



# Licensed parking in Perth

## A guide to licensing non-residential parking bays 2020-21



The *Perth Parking Management Act 1999* (the Act) requires that **all non-residential** parking bays within the Perth Parking Management Area be licensed with a fee paid where liable. A map of the area is available overleaf.

**If you are the owner or the property manager of a property within the Perth Parking Management Area, 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 you have questions about the process, please contact the Perth Parking Information Line on (08) 6551 6108 or email [parking@transport.wa.gov.au](mailto:parking@transport.wa.gov.au).

### Why does Perth have a parking management policy?

The policy is part of a wide-ranging plan to reduce traffic congestion, increase pedestrian safety, free up short-term shopper parking and improve the transport system for those who travel to, from and within central Perth.

Revenue raised by parking bay licence fees has been used to implement a range of initiatives to help to deliver a more balanced transport system in central Perth. As well as provision of the Free Transit Zone and Central Area Transit (CAT) bus system, licence revenue has been used to fund:

- extensions to cycle paths;
- improvements for pedestrians;
- implementation of bus priority lanes;
- an upgraded traffic management system;
- road works to improve bus efficiency; and
- contributions to other significant transport infrastructure and initiatives such as the Perth Busport and the Northbridge bus layover.

A more balanced and sustainable transport system benefits all property owners either directly or indirectly by reducing the impact of congestion and by ensuring the central area remains accessible to all users.

### Who is responsible for the policy?

#### Department of Transport

The Department of Transport is responsible for the administration of the Act and for ensuring that parking within the Perth Parking Management Area is licensed.

The Department has compliance officers with the power to inspect properties and collect information for the purpose of enforcing the Act.

For further information regarding the *Perth Parking Management Act 1999*, please contact Perth Parking on [parking@transport.wa.gov.au](mailto:parking@transport.wa.gov.au) or write to:

Department of Transport  
PO Box C102  
PERTH WA 6839

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

#### Office of State Revenue

For enquiries regarding calculation of licence fees and/or payment, please contact the Office of State Revenue on (08) 9262 1223, submit a web enquiry via [www.osr.wa.gov.au/perthparkingenquiry](http://www.osr.wa.gov.au/perthparkingenquiry) or write to:

Office of State Revenue  
GPO Box T1600  
PERTH WA 6845



Current as of June 2020

## New licence applications / licence renewals

### Step 1

#### New licence applications

If a property in the Perth Parking Management Area contains non-residential parking and is either a new property or is one that does not already hold a licence, the property owner needs to obtain a licence.

If this situation applies to your property, please complete an application form and return it to the Office of State Revenue as soon as possible. Please note that you must have a planning approval granted by the relevant planning authority. If you do not have a planning approval, please contact the Department of Transport.

If you think that you will not use your total parking bay entitlement, you can choose to only license those bays that 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 premises at any one time cannot exceed the number of parking bays that you have licensed for use. If you want a licence for less than the full 12 months, please note on the application form the period for which you want the licence.

#### Licence renewals

Toward the end of the financial year, property owners in the Perth Parking Management Area who already have a licence will receive a proposed licence renewal notice by post.

Fees are due and payable for each financial year or period for which the licence applies.

### Step 2

On receipt of the application form for a new licence, or with the proposed licence renewal sent toward the end of the financial year for existing licences, you will be issued with a notice telling you:

- the number of licensed parking bays per category of parking as described in Schedule 2 of the *Perth Parking Management Regulations 1999*;
- the total licence fee payable; and
- payment options available, for example, full payment or instalment amounts with due dates.

Payment must be made by the date shown on the notice.

Failure to do so may result in the revocation of the instalment option plan and/or the suspension/cancellation of your parking bay licence.

For existing licences, payment of the licence fees will constitute an application for renewal of the licence for the number and type(s) of parking bays for the licence period set out in the notice.

Your licence will not be renewed unless payment of the fees have been received. Failure to pay the licence set out in the Proposed Licence Renewal will mean your licence expires and will no longer be valid. **You can only permit**



parking of vehicles on or in the property if you have a valid licence where the fees, or instalment of the fees have been paid.

