

## RESIDENT / VISITOR PARKING PERMITS FOR JOONDALUP CITY CENTRE

<b>STATUS:</b>	<b>City Policy</b> - <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i>  <i>City policies are developed by the Policy Committee and/or the administration and adopted by Council.</i>
<b>RESPONSIBLE DIRECTORATE:</b>	Corporate Services
<b>OBJECTIVE:</b>	To provide for the issue and management of parking permits for use by eligible residents and their visitors for properties in designated areas of the Joondalup City Centre affected by parking restrictions.

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### STATEMENT:

The City recognises that the introduction of parking restrictions may adversely affect the amenity or lifestyle of residents who live in residential areas of the City Centre.

As such, residents may apply for a permit that exempts their vehicle(s) from parking restrictions in the affected area. The permit will allow residents, or their visitors, to park in their street, the adjacent street or in any street in an area designated for the use of 'authorised vehicles' in accordance with the conditions of the permit. Their visitors will be afforded the same privileges by use of a Visitors Parking Permit that is issued under authority from the City.

### General conditions

- Each residential address will be entitled to apply for an initial allocation of up to 5 free permits in any combination of resident or visitor type. Resident permits may only be used on the vehicle to which it is allocated. Visitor permits may be shared or loaned between households by mutual arrangement.
- Residents may apply for any number of additional permits per year of any type. Additional permits will incur a fee as varied by Council from time to time. The City reserves the right to cap the total number of permits issued to any individual residence.
- Permits issued to residents on the eastern side of Lakeside Drive and whose properties face Lakeside Drive will be valid for Lakeside Drive ticket parking areas and for the adjacent residential streets to the east.
- Permits issued to residents for streets other than Lakeside Drive will not be valid on Lakeside Drive in the fee paying areas.

- Livered emergency response vehicles on active duty may park freely in controlled permit locations.

### **Resident Permits**

- 1 A Resident Parking Permit will be valid to a maximum period of one year expiring on 31 December in the year of issue after which the permit will be renewed on application.
  - 2 A Resident Parking Permit can be issued on a temporary basis to a maximum period of six months and in any case expiring on 31 December in the year of issue.
  - 3 A Resident Parking Permit will display a permit number, vehicle registration number, vehicle make, date of expiry and the street(s) or area in which the vehicle will be permitted to park.
  - 4 A Resident Parking Permit is to be affixed to the passenger side front windscreen of the vehicle and all details must be clearly visible.
  - 5 A fully completed Resident Parking Permit Application Form must be accompanied by the following documentation:
    - (a) Proof of occupancy such as a copy of the current rates notice or existing lease agreement.
    - (b) Proof of vehicle ownership displaying the residential address indicated on the application.
- Note: If the vehicle is registered to a company then written authorisation, on company letterhead, must be provided indicating that the vehicle can be kept at the address indicated on the application.
- 6 A Resident Parking Permit will not be issued to a vehicle which is classified as any of the following types:
    - (a) a commercial vehicle (with a tare weight greater than 2,500 kgs).
    - (b) a caravan.
    - (c) a bus.
    - (d) a semi-trailer.
    - (e) a tow truck.
    - (f) a tractor.
    - (g) a trailer.
  - 7 A Resident Parking Permit affected by a change of vehicle ownership is to be returned, with supporting documentation relating to the new vehicle, and will be replaced free of charge.

### **Visitor Permits**

- 1 A Visitor Parking Permit is transferable from one vehicle to another and is to be retained by the resident and given to visitors for them to clearly display on the dashboard of their vehicle.

- 2 A fully completed Visitor Parking Permit application must be accompanied by the following documentation:
  - (a) Proof of occupancy such as a copy of the current rates notice or existing lease agreement.
- 3 A Visitor Parking Permit will display a permit number, date of expiry and the street(s) or area in which the vehicle will be permitted to park.
- 4 A Visitor Parking Permit may be used for a maximum of 3 consecutive hours on any of the following vehicle types:
  - (a) a commercial vehicle (with a tare weight greater than 2,500 kgs).
  - (b) a caravan.
  - (c) a bus.
  - (d) a semi-trailer.
  - (e) a tow truck.
  - (f) a tractor.
  - (g) a trailer.

### **General Information**

To limit fraudulent use of permits and to recover a proportion of the cost of administering the scheme, a fee (as varied by Council from time to time) will be charged for each permit issued above 5 permits, of any type in combination.

Renewal of lost, stolen or damaged permits will incur a fee (as varied by Council from time to time) for each replacement.

Resident / Visitor Parking Permits will not apply in areas covered by paid parking or where retail premises and time limited parking applies.

