

Parking Infringement

Fact Sheet



If you have received a parking infringement you may choose to do one of the following:

1. Pay the parking infringement

Full payment of the penalty amount may be paid to an authorised person at the City of Bayswater on or prior to the due date.

Part Payments are not accepted.

Infringement Payment Options:

Pay by phone

Payment can be made anytime by Visa or MasterCard by telephoning 1300 207 811. Please be advised credit card payment will incur a 0.40% surcharge.

Pay Online

Follow the prompts to pay your account on-line at www.bayswater.wa.gov.au*

Pay by Mail

Return a copy of Infringement along with a cheque or money order made out to; The City of Bayswater and mail to PO Box 467 MORLEY WA 6943.

Pay in Person

Payment can be made by cash, cheque, debit card, Master Card or Visa.

Present infringement to the cashier at:

- **City of Bayswater Civic Centre**
61 Broun Avenue, Morley; or
- **Maylands Library – The RISE**
28 Eighth Avenue, Maylands
(Mon-Fri 9.00am–4.30pm, Sat 9.00am–11.00am).

**The maximum payment accepted by credit card in any one transaction is \$10,000.*

Be aware that if the parking infringement is not paid on or prior to the due date additional costs will be incurred if any further notices are issued.

2. Appeal the parking infringement notice

If you believe you have inappropriately received a parking infringement notice, you have the right to appeal. Your appeal must be in writing and should be submitted by completing the attached Parking Infringement Appeal Form to:

City of Bayswater
PO Box 467 MORLEY WA 6943
or by email to mail@bayswater.wa.gov.au.

To avoid additional costs, an appeal must be lodged within **28 days** from the issue date of the infringement.

- Appeals will not be accepted by phone.
- Appeal forms will be accepted in person at:
 - **City of Bayswater Civic Centre**
61 Broun Avenue, Morley; or
 - **Maylands Library – The RISE**
28 Eighth Avenue, Maylands
(Mon-Fri 9.00am–4.30pm, Sat 9.00am–11.00am).

Details of the parking infringement which needs to be included in your appeal are:

- Parking Infringement number.
- Date of notice.
- Vehicle registration number (if applicable).
- Name, return address and phone number.
- Photocopies of all relevant supporting documentation.
- Detailed reasons why you believe an appeal should be granted.

It is advisable to retain a copy for your own records until the matter is resolved.

Non-appealable grounds

The circumstances where a request for appeal will not be considered include:

- The driver did not realise the time.
- The driver's appointment ran over time.
- The vehicle ran out of petrol.
- The driver had not applied for the relevant parking permit.
- The restaurant/cafe service was slow.
- The permit had fallen out of sight.
- The driver did not see the sign.
- The sign was confusing/the driver did not understand the sign/law.
- The driver did not know that parking restrictions applied.
- The driver had only parked the vehicle there for a few minutes.
- The driver was not familiar with the City's parking requirements.
- The driver advised there was nowhere else to park.
- The driver does not have an ACROD Parking permit but was injured or had a medical condition at the time of the offence.
- The vehicle was parked a little bit over the footpath and people could still get past.

- The vehicle was parked only partially in the prohibited area.
- I have been a resident for many years, always paid my rates on time and have never committed any other offences.
- The driver advises that other people park there all the time.

Appealable grounds

Parking infringement appeals will only be considered on the following grounds:

- Mechanical breakdown - supported in writing by an independent motoring organisation or mechanical repair business.
- Medical reasons causing the driver to park the car in an emergency.
- A person parked in a disabled parking bay who is an eligible ACROD holder, or the vehicle was carrying a passenger who is the holder of an ACROD sticker.
- Special circumstances- please provide information in writing and supporting evidence.

All infringements will be placed on hold once an appeal has been received to prevent further fees being applied during review of the appeal.

All appeals are lodged and processed through an appeal administration system. A letter of response advising the outcome of the appeal will be forwarded to you.

3. Nominate another driver of the vehicle

If you were not the driver of the vehicle at the time the infringement was incurred, you have 28 days to nominate the person in control of the vehicle by completing a statutory declaration with the driver's full name and current address and forwarding it to the City. The Statutory declaration must be witnessed by an authorised person or a Justice of the Peace. In the absence of proof to the contrary, you will be deemed to have committed the offence and therefore responsible for the payment of the infringement.

4. Take the matter to court

You may elect to have this alleged offence heard and determined by a Court by making application in writing to:

Chief Executive Officer

City of Bayswater
PO Box 467 MORLEY WA 6943.

On receipt of such a nomination, the City will make all necessary arrangements for the matter to be heard in the Magistrates' Court. Be aware that if a matter is elected to be heard by a Court a prosecution notice may be issued without any prior or further advice and additional costs may be incurred.

5. If you take no action

If you choose to take no action regarding the infringement, the City will be required to register it with the Fines Enforcement Registry. This will result in you incurring additional costs and your driver's licence and/or vehicle licence may be suspended.

General information - parking

A few simple tips will help you to avoid incurring a parking fine:

- Ensure that you carefully read and follow any parking signs, private parking, ACROD, time restrictions and loading zones.
- Refrain from parking in 'No Stopping' areas, 'No Parking' areas, 'Loading Zones', in 'Bus Stops' and bays or 'Taxi Only' bays.
- Do not park on a verge where signage prohibits the action, on verges without permission from the property owner, in bays for other types of vehicles (e.g. motorcycles, bicycles, taxis etc.), in rights of way, in a way that obstructs a driveway or footpath or facing against the traffic flow.
- Check that you know the times you are allowed to park and allow yourself time to return before your parking expires.
- Ensure you have parked your vehicle within the bay or area permitted.
- Ensure that your parking permit is displayed in a prominent place and has the correct side facing up.
- If you have a current ACROD permit ensures it is clearly visible.
- Do not use ACROD parking areas for parking, loading or unloading, unless you hold a valid ACROD permit. This is an offence even if the vehicle is occupied.
- Parking in the same manner as another illegally parked vehicle does not exempt from an infringement notice being issued.
- If your tyres have been chalked, do not attempt to remove the chalk marks and do not remove the vehicle (once parked) and re-parked within the same street/area within the designated time limit (the time limit does not apply merely to the space or bay occupied - it applies to the whole street or car park).
- Allow yourself enough time to park thoughtfully and carefully.



For more information please call the
City of Bayswater Ranger and Security
Service during office hours on
9272 0972.

City of Bayswater

61 Broun Avenue, Morley WA 6062 | PO Box 467, Morley WA 6943

P: (08) 9272 0622 | F: (08) 9272 0665 | TTY: (08) 9371 8493

mail@bayswater.wa.gov.au | www.bayswater.wa.gov.au

