



# Licensed Parking in Perth

## A guide for commercial property owners about licensing their parking bays for the year 2010-11

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On 16 July 1999, the Perth Parking Management Act came into effect, requiring the licensing of all non-residential parking bays within the Perth Parking Management Area (see *area map on back page*).

If you own non-residential property with parking bays in the Perth Parking Management Area, you are required by the Perth Parking Management Act 1999 (the Act) to submit a licence application supported by certain documents.

This leaflet will guide you through the application process, but is not intended to be a complete statement of the law and must not be construed to waive or modify any legal obligations in the Act. If it does not answer all your questions, please contact us and we will be pleased to assist in any way we can.

### **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 city environment that is both economically and environmentally healthy.

Funds raised from licence fees are used to operate and expand the popular Perth CAT bus system that provides a convenient, quality service for those who visit or work in the city.

### **Penalties for non-compliance**

It is an offence to permit non-residential parking within the Perth Parking Management Area without holding a valid parking licence. The maximum daily penalty is \$5,000.

### **Does this apply to residential properties?**

Parking associated exclusively with private residential use does 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.

### **Office of State Revenue's role**

The Office of State Revenue administers the licensing system and collects revenue for the Director General of the Department of Transport.

# A STEP-BY-STEP GUIDE

## Initial applications

### STEP 1

The Office of State Revenue will post applications for parking bay licences to all property owners in the Perth Parking Management Area. If you own land or a building within this area and you permit non-residential parking on your property, then you must apply for a licence.

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. If you require assistance, please contact the Perth Parking Information Line on 9264 7855.

Decide how many parking spaces you wish to use 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

The period for which you want the licence

The number of bays you wish to license for each category of parking bay

If your building is vacant, but parking bays are being used, you must license them.

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

You can choose not to take up your total parking bay entitlement if some bays are not being used, but you should inform us of the total number of bays that you have.

### STEP 2

The Office of State Revenue will issue 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 payment date shown on your assessment.

### STEP 3

When the fee is received, the Office of State Revenue will issue the parking licence.

**If you think there is an error in your assessment ...**

... advise the Office of State Revenue by telephone. Most corrections can be made over the phone.

## Renewals

For renewals, the Office of State Revenue will send an assessment to all property owners who have a current parking licence. The assessment will be based on your current parking details. When you pay the licence fee, you will receive the renewed licence.

## Varying your licence

### STEP 1

If you wish to vary your number of licensed parking bays, advise the Office of State Revenue by email, fax or mail before the change of usage occurs.

Before increasing the total number of parking bays on your licence or varying the mix of parking types, you must have new or revised planning approval from the relevant planning authority .

### STEP 2

The Office of State Revenue will issue an amended assessment listing any changes to the number of licensed bays, categories and licence period, along with a calculation of the amended licence fee.

In the case of an increase in fees, the amended assessment will show the amount payable and new payment options offered. Where the variation results in a reduced licence fee, the amended assessment will show the refund which the Office of State Revenue will send you.

### STEP 3

When payments have been made you will receive your amended licence.

#### **If you sell or acquire property**

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.

## Fees and exemptions

Bays for short stay public parking (including bays located on streets) - \$567.20 per bay per annum.

Bays for long stay public parking - \$598.30 per bay per annum

Bays for tenant parking (non-residential parking that is not available to the general public but is available for use for purposes other than listed below) - \$598.30 per bay per annum.

Bays for parking motorcycles - Nil.

Bays for parking motor vehicles or motorcycles (where the maximum number of chargeable parking bays on the lot does not exceed 5) - Nil.

Strata titled property will be assessed as a single property.

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

- E.1** Residential parking bays
- E.2** ACROD parking bays - identified and set aside for people with disabilities.
- E.3** Residential parking bays within a commercial facility - leased to residents of the City of Perth who do not have access as a resident of the City to exempt parking facilities.
- E.4** Loading/unloading parking bays - identified as being solely for vehicles engaged in unloading or loading goods or passengers.
- E.5** Community service parking bays - set aside solely for a vehicle being used for patient transportation, health supplies delivery and meals delivery to the aged and/or a hospital.
- E.6** Display vehicle parking bays - used for a vehicle that forms part of a display.
- E.7** Bus layover parking bays - set-aside for the use of passenger buses during lay over periods.
- E.8** Emergency vehicle parking bays - used solely for parking an ambulance being used for operational purposes or a vehicle being used for operational purposes by a member of the Police Force or a member of the Fire Brigade.
- E.9** Servicing vehicle parking bays - used solely for servicing, inspecting, repairing, fuelling or maintaining vehicles.
- E.10** Stock vehicle parking bays - used solely for a vehicle that forms part of a stock of business of a motor vehicle dealer who holds a licence under the Motor Vehicle Dealers Act 1973.

## Making payments

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

## 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 appointed inspectors who have the power to inspect properties and collect information for the purpose of enforcing the Act.

## Further information

For further information, contact the Perth Parking Information Line on 9264 7855 (8.30am to 4.30pm Monday to Friday). If the line is busy, leave your number and they'll call you back promptly.

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: [parking@transport.wa.gov.au](mailto:parking@transport.wa.gov.au)

Website: [www.transport.wa.gov.au/perthparking](http://www.transport.wa.gov.au/perthparking)



Government of **Western Australia**  
Department of **Transport**