

REGISTRATION OF PRIVATE PROPERTY

Parking Local Law 1999



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OFFICE USE ONLY

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Privacy

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Copyright

I authorise the City of Perth to reproduce any attachments provided with this form for internal purposes only.

City of Perth
Council House
27 St George's Tce, Perth
GPO Box C120 Perth
Western Australia 6839

ABN 8378 0118 628

Phone: 08 9461 3888
Facsimile: 08 9461 3410
info_city@cityofperth.wa.gov.au
www.perth.wa.gov.au

Instructions: Please print clearly using **black pen** in the spaces provided and refer to the Registration of Private Property Conditions (1 Application Process, 1.1 or 1.2 – whichever is applicable) for further information to support this application.

1. PROPERTY TO BE POLICED

Address:

Name of Building:

Postal Address:

Postcode:

2. LANDOWNER(S) DETAILS

Name(s):

Address:

Postcode:

Telephone: Facsimile:

Continue on a separate sheet if more space is required for additional Owners'/Agents' details.

Is this property leased? Yes: No:

3. AUTHORISED COMPLAINANTS (maximum 3 persons only)

Full Name:

Position: Phone:

Full Name:

Position: Phone:

Full Name:

Position: Phone:

4. AUTHORITY TO ENTER PROPERTY

I/We hereby authorise the City of Perth to act on behalf of the complainants whose names appear above and lawfully confer on authorised Parking & Information Officers of the City of Perth rights of entry at all reasonable times to enter the aforementioned building and/or land as the case may be for the purpose of issuing infringement notices on private property under the City of Perth Parking Local Law 1999.

Signed (Owner/Agent):	<input type="text"/>	Date:	<input type="text"/>
Signed (Owner/Agent):	<input type="text"/>	Date:	<input type="text"/>
Signed (Owner/Agent):	<input type="text"/>	Date:	<input type="text"/>
Signed (Owner/Agent):	<input type="text"/>	Date:	<input type="text"/>
Signed (Owner/Agent):	<input type="text"/>	Date:	<input type="text"/>

Continue on a separate sheet if more space is required for additional Owners'/Agents' details.

5. STRATA TITLED PROPERTIES (If applicable)

Title No: Volume: Folio:

Residential: Commercial: Both:

RESIDENTIAL ONLY

Number of Units:

Controlled by: Body Corporate: Managing Agents:

COMMERCIAL ONLY

Number of Units:

Are all units managed by the same agent? Yes: No:

PLEASE NOTE:

1. If the property is managed by more than one agent, the authorised complainants must be nominated by all agents and any individual owners of the property.
 2. Any change to names of Authorised Complainant(s) to be advised to the City of Perth Compliance Parking, GPO Box C120 Perth WA 6839, in writing within seven (7) days.
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A COPY OF THIS FORM MUST BE RETAINED BY ALL AGENTS, OWNERS AND AUTHORISED COMPLAINANTS

Please Note: This form is available in alternative languages and formats on request

REGISTRATION OF PRIVATE PROPERTY

Parking Local Law 1999 – Conditions



Registration of private property(s) will be from the date of application and a renewal notice will be required if any changes to the original application are required. No action will be taken if registration is not current. All applicants are required to complete the Application Process as outlined in Condition 1 of this document.

1 Application Process

1.1 Single Landowner

The owner, or their agent, will supply to the City of Perth:

- (a) Fully completed Registration of Private Property Application/Renewal Form.
- (b) Copy of all pages of the current Certificate of Title.
- (c) Where the landowner of the property is a company (and not an individual), a printout from the Australian Securities and Investment Commission (ASIC) is required to prove the direct link between the landowner(s) and the person(s) signing the authority to enter property. This must clearly show the company name, person's name and position(s) held in the company.
- (d) Letter of authority from the landowner to the Managing Agent, providing authority for the agent to act on their behalf for all matters relating to parking and registration.
- (e) Sketch plan (A4 size) indicating, in detail, the location of the area (from which streets the private parking can be accessed from) and the number of bays (indicating bays that are designated ACROD, Visitors, Clients, Customers or Loading).

1.2 Strata Title Property (Multiple Landowners)

- (a) Fully completed Private Property Application Form.
- (b) Copy of all pages of the current Certificate of Title.
- (c) Where the landowner of the property is a company (and not an individual), a printout from the Australian Securities and Investment Commission (ASIC) is required to prove the direct link between the landowner(s) and the person(s) signing the authority to enter property. This must clearly show the company name, person's name and position(s) held in the company.
- (d) Letter of authority from each owner providing authority to the corporation/managing agent, (whichever is applicable) to act on their behalf for all purposes relating to parking and registration.
- (e) Sketch plan (A4 size) indicating, in detail, the location of the area (from which streets the private parking can be accessed from) and the number of bays (indicating bays that are designated ACROD, Visitors, Clients, Customers or Loading).

