

Parking Permit Policy

Policy Type: Council Policy

**Policy Owner: Manager Neighbourhood
Amenity**

Policy No. CP- 097

Last Review Date: 11 December 2018

Policy Objectives

To provide clear guidelines for the issue and control of Parking Permits within the City of Melville in accordance with the City of Melville's Parking Local Law and Car Parking Strategy to ensure orderly parking management within the City of Melville.

Policy Scope

To define the eligibility and criteria of residential and visitor parking permits, where under extenuating circumstances, the ability to access minimum required parking on or near properties may be in contravention to sign posted restrictions.

Definitions / Abbreviations Used In Policy

Parking Management Plans (PMP)

PMPs are documents which provide guidance in relation to the management and control of all public and privately owned parking and access to an Activity Centre for a 10 year period.

Council's Minimum Parking Standards

Council's minimum parking standards are outlined under the provisions of the City's Local Planning Scheme No.6, the Residential Design Codes (State Planning Policy 3.1) and/or Council Policy.

Policy Statement

1. Background

All dwellings in the City of Melville have car parking space allocated at development approval stage. Unlike some inner-city areas there is no situation in the City of Melville where a landowner must rely on street parking, as there are no historical examples of the minimum required parking not being provided on site.

Car parking is not a right nor is it free. There is a cost involved in building and maintaining parking spaces. The City seeks financial contributions from businesses and landowners who cannot provide sufficient parking on site in order to provide off-site provision for parking. Traditionally parking restrictions have been put in place to better manage local parking issues. Parking Management Plans are being prepared for all areas of activity in the City of Melville to better manage the parking that is available to residents and visitors.

Residential or visitor permits would usually only be required to be granted where there are existing or proposed car parking restrictions (such as paid or timed parking). Otherwise parking on streets is free and unrestricted (meaning that permits are not required).

2. Application

All requests for a Parking Permit must be made on the prescribed application form. The completed form must be accompanied by the information specified in Clause 2a or b and the prescribed fee.

Applications and relevant information

An applicant is to provide all relevant information as requested, including, but not limited to:

a) Resident Parking Permits

- i. Documents demonstrating that the applicant resides in the City, such as a driver's licence, utilities invoice, or rental agreement.
- ii. Proof of vehicle ownership of the vehicle the subject to the application.
- iii. Details of existing on-site car parking bays or area available to provide parking.
- iv. Written justification as to why the additional parking cannot be provided on the relevant property.

b) Visitor Parking Permits

- i. Documents demonstrating the applicant resides in the City such as a drivers licence, utilities invoice or rental agreement.
- ii. Details of existing on site car parking bays or area available to provide car parking.
- iii. Written justification as to why the additional parking cannot be provided on the relevant property.

3. Prescribed Fee

The Council shall review and adopt fees and charges on an annual basis (refer to current Schedule of Fees and Charges).



4. Assessment of Parking Bays

- a) When assessing the availability of parking on site the following criteria for a parking bay will be followed:
- i. A standard car parking bay on private property is equivalent to a space of 2.4m width x 5.5m length plus an additional 400mm width where located within a structure.
 - ii. Driveways 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.
 - iii. Parking bays which are being used for purposes other than car parking (storage of goods, boats, campervans or trailers) are considered to be a parking bay for the purposes of assessing an application.

5. Residential and Visitor Parking Permits - General

a) Maximum Number of Permits

Subject to Clause 9, a maximum of two (2) Residential and two (2) Visitor Parking Permits will **only** be issued to the residential property in accordance with the City of Melville's Local Law Relating to Parking.

b) Prohibitions

The City shall not issue a Residential or a Visitor's Parking Permit:

- i. Where sufficient parking can be provided on the property;
- ii. For use by a business or commercial enterprise; and
- iii. for:
 - Heavy or Long Vehicles;
 - Caravans;
 - Boats;
 - Trailers;
 - Taxi's; or
 - Buses;
 - Or where area on-site is already utilised by the abovementioned types of vehicles.



c) Permits where Multiple Change of Vehicle Occurs

Where a resident takes home different vehicles from a carpool (or other bona fide scheme where vehicles are changed on a frequent basis) an application can be made to the City for a variation to the issued Parking Permit to enable use of vehicles with different registrations.

d) Extent of Use

While a Resident and/or Visitor Parking Permit is issued for a specific street, where a resident can identify a clear need and is located on a corner property, the City may include the use of the secondary street on the Permit.