The policies and Local Laws relating to parking of vehicles for people with disabilities are unaffected by this policy.

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Amendments: CJ126-07/08, CJ014-02/09

Related Documentation:

Issued: February 2009



## PARKING SCHEMES FOR SUBURBAN AREAS OUTSIDE OF THE JOONDALUP CITY CENTRE

<b>STATUS:</b>	<p><b>City Policy</b> - <i>A policy that is developed for administrative and operational imperatives and has an internal focus.</i></p> <p><i>City policies are developed by the Policy Committee and/or the administration and adopted by Council.</i></p>
<b>RESPONSIBLE DIRECTORATE:</b>	Corporate Services
<b>OBJECTIVE:</b>	To provide guidelines for the establishment of parking schemes and the issue and management of parking permits in suburban areas outside of the Joondalup City Centre.

### STATEMENT:

The City recognises that there are locations, outside of the Joondalup City Centre, where parking demands may cause a hazard to residents and/or other road users or where the parking is damaging City infrastructure or infrastructure owned by other government agencies.

Parking schemes allow parking issues to be managed. When introduced in suburban areas they will utilise restrictions and prohibitions to manage parking while minimising any detrimental impacts on local residents.

Parking restrictions or prohibitions will be developed to meet the needs of each scheme area and will consist of options including:

- Time restricted parking
- Limited Parking Prohibitions
- Area Wide Prohibitions with Parking Permits

Adopted schemes may utilise a combination of these options to provide for the best parking management outcome.

### Consideration of Parking Schemes

Parking schemes will be considered where it can be demonstrated that parking demands are causing a hazard to residents and/or other road users or where the parking is damaging City infrastructure or infrastructure owned by other government agencies.

## **Determination of Appropriate Parking Scheme**

All proposed parking schemes will be subject to community consultation processes, (particularly with affected residents and stakeholders), prior to any decision of Council to adopt a scheme.

Options posed in the consultation process will be developed at the discretion of City Officers with technical expertise in parking management.

## **Operation of Parking Permits**

- Residents may apply for a permit that exempts their vehicle(s) from parking restrictions in the affected area.
- Permits will allow residents, or their visitors, to park in their street, the adjacent street or in any street in an area designated for the use of 'authorised vehicles' in accordance with the conditions of the permit.
- Visitors will be afforded the same privileges by use of a Visitors Parking Permit that is issued under authority from the City.

## **General conditions**

- Each residential address will be entitled to apply for an initial allocation of up to 3 permits in any combination of resident or visitor type for free. Resident permits may only be used on the vehicle to which it is allocated. Visitor permits may be shared or loaned between households by mutual arrangement.
- Residents may apply for any number of additional permits per year of any type. Additional permits will incur a fee as varied by Council from time to time. The City will review applications for additional permits and assess the applications on their merits. The City reserves the right to limit the number of permits issued to a particular household.
- Livered emergency response vehicles on active duty may park freely in controlled permit locations.

## **Resident Permits**

- 1 A Resident Parking Permit will be valid to a maximum period of one year expiring on 31 December in the year of issue after which the permit will be renewed on application.
- 2 A Resident Parking Permit can be issued on a temporary basis to a maximum period of six months and in any case expiring on 31 December in the year of issue.
- 3 A Resident Parking Permit will display a permit number, vehicle registration number, vehicle make, date of expiry and the street(s) or area in which the vehicle will be permitted to park.

- 4 A Resident Parking Permit is to be affixed to the passenger side front windscreen of the vehicle and all details must be clearly visible.
- 5 A fully completed Resident Parking Permit Application Form must be accompanied by the following documentation:
  - (a) Proof of occupancy such as a copy of the current rates notice or existing lease agreement.
  - (b) Proof of vehicle ownership displaying the residential address indicated on the application.

Note: If the vehicle is registered to a company then written authorisation, on company letterhead, must be provided indicating that the vehicle can be kept at the address indicated on the application.

- 6 A Resident Parking Permit will not be issued to a vehicle which is classified as any of the following types:
  - (a) a commercial vehicle (with a tare weight greater than 2,500 kgs).
  - (b) a caravan.
  - (c) a bus.
  - (d) a semi-trailer.
  - (e) a tow truck.
  - (f) a tractor.
  - (g) a trailer.
- 7 A Resident Parking Permit affected by a change of vehicle ownership is to be returned, with supporting documentation relating to the new vehicle, and will be replaced free of charge.

