



Licensed Parking in Perth

A guide for commercial property owners about licensing their parking bays for the year 2011-12

The *Perth Parking Management Act 1999* requires that all non-residential parking bays within the Perth Parking Management Area (see area map on back page) be licensed with a fee paid where liable. Under the Act, if you are the owner or manager of a property within the Perth Parking Management Area, then you are responsible for ensuring you hold a valid parking licence.

This leaflet will guide you through the application process, but it is not intended to be a complete statement of the law and must not be construed to waive or modify any of your legal obligations under the Act. If it does not answer all your questions about the process, please contact the Perth Parking Information Line on 9264 7855.

Why have a parking management policy?

The policy is part of a wide-ranging plan to preserve Perth's air quality, reduce traffic congestion, improve pedestrian safety, free up short-term shopper parking and create a central city environment that is both economically and environmentally healthy.

Revenue from the parking licence fees is used to fund a range of transport services within central Perth, including the CAT (Central Area Transit) bus service, the Free Transit Zone and improvements for pedestrians and cyclists. These services and facilities benefit each property owner either directly or indirectly by helping to deliver an accessible and sustainable transport system in central Perth.

Does this apply to residential properties?

Parking bays associated exclusively with private residential use do not need to be licensed.

Parking bays provided for a mix of residents and non-residents must be licensed, but residents do not have to pay a fee for their residential parking bays.

The Department of Transport's role

The Department of Transport is responsible for the administration of the Act and for ensuring that all non-residential parking within the Perth Parking Management Area is licensed. The Department has compliance officers that have the power to inspect properties and collect information for the purpose of enforcing the Act.

The Office of State Revenue's role

The Office of State Revenue is responsible for revenue collection and administration of the licensing system on behalf of the Director General - Transport. The Office of State Revenue can be contacted on 9262 1223.

A STEP-BY-STEP GUIDE

Applications

STEP 1

Toward the end of May each year, property owners in the Perth Parking Management Area will receive by post an application or a renewal notice for their parking licence. If you own property in this area and you permit non-residential parking on it, then you must apply for or renew a parking licence.

Before obtaining a licence for short or long stay public parking, you must have a planning approval granted by the relevant planning authority.

Please complete the attached application and statutory declaration form and return it to the Office of State Revenue as soon as possible if you have (or think you have) planning approval for your parking bays.

Determine how many parking spaces you wish to use for non-residential purposes and return the licence application with the following information:

- Your name and address.
- The address of your parking facility.
- The maximum number of parking bays available on your property for each category of parking bay (see below for parking bay categories).
- The period for which you want the licence.
- The number of bays you wish to license for each category of parking bay.

If you think that you will not use your total parking bay entitlement, you can choose to only license those bays you intend to use but you still need to inform us of the total number of bays you have. Keep in mind that the total number of vehicles parked on your property at any one time will not be able to exceed the number of parking bays that you have licensed.

STEP 2

You will be issued with an assessment notice telling you:

- The number of licensed bays per category.
- The total licence fee payable.
- Payment options, for example full payment or instalment amounts with due dates.

You must make payment by the date shown on your assessment.

STEP 3

When the fee is received, your parking licence will be issued to you.

If you think there is an error in your assessment

If you believe your assessment is incorrect, telephone the Office of State Revenue as most corrections can be made over the telephone.

Renewals

All property owners that have a current parking licence will be sent a new assessment each year based on the existing license details. When payment has been received, a new licence will be issued.

Varying your licence

STEP 1

If you want to vary the number of licensed parking bays within your property's maximum allowance, you need to advise the Office of State Revenue by email or post before the change of use occurs.

If you want to increase the total number of parking bays on your licence beyond the approved maximum or you want to vary the mix of parking types, you must have a new or revised planning approval from the relevant planning authority.

STEP 2

You will be issued with an amended assessment listing any changes to the number of licensed bays, categories and licence period, along with the amended licence fee.

If your licence fee increases, your new assessment will show the amount payable and the payment options offered. If the variation results in a reduced licence fee, the amended assessment will show your refund amount.

STEP 3

When your payment has been received, you will be issued with your amended licence.

If you sell or acquire property

When a property changes ownership, the new owners must notify the Office of State Revenue. Upon request from the vendor, licence fee credits may be transferred between parties however this will only be permitted where sufficient credit exists.

Please note the legislation does not provide for transfer of liability between parties.

Parking bay categories and fees

Fees are charged in line with the Perth Parking Management Regulations 1999 Schedule 2 Item 11.

For non-residential parking bays (including tenant parking) that are not available to the general public but are available for use for purposes other than listed as exemptions below - \$616.30 per bay per annum.

For public parking bays available for long stays - \$616.30 per bay per annum.

For public parking bays only available for short stays - \$584.30 per bay per annum.

For on-street parking bays - \$584.30 per bay per annum.

There are no fees for motorcycle bays.

If you have five or less fee liable parking bays on your property, you do not have to pay a fee but you must still license the bays.

Strata titled property will be assessed as a single property and it is up to the owner(s) or strata manager to determine how payment of the license fee is managed.

Exemptions

The following parking bay categories need to be licensed, but are exempt from fees:

- E.1** Residential parking bays.
- E.2** ACROD parking bays – set aside for people with a disability.
- E.3** Residential parking bays within a commercial facility - leased to City of Perth residents.
- E.4** Loading/unloading parking bays – used solely by vehicles engaged in unloading or loading goods or passengers.
- E.5** Community service parking bays – used solely by vehicles used for patient transportation, delivery of health supplies and/or meals to the elderly and/or a hospital.
- E.6** Display vehicle parking bays – used solely by vehicles that form part of a display.
- E.7** Bus layover parking bays – used solely by passenger buses during layover periods.
- E.8** Emergency vehicle parking bays – used solely by ambulances, police and fire brigade vehicles in response to emergencies.
- E.9** Servicing vehicle parking bays – used solely for servicing, inspecting, repairing, fuelling or maintaining vehicles.
- E.10** Stock vehicle parking bays – used solely by vehicles that form part of the stock of motor vehicle dealers licensed under the *Motor Vehicle Dealers Act 1973*.
- E.11** Place of worship/church parking bays – bays that are not used for financial gain and are set aside for the exclusive use of staff and visitors to religious organisations.
- E.12** Parking bays at public parks/recreational land – bays provided free of charge for people using the parklands for recreational purposes only.

Making payments

Your assessment notice will provide you with information on how to make payments.

Penalties for non-compliance

If you do not hold a valid parking licence and you permit non-residential parking on your property, you could be liable for a maximum daily penalty of \$5,000.

General enquiries

For further information regarding the *Perth Parking Management Act 1999*, telephone the Perth Parking Information Line on 9264 7855 or write to:

Department of Transport
PO Box C102
PERTH 6839

Email: parking@transport.wa.gov.au

Website: www.transport.wa.gov.au/perthparking

Payment and licence fee enquiries

For enquiries regarding calculation of licence fees and/or payment, please contact the Office of State Revenue on 9262 1223 or write to:

Office of State Revenue
GPO Box T1600
PERTH WA 6845

Email: perthparking@dtf.wa.gov.au

