

<b>Policy number</b>	<b>Policy 351</b>
<b>Policy title</b>	Parking permits
<b>Strategic outcomes supported</b>	EC1 – Facilitating a strong local economy EN6 – Improving how people get around the Town

## Policy objective:

To provide clear guidelines for the issue and control of Parking Permits, in accordance with the *Town of Victoria Park Vehicle Management Local Law 2021*.

## Policy scope:

This policy applies in relation to the issue of Parking Permits.

## Policy definitions:

Nil.

## Policy statement:

### Types of permits

1. Residential Permits
2. Transitional Permits
3. Event Permits
4. Support Workers Permit

### Residential Permits

#### Purpose

5. To provide residents who have limited onsite parking, with an exemption to access parking near their properties where certain sign-posted restrictions are in place.

#### Maximum Number

6. An eligible residential property, which does not comply with the on-site parking requirements of the State Planning Policy 7.3 Residential Design Codes (R Codes), may apply for a maximum of **one** residential permit.
7. Each permit may list up to three vehicle registrations, however, the permit may only be used by one vehicle at any one time.
8. Properties are ineligible for a residential permit if:
  - (a) They comply with the on-site parking requirements of the State Planning Policy 7.3 Residential Design Codes (R Codes); or
  - (b) The development approval concedes less than the required number of on-site parking bays under the R Codes.

### Application Process

9. To obtain a residential permit the applicant must complete the required application form.
10. The application form will not be accepted without payment of the applicable fee.
11. Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
12. The application form must include documents demonstrating that the vehicle/s subject to the application are owned by, or exclusively accessible, to the applicant, who is also a resident at the applicable address.

### Eligibility Criteria

13. When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.
14. A standard parking bay on private property is equivalent to a space of 2.4m x 5.4m + an additional 300mm width for any wall or other barrier it abuts.
15. Driveways on private land leading to a carport or garage which are equivalent to the space of a parking bay are considered to be a parking bay for the purposes of assessing the application.
16. Spaces that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
17. Parking bays which are being used for purposes other than parking (such as storage of goods) are considered to be a parking bay for the purposes of assessing an application.
18. Residential Permits will not be issued to:
  - (a) Heavy or Long Vehicles;
  - (b) Caravans/Motorhomes/Campervan;
  - (c) Boats;
  - (d) Trailers;
  - (e) Taxis; or
  - (f) Buses.
19. Only residents of the Town of Victoria Park are eligible to apply for a permit.
20. Businesses, visitors and non-residents are ineligible for a residential parking permit.

### Terms and Conditions

21. Each residential permit is valid for **one** year.
22. Each permit can only be used by the vehicle/s allocated listed against the permit.
23. Residential permits cannot be used in parking bays where parking fees are payable.
24. Residential permits can only be used in the streets stated on the permit.
25. Residential permits give the user an exemption to park for longer than the sign-posted time limit where the time limit is two hours or greater.
26. All residential permits expire 12 months after the date of issue.
27. A permit does not guarantee the holder a parking bay.
28. All permits held by the applicant will be revoked without refund if misused.

### Applicable Fees

29. The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
30. The application fee will not be refunded for incomplete or unsuccessful applications.
31. Refunds do not apply for unused permits.

### Transitional Permits

#### Purpose

32. To provide a period of up to **one** year for residents where new parking restrictions of one hour or more have been implemented adjacent to their residence, to make alternative arrangements if there is inadequate on-site parking available.

#### Maximum Number

33. An eligible residential property may apply for a maximum of two transitional permits.
34. Properties with 2 or less onsite parking bays are eligible for up to two transitional permits.
35. Properties with 3 onsite parking bays are eligible for up to one transitional permits.
36. Properties with 4 or more onsite parking bays are ineligible for transitional permits.

### Application Process

37. To obtain a transitional permit the applicant must complete the required application form.
38. The application form will not be accepted without payment of the applicable fee.
39. Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
40. The application form must include documents demonstrating:
  41. That the vehicles subject to the application are owned by, or exclusively accessible, to the applicant, who is also a resident at the applicable address.
  42. That the vehicles subject to the application were owned by, or exclusively accessible, to the applicant at the time that the parking restrictions were installed.
43. One application form can be submitted for up to two permits.
44. Transitional permits cannot be transferred between vehicles.