### **Visitor Permits**

- 1 A Visitor Parking Permit is transferable from one vehicle to another and is to be retained by the resident and given to visitors for them to clearly display on the dashboard of their vehicle.
- 2 A fully completed Visitor Parking Permit application must be accompanied by the following documentation:
  - (a) Proof of occupancy such as a copy of the current rates notice or existing lease agreement.
- 3 A Visitor Parking Permit will display a permit number, date of expiry and the street(s) or area in which the vehicle will be permitted to park.

- 4 A Visitor Parking Permit may be used for a maximum of 3 consecutive hours on any of the following vehicle types
- (a) a commercial vehicle (with a tare weight greater than 2,500 kgs).
  - (b) a caravan.
  - (c) a bus.
  - (d) a semi-trailer.
  - (e) a tow truck.
  - (f) a tractor.
  - (g) a trailer.

### **General Information**

To limit fraudulent use of permits and to recover a proportion of the cost of administering the scheme, a fee (as varied by Council from time to time) will be charged for each permit issued above 5 permits, of any type in combination.

Renewal of lost, stolen or damaged permits will incur a fee (as varied by Council from time to time) for each replacement.

Resident / Visitor Parking Permits will not apply in areas covered by paid parking or where time limited parking applies adjacent to retail premises.

The Policies and Local Laws relating to parking of vehicles for people with disabilities are unaffected by this policy.

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Amendments:	CJ183-08/09
Related Documentation:	
Issued:	August 2009

## PARKING SCHEMES POLICY

<b>CATEGORY:</b>	Council Policy
<b>RESPONSIBLE DIRECTORATE:</b>	Corporate Services
<b>OBJECTIVE:</b>	To describe the circumstances under which Parking Schemes are established in the City of Joondalup.

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### 1. DEFINITIONS

“**parking scheme**” means an area demarcated under the *Parking Local Law 1998* where parking prohibitions or restrictions apply.

### 2. STATEMENT

The City may introduce Parking Schemes by resolution of Council or delegated authority under the *Parking Local Law 1998*. Parking Schemes will be introduced where:

- parking demands are causing a hazard to residents and/or other road users;
- parking is damaging City infrastructure or infrastructure owned by other government agencies; and/or
- parking is having a significant detrimental effect on local amenity.

### 3. DETAILS

#### 3.1. Components of Parking Schemes

- a. Parking Schemes will be developed to meet the needs of each Scheme area and will consist of one, or a combination of the following:
  - time-restricted parking;
  - limited parking prohibitions;
  - area-wide prohibitions; and/or
  - paid parking.
- b. Adopted Schemes will aim to provide for the best parking management outcomes.

#### 3.2. Community Engagement Process

Prior to adoption, proposed Parking Schemes will be subject to a community engagement process, to the satisfaction of the Chief Executive Officer.



### 3.3. Parking Permits

- a. To avoid adverse impacts on local residents, Parking Permit Areas may be established within Parking Schemes.
- b. Residents within Parking Permit Areas will be entitled to apply for Resident and/or Visitor Parking Permits that exempt their vehicle(s) or the vehicle(s) of their visitors from parking restrictions.
- b. Parking Permits will not apply in areas covered by paid parking or where retail premises and time-limited parking applies. This excludes Parking Permits issued to residents whose properties are on the eastern side of Lakeside Drive, facing Lakeside Drive.
- c. A vehicle with a Parking Permit is permitted to park in the area or street shown on the Parking Permit and must comply with the *Conditions of Issue and Use* of the Parking Permit at all times.

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Creation Date: <>

Formally:

- *Parking Schemes for Suburban Areas Outside of the Joondalup City Centre Policy*
- *Resident/Visitor Parking Permit Policy*
- *Resident/Visitor Parking Permits for Joondalup City Centre Policy*

Amendments: CJ126-07/08, CJ014-02/09 CJ183-08/09, <CJXXXX>

Related Documentation:

- *Parking Local Law 1998*
- *Parking Permits — Conditions of Issue and Use*
- *Register of Delegation of Authority*

# Parking Permits

## Conditions of Issue and Use

The following conditions apply to the issue and use of Resident Parking Permits and Visitor Parking Permits within the City of Joondalup.

