufficiently dealt with or if it requires further determination of the Vincent Accord on revocation of Party Bus registration
7. If Infringement Notices are issued, contact will be attempted with registered Party Bus operators on the night, on any after-hours number, so that bus companies can recoup costs through bond being withheld from Party Bus patrons

## 7. Penalties

- Infringement Notices will be issued according to local and state legislation
- Area of non compliance of a particular bus operator will be registered on 'Party Bus complaints register' tabled at each Vincent Accord Meeting
- A "significant" breach or series of breaches of any particular operator will be tabled at Vincent Accord meetings with determination sought by Accord on penalty process
- Should a significant breach or series of minor breaches be established, upon advice from the overall Vincent Accord, the WA Police and Town Rangers have the authority to revoke Registration Stickers, and or deny Party Bus bookings at Licensed premises within the Town of Vincent

## 8. How will the 'Vincent Accord' Party Bus registration be provided?

The applicant will be provided with one sticker per bus listed in the attached registration form.

The application form allows for multi listing of vehicles, if more than one vehicle is operating within the Town of Vincent in the applicant's bus fleet.

It is the responsibility of applicant to advise of any changes to Party Bus fleets and vehicle registrations. A new application shall be completed each time there is a change of detail, from the initial application (e.g. additional vehicles added to the fleet, ownership, address etc). It is also the responsibility of any applicant to remove registration stickers from vehicles that are disposed of, either by sale or hire and notify the Town of Vincent.

## 9. Instruction for use of designated Pick up/ set down and layover areas in the Town;

- Pick up/ set down areas- to be used only for collection of passengers and disembarking passengers only (maximum time 10 minutes) and must not be used for parking to await passengers' return
- Layover areas are to be used by authorised buses, until 15 minutes before collection time, when the bus can be moved to the collection area.

## 10. How can an Application for a 'Vincent Accord' Party Bus registration be made?

A request can be progressed by following the four steps below:

### *Step 1: Obtaining an application form (tick when each is completed)*

- Contact Ranger and Community Safety Services on 9273 6032 and request a form or download an application form from the Town's website at [www.vincent.wa.gov.au](http://www.vincent.wa.gov.au).

### *Step 2: Submit your application form*

- Carefully complete Section A of the application form. If you do not understand any part of the form, contact the Town on 9273 6032 for assistance
- Submit Application Form with Town of Vincent, either in person to 244 Vincent Street, Leederville, or by fax to 9273 6099
- Please note applications take a minimum of one (1) week to process. Application approvals will not be issued on the spot.

### *Step 3: On Approval*

- For a registered Party Bus company, if approved, a letter of approval and one (1) registration sticker will be provided for each bus and sent to the registered address of the company.
- For a casual application, if approval is granted, one (1) Temporary registration Permit, specifying the permitted date, will be sent to the applicant's home address.

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***Step 4: After receiving registration stickers/or temporary registration permit from the Town of Vincent***

- Affix the one (1) registration sticker provided for each bus registered on the lower left of the windscreen.
- If you have received a temporary registration permit please place permit on the left hand side of dashboard of your bus. Please note you are required to clearly display permit at all times, and show permit to door staff of licensed premises, and authorised offices including WA Police and Town of Vincent Rangers, upon request.

**NB: If you do not have a sticker or permit clearly displayed at the time of travel, you will not be allowed to park in authorised bus parking. Please also note, prior bookings with each licensed premise you intend to visit within the Town of Vincent, is required.**

**ANY FEEDBACK, CONCERNS OR QUERIES?  
Please contact the Town of Vincent on 9273 6032**





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## **PARTY BUS CODE OF CONDUCT**

**ENDORSED BY VINCENT ACCORD 9 JULY 2008**  
**ENDORSED BY THE PARTY BUS WORKING GROUP 3 FEBRUARY 2010**  
**APPROVED BY TOWN OF VINCENT COUNCIL 27 APRIL 2010**

*This is a co-operative agreement for Party bus Operators to operate in their best endeavours as best practice*

1. **No alcohol to be opened/consumed aboard buses.**
2. **Bus drivers are to carry out periodical inspection of bus, to ensure no alcohol is being consumed by patrons.**
3. **Buses are not accepted in the Town of Vincent unless booked prior with Vincent Accord venue.**
4. **Wherever possible Party Buses are to be met by security/crowd control staff from the venue, who will assess for acceptable behaviour, dress standards and intoxication, prior to admission.**
5. **Bus operators are to be registered with the Vincent Accord and sign off on the Code of Conduct. Those operators that are signatories are to be provided with ID stickers to aid Police & the Town of Vincent to control/regulate unregistered operators/those not abiding by the Code of Conduct.**
6. **Party Bus operators are to avoid residential streets and areas when moving through the Town, utilising main roads.**
7. **Party Bus companies are to maintain buses in a roadworthy condition.**
8. **Party Buses shall park legally at set-down points, and drop off patrons and park buses in designated areas only.**
9. **Complaints regarding Party Buses are to be entered into the Licensed Premises complaint register and forwarded to WA Police and Party Bus Operator for timely comment/ resolution.**
10. **Vincent Accord members are to support signatories of Party Bus Code of Conduct, and uphold bookings of registered party buses wherever possible.**

**OIC Snr Sgt Mike Green**  
**Chairperson- Vincent Accord**



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## **PARTY BUS CODE OF CONDUCT**

