

PARKING PERMITS

POLICY

POL-TFT 05

Objective:

To assist residents with the provision of parking for properties with reduced parking and to provide clear advice as to the circumstances where residential parking permits are appropriate.

Statement:

The City of Mandurah ('the City') understands the need to facilitate reasonable offsite parking whilst recognising the demands of various other users for parking for residents. As such, this policy defines the criteria by which the City will allocate residential parking permits and the process by which permits will be considered.

1. Application and Relevant Information

An application for a parking permit must be made on the Prescribed Form, be accompanied by the Prescribed Fee, and include all relevant information as requested, including but not limited to:

For Residential Parking Permits:

- (i) proof of residency (such as drivers licence, utilities invoice and rental agreement);
- (ii) total number of vehicles to be kept at applicants dwelling; and
- (iii) details of existing on-site car parking bays.

2. Prescribed Fee

- (1) Council shall review and adopt their fees on an annual basis.
- (2) A replacement permit fee applies if a permit is lost or stolen prior to the expiry date.

3. Residential Parking Permits

- (1) Maximum number of permits

Subject to clause 4(b), a maximum of two (2) Residential Parking Permits will be issued to each residential dwelling in accordance with the *City of Mandurah Parking and Parking Facilities Local Law 2015*.

- (2) Prohibitions

The City shall not issue a Residential Parking Permit;

- a) where sufficient parking can be provided on the land;
 - b) for use by a business or commercial enterprise;
 - c) for use involving any large commercial vehicle greater than one tonne (panel vans and utilities excepted); or
 - d) where untimed parking is available within 200 metres of the residential dwelling.
- (3) Unless otherwise specified on the parking permit, parking permits may be used by residents of the dwelling that the permit applies to and by their visitors.

(4) Extent of Use

While a Resident Parking Permit is issued for specific streets, where a resident can identify a clear need, the City may specify an additional location on the Permit.

4. Conditions of Approval – Single house, group and multiple dwellings

Residential parking permits shall only be issued to the occupier of any single house, group or multiple dwellings, in accordance with the following:

- (a) Submission of the prescribed form declaring that they are the occupier/resident and that insufficient parking is provided on the land where the dwelling is located.
- (b) Subject to paragraph (a) above;
 - (i) where no parking can be provided on the land where a dwelling is situated, up to two residential permits may be issued;
 - (ii) where parking for one vehicle only can be provided on the land where a dwelling is situated, only one residential parking permit may be issued; and
 - (iii) where parking for two or more vehicles can be provided on the land where a dwelling is situated, no residential parking permits will be issued.

5. Discretionary Authority

Notwithstanding any other provisions which restrict the number of parking permits that may be issued, the Chief Executive Officer (CEO) may vary any or all of the requirements subject to the applicant demonstrating or providing written documentation, including but not limited to the following:

For Residential Parking Permits:

- (i) that the owner/user of an additional vehicle permanently resides at the address of the applicant – e.g. where a son or daughter has reached an age that he/she has purchased a vehicle;
- (ii) that there are no alternative means to park anywhere other than on the street;
- (iii) that the current number of residential parking permits, already issued to residents of the street, does not exceed 60% of the total available parking bays in the street; and
- (iv) where in the opinion of the CEO the prescribed fee should not apply then the CEO may waive that fee.

6. Validity Period of Parking Permits

- (1) A residential parking permit shall be valid for a maximum period of one (1) year from the date of issue.
- (2) A parking permit issued by the City does not guarantee that on-street parking will be available to the holder of the parking permit.

7. Retail zone

Due consideration is to be given to the proximity to retail premises prior to any parking permit being provided. Retail business parking needs will be prioritised over the need for residential parking permits.

8. Non-Compliance or Abuse of Parking Permits

- (1) The City reserves the right to revoke a Parking Permit where the holder of the permit does not comply or abuses the conditions of use and/or the Parking Permit.
- (2) A Parking Permit may only be revoked by a person authorised by the CEO and in accordance with Council Delegated Authority.
- (3) Permits may be revoked, provided sufficient evidence is apparent, if permit holders lease/offer their on-site parking bays to others while utilizing a residential parking permit to park their own vehicle on the street.
- (4) Permits cannot be used to park a vehicle that is broken down or otherwise un-roadworthy on a street for a period exceeding one week.
- (5) Where a permit has been used to park vehicles in a specific bay continuously for a period up to one week, the on-street car bay cannot be used again by the permit holder for a minimum of 24 hours.

9. Notices

- (1) The City may give a person to whom a permit has been issued under Part 8 of the Local Law a notice:
 - (a) indicating that the permit may be revoked;
 - (b) explaining the reason why the permit may be revoked; and
 - (c) requiring the person to notify the City within 7 days, of any reason why the permit should not be revoked.
- (2) After the expiry of 7 days from the date of service of the notice referred to in clause (1)(c) above, whether or not a response has been received by the person to whom the permit has been issued, the City may revoke the permit.
- (3) Where the City revokes a permit, it is to notify the person that the permit has been revoked.

10. Right of Appeal

In the event of an Applicant being dissatisfied with the decision of a City Officer, they will have access rights for a review to the Chief Executive Officer in accordance with the Council's Service Complaints Handling Policy / Strategy.

Responsible Directorate:	Sustainable Communities
Reviewer:	Executive Manager Development and Compliance
Creation date:	Minute G.30/7/15, 28 July 2015
Amendments:	Minute G.12/7/19, 23 July 2019
Related Documentation:	Policy POL-CPM 05 Service Complaints Handling Delegated Authority - DA-LWE 07 Authorised Officers City of Mandurah Parking and Parking Facilities Local Law 2015