### General Conditions

1. Each residential address will be entitled to apply for an initial allocation, each calendar year, of up to five (5) free Parking Permits in the City Centre, or three (3) free Parking Permits in suburban areas, in any combination of Resident or Visitor types.
2. Resident Parking Permits may only be used on the vehicle to which they are allocated. Visitor Parking Permits are transferable from one vehicle to another.
3. When a resident no longer occupies the residential address to which the Parking Permit was issued, the Parking Permit will become invalid and must be returned to the City. Failure to return the Parking Permit to the City will result in it being considered as part of the annual allocation of free Parking Permits and will limit the ability for other Parking Permits, for that residential address, being issued free-of-charge during that year.
4. Residents may apply for any number and type of additional Parking Permits each year. Additional Parking Permits will incur a fee as identified in the City of Joondalup Schedule of Fees and Charges. However the City reserves the right to cap the total number of Parking Permits issued to any individual residence.
5. Parking Permits will not apply in areas covered by paid parking or where retail premises and time-limited parking apply. This excludes Parking Permits issued to residents whose properties are on the eastern side of Lakeside Drive, facing Lakeside Drive.

### Resident Parking Permits

1. A Resident Parking Permit will display a Permit number, vehicle registration number, vehicle make, date of expiry and the street(s) or area(s) in which the vehicle is permitted to park.
2. A Resident Parking Permit will be valid for a maximum period of one (1) year or be issued on a temporary basis for a maximum period of six (6) months, expiring on 31 December in the year of issue after which the Permit will be renewed free-of-charge upon application.
3. A Resident Parking Permit must be affixed to the passenger-side front windscreen of the vehicle and all details must be clearly visible at all times.
4. A fully-completed Resident/Visitor Parking Permit Application form must be accompanied by proof of occupancy. Residents who are not property owners must provide the following.
  - a. Copy of the current vehicle ownership details displaying the residential address indicated on the Application.
  - b. Copy of an existing lease agreement (on letterhead paper) or copy of any two (2) of the following documentation:
    - i. Recent Alinta, Synergy or Water Corporation accounts.
    - ii. Western Australia Drivers Licence.
    - iii. Current entry in the Australian Electoral Roll.

**Note:** If the vehicle is registered to a company, then written authorisation, on company letterhead, must be provided, indicating that the vehicle can be kept at the address on the Application.

5. A Resident Parking Permit will not be issued to a vehicle which is classified as any of the following.
  - a. Commercial vehicle (with a tare weight greater than 2,500 kilograms)
  - b. Caravan
  - c. Bus
  - d. Semi-trailer
  - e. Tow-truck
  - f. Tractor
  - g. Trailer
6. A Resident Parking Permit, affected by a change of vehicle ownership, is to be returned, with supporting documentation relating to the new vehicle. The returned Permit will be replaced free-of-charge.

### **Visitor Parking Permits**

1. A Visitor Parking Permit will display a permit number, date of expiry and the street(s) or area(s) in which the vehicle is permitted to park.
2. A Visitor Parking Permit will be valid for a maximum period of one (1) year or be issued on a temporary basis for a maximum period of six (6) months, expiring on 31 December in the year of issue after which the Permit will be renewed free-of-charge upon application.
3. A Visitor Parking Permit is transferable from one vehicle to another and is to be retained by the resident and given to visitors for them to clearly display on the dashboard of their vehicle with all details clearly visible.
4. A fully-completed Resident/Visitor Parking Permit Application Form must be accompanied by proof of occupancy. Residents who are not property owners must provide the following.
  - a. Copy of an existing lease agreement (on letterhead paper) or copy of any two (2) of the following documentation:
    - i. Recent Alinta, Synergy or Water Corporation accounts.
    - ii. Western Australia Drivers Licence.
    - iii. Current entry in the Australian Electoral Roll.
5. A Visitor Parking Permit may be used on any type of vehicle, with the exception of the following vehicles, on which a Visitor Parking Permit must not be used in the same street or general location for more than three (3) consecutive hours.
  - a. Commercial vehicle (with a tare weight greater than 2,500 kilograms)
  - b. Caravan
  - c. Bus
  - d. Semi-trailer
  - e. Tow truck
  - f. Tractor
  - g. Trailer

### **General Information**

1. Failure to comply with these Conditions of Issue and Use may result in the cancellation of the Parking Permit(s). Where non-compliance occurs twice within a one-year period, the Parking Permit holder may have all Parking Permits cancelled and no further Parking Permits will be issued.
2. To limit fraudulent use of Parking Permits and to recover a proportion of the cost of administering the scheme, a fee (as identified in the City of Joondalup Schedule of Fees and Charges) will be charged for each Parking Permit issued in excess of the maximum number of free Permits Permitted for that part of the City, in any type in combination.
3. Renewal of lost, stolen or damaged Parking Permits will incur a fee (as varied by Council from time-to-time) for each replacement.
4. Any Parking Permit which is not in its original condition, as issued by the City, will not be considered valid and vehicles displaying such a Parking Permit may incur an infringement.

For inquiries in relation to Parking Permits please contact City of Joondalup Parking Services on **(08) 9400 4040**.