It is an offence under the Act for the owner of land or a building in the Perth Parking Management Area to permit parking of vehicles without a parking bay licence.

### Step 3

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

**If you think there is an error in your assessment or notice, please phone the Office of State Revenue as most corrections can be made over the telephone.**

## Varying your licence

### Step 1

To vary the number of licensed parking bays within your property's maximum allowance, you will need to request a Perth Parking Licence Variation Application from the Office of State Revenue.

**This application form will need to be submitted before the change of use occurs.** If you reduce the amount of parking you licence for use, this may be re-instated at a later date.

If you want to increase the total number of parking bays on your licence beyond the approved maximum or vary the mix of parking types, you will generally need a new or revised planning approval from the relevant planning authority before you contact the Office of State Revenue.

Some minor changes such as converting parking to ACROD or loading bays may not need new planning approval. If you are uncertain about your specific situation, please contact Perth Parking on [parking@transport.wa.gov.au](mailto:parking@transport.wa.gov.au)

**Please note the lodgement of a variation application does not affect the liability for payment of your fees by the due date.**

### Step 2

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

If your licence fee changes, your new assessment will show the revised amount payable and the payment options offered. If the variation results in a reduced licence fee on a paid account, the amended assessment will show the revised amount payable and any entitled refund.

### Step 3

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

## Change in property ownership

When a property changes ownership, the new owners must notify the Office of State Revenue within 28 days of the change occurring. 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.

While an owner may nominate a Strata Manager, a Property Manager or any other relevant individual to receive licence assessment and renewals, the responsibility for licensing still rests with the land or building owner. Therefore, if there is a change to the nominated contact it is important that the Office of State Revenue is advised.

## Strata titled properties

Strata titled properties are assessed as a single property. It is up to the property owners (the body corporate or person nominated by the Strata Manager) to determine how payment of the licence fee is managed.

An individual owner of property within a strata-titled group may not license their property separately from others in the strata group, nor will licence variations be accepted from individual owners in relation to their strata-title properties.

## Penalties for non-compliance

A Parking Compliance Officer has the power to inspect properties and collect information at any reasonable time without notice for the purpose of enforcing the Act.

Compliance officers may issue infringements for breaches of the Act or property owners may face prosecution with a penalty of \$5,000.

Infringements and fines may only be issued to the property owner (or their agent) responsible for the land or building, and not to individual vehicles parked on a site.

## Does this apply to residential properties?

Parking bays in buildings exclusively for private residential use do not need to be licensed.

Parking bays in buildings providing 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.

Parking for hotels and serviced apartments is not considered to be residential parking and must therefore be licensed with the appropriate fee paid.



## Parking bay categories and fees

Licence fees are charged in line with the Perth Parking Management Regulations 1999 Schedule 2 Item 11. The fees are not subject to the Goods and Services Tax (GST).

<b>Non-residential parking bays</b> (including tenant parking) that are not available to the general public but are available for use for purposes other than those listed as exemptions (below) (Note: this includes parking bays set aside for customers of, or visitors to, the premises).	\$1,169.20 per bay per annum.
<b>Long stay public parking bays</b>	\$1,124.40 per bay per annum.
<b>Short stay public parking bays</b>	\$1,038.90 per bay per annum.
<b>On-street parking bays</b>	\$1,038.90 per bay per annum.
<b>Motorcycle bays</b>	No fee

**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 apply for and have a licence for the bays.**

## Exemptions

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

- E.2 ACROD parking bays – set aside for people who hold an appropriate permit as issued by the ACROD Parking Program.
- E.3 Residential parking bays within a commercial facility – leased to residents of the City of Perth or the City of Vincent.
- 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 that are used 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/associated school parking bays – bays which are not used for financial gain and are set aside for the exclusive use of staff and visitors to religious organisations/schools.
- E.12 Parking bays at public parks/recreational land – bays provided free of charge for people using the parklands for recreational purposes only.