### Eligibility Criteria

45. Transitional permit's may be issued to residents of properties where new parking restrictions of one hour or more have been implemented adjacent to their residence.
46. When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.
  47. A standard parking bay on private property is equivalent to a space of 2.4m x 5.4m + an additional 300mm width for any wall or other barrier it abuts.
  48. Driveways or similar on private land leading to a carport or garage which are equivalent to the space of a parking bay are considered to be a parking bay for the purposes of assessing the application.

49. Space that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
50. Parking bays which are being used for purposes other than parking (such as storage of goods) are considered to be a parking bay for the purposes of assessing an application.
51. Transitional Permits will not be issued to
  - (a) Heavy or Long Vehicles;
  - (b) Caravans/Motorhomes/Campervan;
  - (c) Boats;
  - (d) Trailers;
  - (e) Taxis; or
  - (f) Buses.
52. Only residents of the Town of Victoria Park are eligible to apply for a transitional permit.
53. Businesses, visitors, and non-residents are ineligible for a permit.

### Terms and Conditions

54. Each transitional permit is valid for **one** year after which time they will not be renewed or replaced.
55. Each permit can only be used on the vehicle/s shown on the permit.
56. Transitional permits cannot be used in parking bays where parking fees are payable.
57. Transitional permits can only be used in the streets or areas as stated on the permit.
58. Transitional permits provide the user with an exemption to park longer than the allowed limit in sign-posted time limited parking where the time limit is **one** hour or greater.
59. A permit does not guarantee the holder a parking bay.
60. All permits held by the applicant will be revoked without refund if misused.

### Applicable Fees

61. The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
62. The application fee will not be refunded for incomplete or unsuccessful applications.
63. Refunds do not apply for unused permits.

### Community Engagement

64. In the event new or reduced timed parking or paid parking restrictions are introduced into an area, affected residents adjacent to the restrictions shall be notified in writing about the availability of appropriate permits.

### Event Permits

#### Purpose

65. To provide residents and businesses with an exemption to access parking near their properties, on dates which are published on the Optus Stadium website, for events held at Optus Stadium.

#### Maximum Number

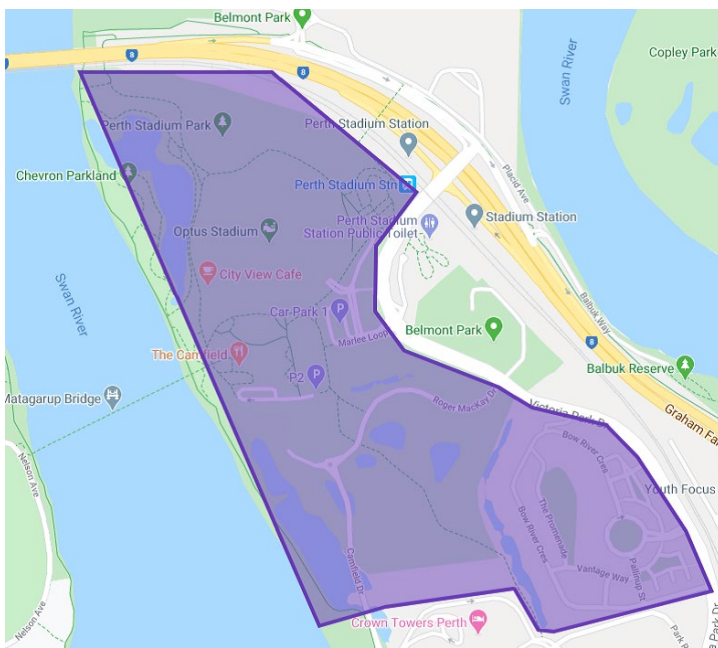
66. An eligible residential or commercial address may apply for a maximum of one permit.

### Application Process

67. To obtain an event permit the applicant must complete the required application form.
68. The application form will not be accepted without payment of the applicable fee.
69. Documents demonstrating that the applicant resides or is registered at the address stated in the application form, are required to be provided along with the application form.