6. Assessment Criteria in Granting a Residential Permit for Freehold, Strata or Survey Strata Properties

Residential Parking Permit(s) shall only be issued to the property of a dwelling on a freehold, strata or survey strata property, in accordance with the following:

- a)** Submission of the Prescribed Form declaring that they are the occupier and that parking has not been provided on the land in accordance with the City's minimum standards.
- b)** Subject to paragraph (a):
 - i.** Where no parking can be provided on the land where a dwelling is situated, up to two residential permits will be issued.
 - ii.** Where parking for one vehicle only can be provided on the land where the dwelling is situated, only one Residential Parking Permit will be issued; and
 - iii.** Where parking for two or more vehicles can be provided on a freehold, strata or survey strata property, no Residential Parking Permit will be issued.

7. Assessment Criteria in Granting a Residential Permit for Apartment Developments

- a)** The City will not issue a Residential Parking Permit where the apartment is situated on a property where sufficient parking can be provided on the property in accordance with Council's minimum standards.
- b)** The City will not issue a Residential Parking Permit where the City and developer have determined in the application for approval of development that sufficient parking is available on site. The City shall not issue a Residential Parking Permit to the occupier in respect of any residential apartment where it is later considered that parking for vehicles cannot be provided.
- c)** Where parking bays provided in an apartment development, do not form part of the strata title, but the number of bays is greater, equal or less than the number of residential units, the City shall not issue any Residential Parking Permits.

8. Visitor Parking Permits

Subject to clause 2b, where no parking can be provided on the land beyond that required for the resident and no unrestricted parking within 200 metres of the property, a maximum of two (2) Visitor Parking Permits shall only be issued to the occupier of a Freehold, Strata or Survey Strata Property, except in the case of Apartment developments, where only one (1) Visitor Parking Permit shall be issued as required.

9. Discretionary Authority

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

a) Residential Parking Permits

- i. That the owner/user of an additional vehicle that permanently resides at the address of the applicant.; and
- ii. That the current number of Residential Parking Permits, already issued to residents of that street, does not exceed 60% of the total available parking bays in the street.

b) Visitor Parking Permits

- i. A justifiable basis for the City to issue additional Visitor Parking Permit; and
- ii. That a temporary need exists for an additional Visitor Parking Permit.

10. Validity Period of Parking Permits

- a) A Resident Parking Permit shall be valid for a maximum period of one (1) year from the date of issue and only while the nominated vehicle is registered at the nominated address.
- b) A Visitor Parking Permit shall be valid for a maximum period of one (1) year from the date of issue.

11. Non-Compliance or Abuse of Parking Permits

- a) The City reserves the right to revoke a Parking Permit where the holder of the permit does not comply with, or misuses the conditions of use of, the Parking Permit.
- b) A Parking Permit may only be revoked by a person authorised by the Chief Executive Officer and in accordance with the Council Delegated Authority Register.

12. Right of Appeal

In the event of an Applicant being dissatisfied with the decision of a City Officer, they will have rights to request a review to the Chief Executive Officer.



References that may be applicable to this Policy

Legislative Requirements:	City's Local Planning Scheme No.6, Parking Local Law 2016, the Residential Design Codes (State Planning Policy 3.1),
Procedure, Process Maps, Work Instructions:	N/A
Other Plans, Frameworks, Documents Applicable to Policy:	N/A
Delegated Authority No:	DA 84 – Local Laws Relating to Residential Parking Permits

ORIGIN/AUTHORITY

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