

Parking Permits Policy



POL-TFT 05

Objective

To assist residents with the provision of parking for properties with limited parking and to provide clear advice as to the circumstances where Residential Parking Permits are appropriate.

Statement

Dwellings in the City of Mandurah ('the City') in most cases have car parking space allocated on site. There are very few examples where owners or tenants must rely solely on street parking. In most cases street parking is untimed and unrestricted.

The City of Mandurah understands that changes to the parking environment may prompt the need to facilitate the availability of reasonable offsite parking for residents. Reserving on street parking can result in inefficient use of parking supply impacting the functioning of businesses, community facilities, schools etc. Street parking is a resource for the broader community.

It is acknowledged that there are some limited circumstances where the provision of Residential Parking Permits may be necessary. This policy defines the criteria by which the City will allocate Residential Parking Permits and the process by which permits will be considered.

1. Application and Relevant Information

An application for a Residential Parking Permit must be made on the Prescribed Form, be accompanied by the Prescribed Fee, and include all relevant information as requested, including but not limited to:

For Residential Parking Permits:

- (i) proof of residency (such as drivers licence, utilities invoice or current rental agreement);
- (ii) total number of vehicles to be kept at Applicant's dwelling; and
- (iii) details of existing on-site car parking bays.

2. Prescribed Fee

- (1) Council shall review and adopt their fees on an annual basis.
- (2) A replacement permit fee is to apply if a permit is lost or stolen prior to the expiry date.

3. Residential Parking Permits

- (1) Maximum number of permits

Subject to clause 4(b), up to a maximum of two (2) Residential Parking Permits will be issued to each residential dwelling in accordance with the *City of Mandurah Parking and Parking Facilities Local Law 2015* ('Local Law').

- (2) Prohibitions

The City shall not issue a Residential Parking Permit;

- a) where sufficient parking can be provided on the land;
- b) for use by a business or commercial enterprise;
- c) for use involving any commercial vehicle that has a gross vehicle mass of greater than 4.5 tonnes

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- d) for any trailer, caravan or non-passenger vehicle or;
- e) where untimed parking is available within 200 metres of the residential dwelling.

(3) Rail Transport Precincts

The City will issue a Residential Parking Permit free of charge where a premises is located within a rail transport precinct, as noted in **Attachment 1**. Permits will be issued annually to the occupiers of properties within the precinct. Charges will apply for the replacement of lost permits.

(4) Visitor Use

Unless otherwise specified on the Residential Parking Permit, permits may be used by residents of the dwelling that the permit applies to and by their visitors.

(5) Extent of Use

While a Resident Parking Permit is issued for specific streets or Rail Transport Precinct, where a resident can identify a clear need, the City may specify an additional location on the Permit.

4. Conditions of Approval – Single house, group and multiple dwellings

Residential Parking Permits shall only be issued to the occupier of any single house, group or multiple dwellings, in accordance with the following:

- (a) Submission of the prescribed form declaring that they are the occupier/resident and that insufficient parking is provided on the land where the dwelling is located.
- (b) Subject to paragraph (a) above;
 - (i) where no parking can be provided on the land where a dwelling is situated, up to two Residential Parking Permits may be issued;
 - (ii) where parking for one vehicle only can be provided on the land where a dwelling is situated, only one Residential Parking Permit may be issued; and
 - (iii) where parking for two or more vehicles can be provided on the land where a dwelling is situated, no Residential Parking Permits will be issued.
- (c) In the first instance one Residential Parking Permit will be issued annually to the occupiers of properties within a Rail Transport Precinct as noted in **Attachment 1** regardless of parking supply. Additional permits will be considered on application.

5. Discretionary Authority

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

For Residential Parking Permits:

- (i) that the owner/user of an additional vehicle permanently resides at the address of the applicant – e.g. where a dependant has purchased a vehicle;
- (ii) that there are no alternative means to park anywhere other than on the street;

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- (iii) that the current number of Residential Parking Permits, already issued to residents of the street, does not exceed 60% of the total available parking bays in the street;
- (iv) where in the opinion of the CEO the prescribed fee should not apply then the CEO may waive that fee; and
- (v) where the introduction of a specific commercial premises unreasonably impacts the availability of parking within a defined area.

6. Validity Period of Residential Parking Permits

- (1) A Residential Parking Permit shall be valid for a maximum period of one (1) year from the date of issue.
- (2) A Residential Parking Permit issued by the City does not guarantee that on-street parking will be available to the holder of the parking permit.

7. Retail zone

Due consideration is to be given to the proximity of retail premises prior to any parking permit being provided. Retail business parking needs will be prioritised over the need for Residential Parking Permits.

8. Non-Compliance or Abuse of Residential Parking Permits

- (1) The City reserves the right to revoke a Residential Parking Permit where the holder of the permit does not comply or abuses the conditions of use and/or the Residential Parking Permit.
- (2) A Residential Parking Permit may only be revoked by a person authorised by the CEO and in accordance with Council Delegated Authority.
- (3) Permits may be revoked, provided sufficient evidence is apparent, if permit holders lease/offer their on-site parking bays to others while utilising a Residential Parking Permit to park their own vehicle on the street.
- (4) Permits cannot be used to park a vehicle that is broken down or otherwise un-roadworthy on a street for a period exceeding one week.
- (5) Where a permit has been used to park vehicles in a specific location, in accordance with clause 9.6 of the Local Law, a vehicle which is parked in any portion of a public place where vehicles may be lawfully parked, is deemed to cause an obstruction where the vehicle is parked for any period exceeding 24 hours.

9. Notices

- (1) The City may give a person to whom a permit has been issued under Part 8 of the Local Law a notice:
 - (a) indicating that the permit may be revoked;
 - (b) explaining the reason why the permit may be revoked; and
 - (c) requiring the person to notify the City within 7 days of any reason why the permit should not be revoked.
- (2) After the expiry of 7 days from the date of service of the notice referred to in clause (1)(c) above, whether or not a response has been received by the person to whom the permit has been issued, the City may revoke the permit.
- (3) Where the City revokes a permit, it is to notify the person that the permit has been revoked.

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10. Right of Appeal

In the event of an Applicant being dissatisfied with the decision of a City Officer, they will have access rights for a review to the Chief Executive Officer or delegate in accordance with the Council's Service Complaints Handling Policy / Strategy.

Legislative Context

City of Mandurah Parking and Parking Facilities Local Law 2015

Related Documents

Policy POL-CPM 05 Complaints Management

Delegated Authority DA-TFT 01 Parking Administration

Delegated Authority - DA-LWE 07 Authorised Officers/ Persons

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Responsible Department:	Development and Compliance
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