### Eligibility Criteria

70. The applicant must reside or be a registered business in the Burswood Peninsula, in Town of Victoria Park's local government area, and within the indicated area shown in the map below.



71. Event Permits will not be issued to:
  - (a) Heavy or Long Vehicles;
  - (b) Caravans/Motorhomes/Campervans;
  - (c) Boats;
  - (d) Trailers;
  - (e) Taxis; or
  - (f) Buses.

### Terms and Conditions

72. Each event permit is valid for **one** year and will expire 12 months after the date of issue.
73. Event permits cannot be used in parking bays where time restrictions apply or where parking fees are payable.
74. Event permits can only be used in the streets or areas as stated on the permit.
75. A permit does not guarantee the holder a parking bay.
76. Vehicle registration details on the digital permit system must always be up to date.
77. Each permit can only be used on the vehicle shown on the permit.
78. Permits will be revoked without refund if misused.

### Applicable Fees

79. The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
80. The application fee will not be refunded for incomplete or unsuccessful applications.
81. Refunds do not apply for unused permits.

### Support Worker Permit

#### Purpose

82. To provide registered support workers attending residents with limited onsite parking, an exemption to access parking near the resident's property where certain sign-posted restrictions are in place to assist with the provision of care.

#### Maximum Number

83. An eligible resident may apply for a maximum of **one** (1) permit.
84. Application Process To obtain a support workers permit the applicant must complete the required application form.
85. The application form will not be accepted without payment of the applicable fee.
86. Documents demonstrating that the applicant resides or is registered at the address stated in the application form, are required to be provided along with the application form.
87. Documents demonstrating the need for care by a registered support worker and the care schedule is required to be provided along with the application form.

### Eligibility Criteria

88. Only residents of the Town of Victoria Park are eligible to apply for a permit on behalf of their support worker.
89. The support worker must be registered with an accredited provider.

### Terms and Conditions

90. Where support is ongoing, a support worker permit is valid for **one** year and will expire 12 months after the date of issue.
91. Where support is short-term, a support worker permit is valid for the time specified as part of the permit conditions.
92. Support worker permit cannot be used in parking bays where time restrictions of less than two (2) hours apply or where parking fees are payable.
93. Support worker permits can only be used in the streets or areas as stated on the permit and during periods when care is required.
94. A permit does not guarantee the holder a parking bay.
95. Vehicle registration details on the digital permit system must always be up to date.
96. Each permit can only be used on the vehicle shown on the permit.
97. Permits will be revoked without refund if misused.
98. Permits will not be issued to:
  - (a) Heavy or Long Vehicles;
  - (b) Caravans/Motorhomes/Campervans;

- (c) Boats;
- (d) Trailers;
- (e) Taxis; or
- (f) Buses.

### Applicable Fees

99. The application fee as stated in the Town's Schedule of Fees and Charges is required to be paid before an application will be accepted.
100. The application fee will not be refunded for incomplete or unsuccessful applications.
101. Refunds do not apply for unused permits.

### Discretionary Authority

102. Notwithstanding any other provisions which restrict the number of permits that may be issued, the Chief Executive Officer may approve the issue of additional permits, to any resident or business, under such conditions as the Chief Executive Officer considers necessary.

## Related documents

[Town of Victoria Park Vehicle Management Local Law 2021](#)

<b>Responsible officers</b>	Coordinator Parking and Rangers
<b>Policy manager</b>	Manager Business Services
<b>Approval authority</b>	Council
<b>Next evaluation date</b>	May 2028

## Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	09/10/2012	Council		Item 14.4
2	Reviewed	09/07/2013	Council		Item 10.1
3	Reviewed	11/08/2015	Council		Item 10.1
4	Reviewed	20/08/2019	Council	184/2019	Item 10.1
5	Reviewed and amended	21/04/2020	Council	384/2020	Item 15.6
6	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5

7	Administratively amended	24/08/2023	Delegation		
8	Reviewed and amended	15/10/2024	Council	258/2024	Item 11.3
9	Reviewed and amended	19/05/2026	Council	68/2026	Item 11.3

