

**Please read through the following information outlining the application process, applicable fees and how the parking agreements operate prior to submitting an application for an agreement.**

Do not submit payment with your application as an invoice will be sent to you once the application has been processed.

## **Parking Local Law**

The City of Stirling's Parking Local Law allows an agreement to be established between the City and an Owner of private land. The agreement extends the operation of the City's Parking Local Law to that private land.

The City can assist both private and commercial property owners with the management of their parking facilities. It is accepted that businesses provide parking at their premises in support of their business activities, customers and their own use.

## **Assistance to manage parking**

With the population and number of registered vehicles increasing, there is greater competition for available parking spots. Those bays without a charge or restriction and no obvious enforcement are the most sought after. The incidents of non - customer motorists using parking provided by businesses for their customer's or own use, is reflected in the increasing number of requests received by the City to help those businesses to manage their parking.

The City can assist provided there is a written agreement between the City and the business. Such agreements outline the terms and conditions that will apply, and these must be agreed to before any assistance can be provided. The most effective way to discourage unauthorised use of parking facilities is to issue infringements that have a monetary penalty attached (fine).

City of Stirling enforcement officers are authorised under State and Local legislation to issue infringements to motorists committing a parking offence, along with follow-up enforcement action with the States Fines Enforcement Registry.

The City will not assist with parking management on private property unless a written agreement is in place. Having entered into an agreement, it is imperative that the terms and conditions are complied with to ensure the integrity of the City's Infringement Management System and/or the applicable legislation is not compromised. Due to the enforcement officers other commitments, private parking agreements will be actioned on complaint only. We will not be in a position to enforce timed parking.

## **Who can enter into a Parking Agreement?**

The Owner of private land, the lessee with written approval of the lessor can enter into a Commercial Parking Agreement. A Managing Agent may also act on behalf of an Owner. The application to enter into a Parking Agreement must be accompanied by a letter of authority signed by the Owner, appointing the Managing Agent to act on his/her/its behalf in relation to all matters to do with the Parking Facility on the private land to which the Parking Agreement is to apply.

In relation to strata title land, a Managing Agent will be recognised under these agreements if appointed by a majority resolution in a general meeting of the body of governing owners. Written evidence of the appointment such as body corporate minutes will be required.

Approval for a private parking station that is shared by more than one organization would require agreed collaboration and the contact details for a representative from each organization to be listed in the application.

## Types of parking agreements

The City may agree to enter into a Parking Agreement with a business or property owner depending on the needs of the property owner/agent, the number of parking bays to be managed, and subject to the conditions and approval of the City's Parking Services,. These agreements can be one of two types which are determined by the number of parking bays to be controlled under the agreement.

1. **Private Property Parking Agreements** - apply to property's that have 99 parking bays or less.
2. **A Commercial Agreement** - applies to properties with 100 or more parking bays up to 2,000.

A plan of the parking bay layout must be provided by the land owner and be attached to and form part of the agreement.

### Private Property Agreement - up to 99 Bays

Property owners that have up to 99 bays will be offered an agreement where City enforcement officers will respond to requests from nominated "contact persons" for the agreement. Those nominated persons can place a call requesting attendance by an enforcement officer. They must meet the officer on arrival and identify the offending vehicle. The contact person must also sign a form of 'authorisation to infringe and the undertaking to attend Court' should the matter proceed to prosecution. Officers will respond subject to their availability and priority of jobs to be attended. City responsibilities will always take priority.

### Applicable Fees – Private Property Parking

Number of bays	Application fee	Annual fee*
Up to 99 Bays	\$150	\$250

Parking agreements are to be renewed annually prior to the 31st of October.

\*First time applications received between 30 April and 31 October will receive 50% off their first annual fee.

### Commercial Parking Agreement - from 100 bays up to 5,000 bays

The Commercial Agreement will apply to properties with large numbers of parking bays, 100 to 2,000. Such agreements have been specifically prepared for large parking facilities and are considered suitable for shopping centres or similar properties. These properties may have provided their parking facilities to meet specific needs e.g. customer parking and staff parking. It is most likely that the large parking facilities have several needs and these need to be reflected in a site specific parking scheme.

### Applicable Fees – Commercial Parking Agreement

Number of bays	Application fee	Annual fee
100 - 250	\$350	\$220
251 - 400	\$375	\$385
401 - 550	\$400	\$550
551 - 750	\$450	\$825
751 -1000	\$475	\$1100
1001 - 2000	\$500	\$2200

The following principles need to apply when preparing the parking scheme;

- The most convenient parking should be kept for customers.
- Parking bays closest to the entrance to the business premises should be allocated for "Parking for the Disabled" and possibly "Parents with Prams"
- The closest bays to the entrances are the most sought after and if time restrictions apply then, as a guide, these should be to a maximum of ½ hour. Parking bays further out but adjacent the ½ hour bays should be 2 - 4 hours.
- All long term parking for business proprietors and staff should be located furthest from the entrances.

## Requests to withdraw infringements

The focus of these agreements is that the nominated or authorised persons must first determine that an offending vehicle parked in the parking area, is definitely not authorised to be parked there prior to any notices being issued.

This emphasis is important, as any infringements issued by either a City officer or "authorised person" that are requested to be withdrawn, will incur a withdrawal fee dependent on how far the infringement has progressed and any additional costs that may have been incurred such as the issuing of a Final demand notice and or registration of the infringement with the States Fines Enforcement Registry.

## Parking Agreement Signage

All agreements require information and regulatory signs to be displayed on the private land where a Parking Agreement is to apply. A review of the City's Parking Agreement Sign Style Guide will indicate the type of signs that are to be erected. The signs must be approved by the City and be erected before any enforcement action will be taken under an agreement.

Strict provisions apply to sign requirements, in order to prevent incorrect or incorrectly placed signs, applicants must not commence manufacture or installation of signs until the sign plan is approved in writing by the City.

*Please note\* It is an offence to display a sign with the "City of Stirling" inscribed if the property owner does not have a current Private Property Agreement or Commercial Property Agreement with the City of Stirling.*

## Applications to enter into a Parking Agreement

An application for a 'Private' or 'Commercial' Parking Agreement must include:

- 1) The completed application form
- 2) Payment of the application fee
- 3) Letter of appointment of managing agent
- 4) Copy of Certificate of Title
- 5) Details of signs
- 6) A4 plan showing -
  - a. Property boundaries
  - b. Buildings
  - c. Parking bays
  - d. The total number of parking bays
  - e. Location and type of signs
  - f. Entrances and exits.



# Stirling Parking Information Sheet

## Applications are to be forwarded to:

Community Safety  
25 Cedric Street  
STIRLING WA 6021  
Or via email [commsafety@stirling.wa.gov.au](mailto:commsafety@stirling.wa.gov.au)

## What happens after an application is submitted?

The City will assess and determine the application and advise the applicant of the outcome. If approved the City will forward a copy of the relevant Private/Commercial Property Parking Agreement to the applicant to consider and sign.

An assessment of an application may determine a need to upgrade or install additional signs, an on-site meeting *will* be arranged to discuss these requirements. A current plan containing updated sign information must then be submitted to the City for approval.

The operation of the Parking Local Law, including infringement and enforcement provisions, will not extend to private land until:

- 1) The City approves an application;
- 2) The signs are erected as approved;
- 3) The relevant Private/Commercial Parking Agreement has been signed by all parties;
- 4) The application or, if applicable, the renewal fee has been paid;