

Policy number	Policy 351
Policy title	Parking permits
Strategic outcomes supported	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

Terms and conditions of residential permits

Purpose

4. To provide residents with limited onsite parking with an exemption to access parking near their properties that has sign-posted restrictions.

Maximum Number

5. 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.
6. Each permit may list up to three vehicle registrations, however, the permit may only be used by one vehicle at any one time.
7. 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

8. To obtain a Residential Permit the applicant must complete the required application form.

9. The application form will not be accepted without payment of the applicable fee.
10. Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
11. The application form must include documents demonstrating 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.
12. A replacement or transfer form is required to be completed and submitted with the required documentation and fee before a replacement permit will be issued.

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,
 - c. Boats,
 - d. Trailers,
 - e. Taxi's, 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 permit.

Terms and Conditions

21. Each Residential Permit is valid for one year.
22. Each permit can only be used on the vehicle/s shown on 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 or areas as 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 1 hour 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. Lost or stolen permits will be replaced on application subject to the payment of the applicable fee.
29. Permits must be clearly displayed through the front windscreen of the vehicle at all times.
30. All permits held by the applicant will be revoked if misused, copied or sold to a third party.

Applicable Fees

31. 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.
32. The application fee will not be refunded for incomplete or unsuccessful applications.
33. The replacement or transfer fee as stated in the Town's Schedule of Fees and Charges is required to be paid before a replacement permit will be issued.
34. Refunds do not apply for unused permits

Discretionary Authority

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

Terms and conditions of transitional permits

Purpose

36. To provide a period of up to one year for residents to make alternative arrangements if there is inadequate on-site parking available.

Maximum Number

37. An eligible residential property may apply for a maximum of three Transitional Permits.
38. Properties with 2 or less onsite parking bays are eligible for up to three Transitional Permits.
39. Properties with 3 onsite parking bays are eligible for up to two Transitional Permits.
40. Properties with 4 onsite parking bays are eligible for one Transitional Permits.
41. Properties with 5 or more onsite parking bays are ineligible for Transitional Permits.

Application Process

42. To obtain a Transitional Permit the applicant must complete the required application form.
43. The application form will not be accepted without payment of the applicable fee.
44. Documents demonstrating that the applicant resides in the Town are required to be provided along with the application form.
45. The application form must include documents demonstrating:

46. 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.
47. 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.
48. One application form can be submitted for up to 3 permits.
49. A replacement form is required to be completed and submitted with the required documentation and fee before a replacement permit will be issued for any lost or stolen permits, or stolen vehicles.
50. Transitional Permits cannot be transferred between vehicles.

Eligibility Criteria

51. Transitional Permit's may be issued to residents of properties where new parking restrictions have been implemented adjacent to their residence.
52. When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.
 - a. 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.
 - b. 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.
 - c. Space that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
 - d. 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.
53. Transitional Permits will not be issued to
 - a. Heavy or Long Vehicles,
 - b. Caravans,
 - c. Boats,
 - d. Trailers,
 - e. Taxi's, or
 - f. Buses,

54. Only residents of the Town of Victoria Park are eligible to apply for a permit.
55. Businesses, visitors and non-residents are ineligible for a permit.

Terms and Conditions

56. Each Transitional Permit is valid for one year after which time they will not be renewed or replaced.
57. Each permit can only be used on the vehicle shown on the permit.
58. Transitional Permits cannot be used in parking bays where parking fees are payable.
59. Transitional Permits can only be used in the streets or areas as stated on the permit.
60. 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 1 hour or greater.

61. A permit does not guarantee the holder a parking bay.
62. Lost or stolen permits will be replaced on application subject to the payment of the applicable fee.
63. All permits held by the applicant will be revoked if misused, copied or sold to a third party.

Applicable Fees

64. 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.
65. The application fee will not be refunded for incomplete or unsuccessful applications.
66. The replacement fee as stated in the Town's Schedule of Fees and Charges is required to be paid before a replacement permit will be issued.
67. Refunds do not apply for unused permits

Discretionary Authority

68. Notwithstanding any other provisions which restrict the number of Transitional Permits that may be issued, the Chief Executive Officer may approve the issue of additional Residential Permits, to any resident, under such conditions as the Chief Executive Officer considers necessary.

Terms and conditions of event permits

Purpose

69. 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

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

Application Process

71. To obtain an Event Permit the applicant must complete the required application form.
72. The application form will not be accepted without payment of the applicable fee.
73. 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

74. 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 Map 1 .
75. Event Permits will not be issued to:
 - a. Heavy or Long Vehicles,
 - b. Caravans,
 - c. Boats,
 - d. Trailers,
 - e. Taxi's, or
 - f. Buses.

Terms and Conditions

- 76. Each Event Permits is valid for one year.
- 77. Event Permits cannot be used in parking bays where time restrictions apply or where parking fees are payable.
- 78. Event Permits can only be used in the streets or areas as stated on the permit.
- 79. All Event Permits expire 12 months after the date of issue.
- 80. A permit does not guarantee the holder a parking bay.
- 81. Vehicle registration details on the digital permit system must always be up to date.
- 82. Each permit can only be used on the vehicle shown on the permit.
- 83. Permits will be revoked if misused, copied or sold to a third party

Applicable Fees

- 84. 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.
- 85. The application fee will not be refunded for incomplete or unsuccessful applications.
- 87. The replacement or transfer fee as stated in the Town’s Schedule of Fees and Charges is required to be paid before a replacement permit will be issued.
- 88. Refunds do not apply for unused permits

Discretionary Authority

- 89. Notwithstanding any other provisions which restrict the number of Event Permits that may be issued, the Chief Executive Officer may approve the issue of additional Event 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

Responsible officers	Coordinator Parking and Rangers Supervisor – Parking
Policy manager	Manager Business Services
Approval authority	Council
Next evaluation date	April 2024

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		