

Policy number	Policy 351
Policy title	Parking Permits
Strategic outcomes supported	EN2 – A safe, interconnected and well-maintained transport network that makes it easy for everyone to get around. EN3 – A place with sustainable, safe and convenient transport options for everyone.

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 and in alignment with the Town’s Integrated Transport Strategy and Parking Management Plan.

Policy scope:

This policy applies to the issue of parking permits within the Town of Victoria Park.

Policy statement:

Types of permits

1. Residential Permits
2. Transitional Permits
3. Event Permits
4. Business / Commercial Permits
5. Reserved Parking Bay Agreement

Applicable fees and documentation

6. The relevant fee as stated in the Town’s Schedule of Fees and Charges is required to be paid in full on application.
7. The relevant application form must be completed in full.
8. Relevant documentation demonstrating residence, business location and/or vehicle ownership/exclusive rights details must be provided to confirm eligibility.
9. The application fee will not be refunded for incomplete or unsuccessful applications.
10. Refunds do not apply for unused permits.
11. Where permits are found to be misused, refunds will not be provided.

Global Terms and Conditions

12. The Town’s paper permits are being transitioned to digital permits.
13. Digital permits will be self-managed by applicants.
14. Each permit may only be used by the vehicle/s listed against that permit.
15. Permits cannot be used in parking bays where parking fees are payable.
16. Permits can only be used in the streets or areas as stated on the permit.
17. A permit does not guarantee the holder a parking space.
18. All permits held by the applicant will be revoked if misused.

19. Aside from the specific exemption which forms part of the permit, permit holders must comply with the Town of Victoria Park Vehicle Management Local Law 2021. Non-compliance may result in infringement/s being issued. Ongoing non-compliance may result in the permit being revoked and/or enforcement action being undertaken.
20. Permits will not be issued to:
 - a. Heavy or Long Vehicles,
 - b. Caravans/Motorhomes/Campervans,
 - c. Boats,
 - d. Trailers,
 - e. Taxi's, or
 - f. Buses.

Parking Permits

RESIDENTIAL PERMIT

Purpose

21. To provide residents who have limited onsite parking, with an exemption to access parking near their properties, where certain sign-posted restrictions may cause undue impact.

Available Permits

22. Residents who satisfy the eligibility criteria will be provided with **one** residential parking permit.
23. The issue of a permit does not guarantee parking space availability, which is on a first-come first-serve basis.

Eligibility Criteria

24. Only residents of the Town of Victoria Park, who reside adjacent to timed parking restrictions of greater than **one** hour, are eligible to apply for a residential permit.
25. Where there are more than 2 dwellings on a lot, residents of those dwellings are ineligible to apply.

Terms and Conditions

26. Residential parking permits give the user an exemption to park for longer than the sign-posted time limit where the time limit is **one** (1) hour or greater.
27. Residential parking permits apply only in the applicants Residential Permit Parking Area as defined on the Town's website.
28. Due to the mixed nature of property use, residential permits are **not** valid in timed parking along Albany highway.
29. Residential Parking Permits are valid for a period of **one** (1) year from the date of application.

TRANSITIONAL PERMITS

Purpose

30. To provide a period of up to **one** (1) year for residents who have been impacted by the implementation of new parking restrictions, to make alternative arrangements if there is inadequate on-site parking available.

Maximum Number

31. An eligible residential property may apply for a maximum of three (3) Transitional Permits.

32. Properties with 2 or less onsite parking bays are eligible for up to three (3) Transitional Permits.
33. Properties with 3 onsite parking bays are eligible for up to two (2) Transitional Permits.
34. Properties with 4 onsite parking bays are eligible for one (1) Transitional Permits.
35. Properties with 5 or more onsite parking bays are ineligible for Transitional Permits.

Eligibility Criteria

36. Transitional Permit's may be issued to residents of properties where new parking restrictions have been implemented adjacent to their residence.
37. When assessing how many onsite parking bays are available the following criteria for a parking bay will be followed.
 - g. 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.
 - h. 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.
 - i. Space that could reasonably be converted into parking are considered to be a parking bay for the purposes of assessing the application.
 - j. 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.

Terms and Conditions

38. Each Transitional Permit is valid for **one** year only and will not be renewed or replaced.

EVENT PERMITS

Purpose

39. To provide residents and businesses with an exemption to access on-street parking near their properties, on dates which are published on the Optus Stadium website, for events held at Optus Stadium.

Maximum Number

40. An eligible residential or commercial address may apply for a maximum of **one** (1) permit.

Eligibility Criteria

41. 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.

Terms and Conditions

42. Event Permits cannot be used in parking bays where time restrictions apply or where parking fees are payable.
43. Vehicle registration details on the digital permit system must always be up to date.

BUSINESS / COMMERCIAL PERMITS

Purpose

44. To provide a variety of parking options in support of local businesses:
 - a. Loading Zone

- b. Private parking bay (parking bay rental)
- c. Commercial (annual)

Maximum Number

- 45. An eligible commercial address may apply for a maximum of **one** permit.

Loading Zone

- 46. To provide business with non-commercial vehicle use, loading zone parking bays for picking up or setting down of goods.

Terms and Conditions

- 47. Restricted to non-commercial vehicles.
- 48. Loading Zone Permits cannot be used in parking bays where time restrictions apply or where parking fees are payable.
- 49. Loading Zone Permits can only be used in streets or areas as stated on the permit. Restricted to one of the Town's Loading Zones.
- 50. Standard Loading Zone restrictions apply (see Vehicle Management Local Law 2021).

Private Bay

- 51. To provide business allocated parking bays in one of the Town of Victoria Park's car parks.
- 52. The vehicle is only permitted to park in the Reserved Bay once a valid digital permit is confirmed.
- 53. Permit holders must park in the specifically allocated bay. Non-compliance may result in an infringement.
- 54. Allocated bays may be subject to change. Advise of such a change will be provided in writing.
- 55. If a Reserved Bay Permit holder is unable to park in their designated bay due to an unauthorised vehicle being parked there, the permit holder is subject to the restrictions of the carpark.
 - a. The permit holder must notify the Town should their allocated bay be unavailable and provide relevant details of the offending vehicle.
- 56. A parking permit may be cancelled by the Permit Holder by providing a minimum of thirty (30) days written notice to Town of Victoria Park Parking.
- 57. All fees are inclusive of GST and may be subject to change as part of the Town's annual review of its Schedule of Fees and Charges.
- 58. Minimum Reserved Parking Bay agreement term 1 month.
- 59. Maximum Reserved Parking Bay agreement term 12 months.

Commercial (annual)

- 60. Restricted to businesses with the Town and/or commercial properties with no on-site parking.
- 61. Commercial Parking Permits can only be used in streets or areas as stated on the permit and are restricted to one of the Town's timed parking areas only.

Discretionary Authority

- 62. Notwithstanding any other provisions which restrict the issue of permits, the Chief Executive Officer may approve the issue of any permit listed in this policy, 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

[Parking Management Plan](#)

[Fees and Charges](#)

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



Revision history

Version	Action	Date	Authority	Resolution number	Report number
1	Adopted	09/10/2012	Council		Item 14.4
1	Reviewed	09/07/2013	Council		Item 10.1
1	Reviewed	11/08/2015	Council		Item 10.1
2	Reviewed	20/08/2019	Council	184/2019	Item 10.1
3	Reviewed and amended	21/04/2020	Council	384/2020	Item 15.6
4	Reviewed and amended	12/04/2022	Council	73/2022	Item 15.5
5	Reviewed and amended		Council		Item

