

# Private Parking Prohibition Authority Application

Private parking agreements allow for owners of businesses or private properties to apply to prohibit parking on their property. To enforce this, the City will place an 'Authorised Parking Only' sign at the property.

## APPLICANT DETAILS - FULL NAME IN BLOCK LETTERS

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

D.O.B: \_\_\_\_\_ Email: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

Residential Address: \_\_\_\_\_

Suburb: \_\_\_\_\_ Post Code: \_\_\_\_\_

Postal Address (if different to above): \_\_\_\_\_

---

## BUSINESS/ STRATA DETAILS

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

\*If the property is subject to a strata authority or multiple properties, this deed must be authorised by the strata management or all of the property owners.

---

## Applicants Nominated Contact Persons:

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Preferred Contact No: \_\_\_\_\_

Email: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

The owner/lessee/occupier/owner's agent will supply a sketch plan indicating in detail the location of the area, detailing the number of bays affected and the proposed position of the "Authorised Parking Only" signs. A Senior Ranger will attend the site and determine the appropriate number and placement of signs required.

**AFTER HOURS CONTACT DETAILS FOR BUSINESS ONLY PLEASE AS BELOW:**

The City of Bayswater Community Safety team provides a 24-hour/7-day-a-week service.

As a result of this, there may be times when contact is required with the authority signatory either after hours or on a weekend. If the property runs as a business, please provide an after-hours/weekend contact person and number so that we can ensure that the authority is attended to without issue.

Given Name: \_\_\_\_\_ Surname: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone (home): \_\_\_\_\_ (Work): \_\_\_\_\_ (Mobile): \_\_\_\_\_

**DISPLAY OF SIGN**

The owner/lessee/occupier/owner's agent will, for the duration of this authority, display and maintain the installed sign.



## PRIVATE PROPERTY PARKING - PROHIBITION AUTHORITY APPLICATION GUIDANCE

The City of Bayswater Community Safety team will assist with the enforcement of parking on private land, providing a "Private Property Parking Prohibition Authority" is entered into.

The Authority clearly outlines what is required by the Community Safety team, and I ask that you take particular note of the following:

1. The owner of the property will be the only person entitled to request the services of a Community Ranger or Community Safety officer, unless a contact person or persons are nominated in the application. Where companies or Government Departments are concerned, it may be better to nominate two or more contact persons.
2. All changes to the contact person must be notified to the Community Safety team in writing to [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au). Until such notification has been received, the Community Safety team will not respond to requests for Parking Enforcement from the new contact person.
3. The sign to be displayed on the property is to indicate that the area is designated 'Authorised Parking Only'. The penalty will be imposed under the City of Bayswater *Parking and Parking Facilities Local Law* and is at Council's discretion.
4. The cost of signage payable to the City of Bayswater as per the City's current Fees and Charges sign (This includes installation and GST).
5. Placement of the sign is to be approved by the City of Bayswater Community Safety team before being erected, and all costs relating thereto are to be borne by the owner/lessee/occupier/owner's agent. A plan/diagram for the proposed placement of the sign is to be enclosed with the Prohibition application.
6. Infringement notices will only be withdrawn if the specified procedure is strictly followed. Where a strata representative or a nominated individual requests the cancellation of an infringement notice, a fee may be charged to the applicant in accordance with the City's Fees and Charges Schedule under "Fines and Penalties Enforcement Fees".
7. It is important that property owners check that vehicles parked are authorised to park within the complex before calling the Community Safety team to attend.
8. If a vehicle is parked without permission, you are NOT able to block them in or prevent them from leaving.
9. The City of Bayswater Community Safety team will only issue notices to vehicles parked on private property without consent. On receipt of said request, an officer will attend as soon as possible. The person who made the request may also meet the Community Ranger/ Safety officer on site and indicate the offending vehicle/s.
10. **Witness at Local Court** - Should the issue of any infringement notice result in court action by the council for recovery of the Modified Penalty, the person who initially requested action by the Community Safety team will agree to appear in said Court as a witness for the prosecution.
11. **Cancellation of Infringement Notices** - Should the owner/lessee/occupier/owner's agent request an Infringement Notice to be withdrawn:
  - a) They must request the council in writing by an Appeal form to withdraw the notice.
  - b) The notice or notice number must be enclosed with correspondence.
  - c) Any request to withdraw a Notice must comply with the above and be received by the council within seven (7) days of the issuing date of the notice.