

This Policy replaces all previous policies related to this topic.

Objective

To provide guidance for the issue of Parking Permits, in accordance with *the Town of Cottesloe Parking and Parking Facilities Local Law 2023*.

Types of Permits

- Residential Permits
- Visitor Permits

Terms and Conditions of Residential and Visitor Permits

The CEO or an Authorised Person may in respect of an application for a permit:

1. Approve it;
2. Approve it subject to such conditions the CEO or an Authorised Person considers appropriate;
or
3. Refuse to approve it and provide reasons to the applicant for the refusal.

Purpose

To provide residents (in designated permit parking areas only), with an option to apply for parking permits which will allow them to park near their properties, that has sign-posted restrictions (permit parking only areas).

Residential and Visitor Permits

The residents of property within the designated permit parking area may apply for up to two residential and two visitor parking permits, per property, subject to the consideration of the Assessment Consideration within this Policy. The Chief Executive Officer (CEO) may approve the issue of additional permits to a property, under such conditions and consideration as the CEO considers necessary.

Application Process

1. To obtain a residential parking permit, the applicant must complete the required application form.
2. The application form will not be accepted without payment of the applicable fee (as per the Town's Schedule of Fees and Charges).
3. Documents demonstrating that the applicant resides at the property in which the permit is being applied for are required to be provided along with the application form.

4. The application form must include documents demonstrating that the vehicles subject to the application are owned by, or exclusively accessible to the applicant, who is also a resident at the applicable address.

Assessment Consideration

When assessing any request for parking permits (Resident or Visitor), the CEO or Authorised Person will have due regard to (but not limited to):

1. The number of parking bays on the property;
2. The number of vehicles registered to the property;
3. The number occupied dwellings on the property;
4. A standard parking bay on a private property is equivalent to a space of 2.4m x 5.4m plus an additional 300mm width for any wall or other barrier it abuts;
5. Driveways on privately owned 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 purpose of assessing the application;
6. 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 the application
7. Residential Permits will not be issued to:
 - a. heavy or long vehicles;
 - b. caravans;
 - c. boats;
 - d. trailers;
 - e. taxi's; or
 - f. buses
8. Only residents of the Town of Cottesloe (in designated permit parking areas only), are eligible to apply for a permit; and
9. Businesses and non-residents are not eligible for a permit.

Terms and Conditions

1. Each residential and visitor parking permit is valid for one year.
2. Each residential permit can only be used on the vehicle shown on the permit.
3. Residential and visitor permits can only be used in the area/street as stated on the permit.
4. Residential and Visitor permits give the user an exemption to park for longer than the sign posted time limit in the area/street stated on the permit.
5. All residential and visitor permits expire 12 months after the date of issue.
6. A permit does not guarantee the holder a parking bay
7. Lost or stolen permits will be replaced on application subject to the payment of the applicable fee.
8. Permits must be clearly displayed through the front windscreen of the vehicle at all times.
9. All permits held by the applicant will be revoked if misused, copied or sold to a third party.

Cancellation of a Permit

A parking permit may be cancelled by the CEO or an authorised person if the permit holder has not complied with –

- a. a condition of the permit; or
- b. a provision of any written law which may relate to the activity regulated by the permit.

The CEO or authorised person shall give written notice by serving a notice on the eligible person to whom the permit was issued.

After fourteen days of serving the notice referred to in clause (2), the CEO or authorised person may cancel the permit.

If a permit is cancelled, the permit holder -

- a. must in the case of a written permit, return the permit to the local government as soon as practicable; and
- b. is taken to have forfeited any fees paid in respect of the permit.

Replacement of a Permit

The CEO or an authorised person may issue a replacement permit where an application is made and is accompanied by supporting documentation and the relevant fee.

Applicable Fees

All fees are as per the Town's Schedule of Fees and Charges.

Document Control

Council Policy Number:	POL/118	Council Adoption Date:	25/07/2023
Policy Area:	Occupational Safety and Health	Version Number:	V1
Responsible Officer:	Director Development and Regulatory Services	Amendment Dates:	
		Next Review Date:	31/07/2026

Reference: *Strategic Community Plan 2013-2023*
Priority Area: 2 – Achieving Connectivity between East and West Cottesloe
Major Strategy: 2.4

Corp. Business Plan 2020-2024
Priority Area: 2.4 – Develop an ‘Integrated Transport Strategy’ that includes cycling, park and ride, public transport and parking management strategies to meet the needs of pedestrians, cyclists and other non-vehicular traffic.