### **PATRON INFORMATION SHEET**

The Vincent Accord, comprising of local Licensed Premises, WA Police and the Town of Vincent, in conjunction with Party Bus operators has adopted a Code of Conduct. To ensure you and your guests have a safe, and enjoyable evening, please read and adhere to the following simple guidelines:

- You will be assessed by security/crowd control staff at each venue, who will determine whether entry will be granted, based on acceptable behaviour, and dress standards.
- Should a venue deem any patrons to be intoxicated, or not meeting acceptable standards, your group will be denied entry.
- Your group may be returned to point of departure, and/or have their contract immediately terminated, and/or be refused transport if they display intoxication or anti social/criminal behaviour etc.
- Bonds will be forfeited if patrons/guests cause damage to property, or if alcohol related fines are received by the bus company as a result of illegal drinking onboard bus (Penalty \$200).
- No alcohol to be opened/consumed aboard buses (Penalty \$200).
- No littering from the bus, or littering on the street (Penalty \$200).

If you would like any further information on the Vincent Accord, or the Code of Conduct, please visit the Town of Vincent's website: [www.vincent.wa.gov.au](http://www.vincent.wa.gov.au).

OIC Snr Sgt Mike Green  
Chairperson- Vincent Accord



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## PARTY BUS CODE OF CONDUCT

### INFRINGEMENT REFERENCE INFORMATION

<b>WA POLICE SERVICES - LIQUOR INFRINGEMENT PENALTIES</b>			
Obtain or attempt to obtain Liquor for consumption by a drunken person	\$200	Sell or supply liquor to juvenile on licensed premise- any other case	\$200
Sell or supply liquor to a drunken person (any other person)	\$200	Purchase liquor for juvenile	\$200
Fail to leave licensed premises	\$200	Juvenile purchase, liquor	\$200
Re enter licensed premises within 24 hrs	\$200	Juvenile in possession of liquor	\$200
Park or Reserve Drinking	\$200	Hinder officer	\$1000
Street Drinking	\$200	Fails to comply with a requirement of an authorised officer	\$1000
Refuses to provide particulars or evidence	\$500		

<b>TOWN OF VINCENT – PARKING &amp; LITTER PENALTIES</b>			
Stop contrary to a NO STOPPING sign	\$125	Park Contrary to a NO PARKING sign	\$85
Stop unlawfully in a Taxi or Bus zone	\$100	Obstructing path, a driveway etc	\$125
Double Parking	\$125	Stop near fire Hydrant/plug	\$70
Fail to follow directions of an authorised person	\$150	Causing Obstruction	\$125
Park within 10 metres of intersection	\$60	Park on footpath/ pedestrian crossing	\$150
Fail to follow direction of authorised person	\$150	Failure to leave when directed	\$150
Littering `Section 23 and 24', Litter Act 1979			\$200



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## APPLICATION FORM REGISTRATION

**‘Vincent Accord- Party Bus Registration to operate  
within the Town of Vincent’**



The Town of Vincent accepts no liability for any direct or indirect damage or loss resulting from the use of any incorrect or false information supplied on this form: this is the responsibility of the applicant. Please return this application form to:  
**‘Vincent Accord- Party Bus Registration, Town of Vincent, P.O. BOX 82, LEEDERVILLE WA 6902**

**SECTION A- APPLICANT DETAILS (to be completed by the applicant)**

1. Name of Applicant \_\_\_\_\_
2. Are you   A) a Party Bus Owner?       or       B) a Driver?       or       C) Hirer of a bus? (circle which applies)
3. Name of Party Bus Owner/Driver/Hirer: \_\_\_\_\_
4. Day time phone numbers: \_\_\_\_\_ Night time phone numbers: \_\_\_\_\_
5. Postal address: \_\_\_\_\_
6. Email address (notification of any changes and Party Bus Working Party advise will be sent by these means):  
\_\_\_\_\_@\_\_\_\_\_
7. Authority for Applicant: ARE YOU THE OWNER?    Yes    No

**The authority of the business owner/ or authorised manager to act on owners behalf or hirer, is required. Please enter details and owner or authorised manager or hirer needs to sign the below declaration.**

Phone number for Owner/Authorised Manager or Hirer: \_\_\_\_\_

Postal address: \_\_\_\_\_ Postcode: \_\_\_\_\_

Driver(s) after hours Contact number (s): \_\_\_\_\_

(utilised for any notification of immediate issues or infringements issued) Use over-leaf if more space is required.

Please identify the registration of vehicles in your fleet operating within the Town of Vincent and requiring registration (based on this information a set of registration stickers will issued for each vehicle);


**Declaration of Owner/Authorised Manager/ Hirer: “I \_\_\_\_\_ agree to the aforementioned guidelines and agree to abide by the terms and conditions outlined in the Party Bus Code of Conduct for each of the vehicles above that are operating within the Town of Vincent. Signature: \_\_\_\_\_ Dated: \_\_\_\_\_**

**OFFICE USE ONLY**  
SECTION B- ASSESSMENT (To be completed by the Town of Vincent)

Approved? YES/NO No. of registrations approved: \_\_\_\_\_ No. of Stickers supplied: \_\_\_\_\_ Date: \_\_\_\_\_

Notes:

Previous Applicant/ Recipient? Yes/No Applicant informed of necessity to remove stickers prior to disposal? Yes/No

Signed by issuer: \_\_\_\_\_