Please be advised that it is your responsibility to ensure that all parking bays on the private property have been properly licensed and is compliant with the conditions set by the Department for Planning and Infrastructure (Perth Parking Licence).

2 Display of Signage

The owner(s), or their agent, will for the duration of the registration display and maintain adequate signage indicating that the area is private property and advising that unauthorised parking is prohibited. Each sign must display the registration number of the private property. These signs can be provided by the City of Perth at a competitive price. All costs related to the purchase and installation of the sign(s) is the responsibility of the owner(s) or their agent.

3 Change of Ownership

Should the ownership of the property change, the new owner(s) must notify the City of Perth immediately and complete the Application Process, as outlined in Condition 1 of this document.

4 Change of Property Manager

Notification in writing, on company letterhead, must be received by the City of Perth within seven days of the change and must state the name of both the previous and new property managers.

Any change in Managing Agent requires completion of the Application Process, as outlined in Condition 1 of this document.

5 Change of Authorised Complainant/s

Any request to change the Authorised Complainants must be made in writing, on company letterhead, from the owner(s) or managing agent. Upon receipt of the written request, a renewal application form will be forwarded, requiring completion and return. All changes must detail the full names and title of new complainants, and the full names of those complainants no longer required. A maximum of three complainants is permissible.

Changes to authorised complainants will not become effective until a minimum of two working days after the receipt of the request.

6 Issuing of Infringement Notices

6.1 The City of Perth will only issue infringements notices to vehicles parked on the property that have not received prior permission from any person(s) associated with the property, excluding special arrangements, and this information must be determined prior to calling the City of Perth. The City of Perth will not issue infringement notices to vehicles on any property that does not comply with the Planning Approval, applicable to that property, issued by the City of Perth.

Where staff, tenant(s) or authorised person(s) park in bays other than those which are allocated to them, the problem is considered to be of a “domestic” nature and must be dealt with accordingly by the owner(s), agent or body corporate. The issue of infringements is not possible in these circumstances.

6.2 Vehicles parked within bays designated Visitors, Clients, Customers etc, are deemed to be invited members of the public. Any vehicle parked in a bay marked in this manner will not be issued with an infringement.

- 6.3** Each property will be assigned an individual registration number and the authorised complainant(s) must quote this number to the communications office, when attendance is required, on Telephone No **9461 3888**. Failure to follow this procedure may result in delays in attendance.
- 6.4** The authorised complainant(s) will be required to meet the Parking & Information Officer at the entrance of the property and escort the Officer to the offending vehicle. The authorised complainant(s) will be required to fully complete and sign a Witness Complaint form in the presence of the Parking & Information Officer.
- 6.5** If the complainant(s) fails to meet the Parking & Information Officer within five minutes of the Officer's arrival, the Officer will depart (an infringement can only be issued when a complainant is present).
- 6.6** No action will be taken if offending vehicles are not given the opportunity to vacate the premises, within a reasonable time, and/or are obstructed from leaving the premises in any way.
- 6.7** No action will be taken if the attending Parking & Information Officer deems it unnecessary.

7 Hours of Operation

Due to operational requirements, infringement notices can only be issued between the hours of 9 a.m. and 4 p.m. Monday to Friday and 9 a.m. to 12 noon Saturday. Special arrangements may be made, subject to the availability of staff at the time they are required to attend.

8 Request for Withdrawal of an Infringement Notice

Only authorised complainant/s may request the withdrawal of an infringement notice. Should the authorised complainant/s request an infringement notice be withdrawn, they must:

Make a written request which must be received within 7 days of the date of issue and must state the Private Property Registration Number, Infringement Number, Vehicle Registration Number and the reason for withdrawal.

Multiple requests for withdrawals of infringement notices may result in discontinuance of this service. Requests for withdrawal of an infringement notice received after seven days may result in additional costs.

9 Witness at Court

Should an infringement notice result in action being taken at the Court of Petty Sessions for the recovery of the penalty, the authorised complainant(s) who witnessed the alleged offence could be required to attend Court as a witness.

Costs for court attendance are not recoverable from the City of Perth.

**A COPY OF THESE CONDITIONS MUST BE RETAINED
BY ALL AGENTS, OWNERS & AUTHORISED COMPLAINANTS**