



# Application for Storage Yard Approval

**When blank, this form is classed as OFFICIAL, when completed, this form is classed as OFFICIAL SENSITIVE**

A storage yard used to store vehicles towed under Part 6A of the *Road Traffic Act 1974* must be approved by the Chief Executive Officer Department of Transport and Major Infrastructure. Application guidelines have been provided on the reverse of this form to provide guidance to applicants in completing this form. This application and supporting evidence must be emailed to [privateparking@transport.wa.gov.au](mailto:privateparking@transport.wa.gov.au).

**SUBMIT**

## APPLICANT DETAILS

ORGANISATION/COMPANY (IF APPLICABLE)

AUSTRALIAN BUSINESS NUMBER (ABN) OR AUSTRALIAN COMPANY NUMBER (ACN)

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FAMILY NAME

FIRST NAME

CONTACT NUMBER

EMAIL ADDRESS

ADDRESS

SUBURB

STATE

W A

POST CODE

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DATE OF APPLICATION

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## STORAGE YARD DETAILS

NAME OF PERSON IN CHARGE OF STORAGE YARD

TRADING NAME

STORAGE YARD ADDRESS

SUBURB

STATE

W A

POST CODE

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CONTACT NUMBER OF STORAGE YARD

EMAIL ADDRESS FOR STORAGE YARD

Are you a towing service provider?

<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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If yes, name of towing company

## STORAGE YARD DETAILS CONTINUED

STORAGE YARD DETAILS (REFER OVERLEAF FOR MORE INFORMATION)

### ADMINISTRATION

Do you own or lease the storage yard? \*If yes, provide supporting documents.

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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Do you have council approval to operate as a storage yard for the secure storage of towed motor vehicles? \*If yes, provide supporting documents.

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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### FACILITIES

Does the storage yard have facilities in place to store towed vehicles and safely deliver a vehicle to its owner? \*If yes, provide supporting documents.

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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Customer enquiries phone number (Mandatory)

### ACCESSIBILITY

Is there signage showing the company/storage yard name that is clearly visible from the street? \*If yes, provide supporting documents.

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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What are the opening hours (including days and hours of operation) of the storage yard?

### SECURITY

Is the yard enclosed by a fence or wall that is structurally sound and at least 2m in height from the ground? \*If yes, provide supporting documents.

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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Does the yard have lockable gates or doors that are closed and securely locked, other than when a motor vehicle is being moved into or out of the area? \*If yes, provide supporting documents.

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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Does the yard have sufficient lighting when vehicles are stored there? \*If yes, provide supporting documents.

<input type="checkbox"/>	YES*	<input type="checkbox"/>	NO
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The CEO will consider the following factors when assessing an application for storage yard approval. Applications will be assessed on a case by case basis and approval is not reliant on all factors being met. Scanned or photographic documents may need to be provided with this application.

### ADMINISTRATION

- Is the yard owned or leased by the applicant? If not does the applicant have the authority to use the yard for this purpose?
- Does the applicant have council approval to operate as a storage yard for the secure storage of towed motor vehicles?

### FACILITIES

- Is the yard appropriately adapted to the requirements of the tow truck driver or class of tow truck drivers by which it is to be used?
- Does the yard enable storage yard fees to be paid at the premises and a receipt for payment issued?
- Does the yard have a phone number that provides a recorded message outside of business hours that advises the public of the hours and days the storage yard is open?
- Does the yard have signage listing storage and release charges payable that includes information on the ability for a vehicle to be released upon demand without immediate payment?
- Does the yard have facilities in place to safely deliver a vehicle to its owner:
  - on a secure hard standing inside the storage yard; or
  - on a paved area leading from the main entrance of the storage yard to a carriageway adjacent to the storage, or
  - on a carriageway adjacent to the storage yard, not further than 50 metres from a path leading from the carriageway to the main entrance of the storage yard.

### ACCESSIBILITY

- Is the storage yard located in Western Australia?
- How far is the yard from locations where towing arrangements are in place?
- Is there signage showing the company/storage yard name that is clearly visible from the street?
- What are the opening hours of the storage yard - is it open to the general public during normal business hours (9am to 5pm Monday to Friday)?
- Is the yard reasonably accessible using public transport or on-demand transport?
- What is the location of the nearest public transport stop?

### SECURITY

- Will vehicles being stored be exposed to likely damage or access from unauthorised persons, in considering this point the factors below provide guidance, noting that equivalent levels of security e.g. underground facility with permanent infrastructure controlling entry to, or exit from the facility will also be considered:
  - Is the yard enclosed by a fence or wall that is structurally sound and at least 2m in height from the ground?
  - Does the yard have lockable gates or doors that are closed and securely locked, other than when a motor vehicle is being moved into or out of the area?
  - Does the yard have sufficient lighting when vehicles are stored there?

### PERSONAL SAFETY

- Are there any personal safety risks for stored vehicle owners or compliance officers?
- Are there any slips, trips and falls risks present and how are they managed?