



Frequently Asked Questions Perth Parking

Licensing

1. Do I have to get a parking bay licence?

The *Perth Parking Management Act 1999* (the Act) requires that all non-residential parking bays within the Perth Parking Management Area (PPMA) be licensed with a fee paid where liable. Under the Act, if you are the owner or the property manager of a property within the PPMA, then you are responsible for ensuring you hold a valid parking licence in order to permit parking of vehicles on or in the property.

2. What is the boundary of the PPMA?

The PPMA currently applies to the entire City of Perth and parts of the City of Vincent, including areas of West Perth, Perth CBD, East Perth and Northbridge. A map of the PPMA is available on the Department of Transport's Perth Parking [webpage](#).

3. How do I go about licensing my parking?

See the Licensed Parking in Perth brochure which can be found on the Department of Transport's Perth Parking [webpage](#). You can contact RevenueWA (formerly the Office of State Revenue) on (08) 9262 1223 to request a form or you can submit a web enquiry via www.osr.wa.gov.au/perthparkingenquiry.

4. What happens if I don't need to use all my parking for a while? Can I change my licence?

You can apply to vary your licence so that it reflects the amount of parking you are using. Contact RevenueWA on (08) 9262 1223 to request a variation form or you can submit a web enquiry via www.osr.wa.gov.au/perthparkingenquiry.

Note: If you lodge a variation form you are still liable to pay your fees by the due date as shown on the renewal/assessment notice.

If the variation results in a reduced licence fee on a paid account, the amended assessment will show the revised amount payable and any entitlement to a refund or credit.

5. If I reduce the amount of parking on my property, can I reinstate it at a later date should it be needed again?

You can reinstate some or all of the parking when it is needed by simply contacting RevenueWA and asking for a licence variation form. The form will need to be submitted before you plan to start re-using the parking.

6. Can I submit variation forms before or after changes to the use of parking occur?

You must submit a variation form before you change use of parking on the property. The form will allow you to nominate a start date for the changes to take effect.

You cannot retrospectively reduce your use of parking and liability for licence fees by nominating a start date prior to submitting a variation form.

This is why you must submit your variation form before you change your use of parking bays with the effective start date after the lodgement date of your form to the Department of Transport or RevenueWA. You will be informed if your application for variation has been approved.

Note: Lodgement of a variation form does not affect the liability for payment of your fees by the due date.

7. Can I change how I use my parking to reduce the fees I have to pay?

Yes. You can reduce the amount of parking that is provided for building tenants or their visitors, or the amount of public parking provided either temporarily or permanently. Another option is to change existing use of parking bays to a use that does not attract a licence fee. Non-fee liable parking includes motorcycle, ACROD and loading bays.

8. What happens if I forget to pay for my parking licence or I miss an instalment?

If you do not pay your licence or instalment on time, you will receive a final demand notice from RevenueWA requesting immediate payment of the outstanding balance in full.

When an instalment fee remains outstanding your licence can be suspended or cancelled. Penalties apply if parking occurs and a property owner or manager does not hold a valid licence.

If you miss an instalment, the instalments option may be revoked and the remaining balance will need to be paid in full. Please refer to question 24 for situations where an instalment payment option is rescinded or not offered.

9. I own strata titled property - can I license my property separately from the other properties in the strata group?

No. In the case of strata titled properties, the body corporate, or their agent, and not the individual owner/s is obliged under the *Perth Parking Management Act 1999* to obtain a parking licence.

10. There are both residential apartments and some shops in my property. Do we need to license the parking belonging to the residents of the apartments?

Yes, the residential bays need to be licensed but will not be liable for a fee. This allows compliance checks at the property to account for all bays at the site.

11. How does the Policy apply to residential properties?

Parking bays in buildings exclusively for private residential use do not need to be licensed.

Parking bays in buildings providing for a mix of residents and non-residents must be licensed, but residents do not have to pay a fee for their residential parking bays.

Parking for hotels and serviced apartments is not considered to be residential parking and must therefore be licensed with the appropriate fee paid.

12. Why do serviced apartments have to license and pay for parking but residential apartments don't?

Like hotels, serviced apartments are considered to be commercial properties, not private residential. Accordingly, any parking bays provided must be licensed and the applicable fee paid.

Planning/Policy

13. Why can't I add more parking to my property?

The maximum amount of parking that may be provided on any lot within the PPMA is governed by the site's planning approval (as provided by the relevant local authority). Should you wish to provide more parking than the amount approved, a revised planning approval must be sought from the relevant local authority. The local authority will assess the application in accordance with the provisions of the Perth Parking Policy which is available on the Department of Transport's Perth Parking [webpage](#).

14. Why do I have to reduce the amount of parking on my property if I redevelop part of it and add more office or commercial space?

When a site within the PPMA undergoes redevelopment, the amount of non-residential parking provided on the site must conform to the allowance provided by the current Perth Parking Policy. Older buildings were likely to have been approved with higher parking allowances relevant to the time they were originally developed that coincided with fewer alternative transport options and less congestion.

15. Are there ways to increase the amount of parking a property is permitted by the Perth Parking Policy?

Yes. See section 8.3 of the Perth Parking Policy which is available on the Department of Transport's Perth Parking [webpage](#).

Licence Fees/Revenue

16. How is the cost of parking bay licence fees determined?

Parking bay licence fees are set by the State Government and are a key tool to help manage congestion in central Perth. Fees are set at a rate which is high enough to encourage the use of alternative transport options instead of driving. The fees are also set at a level to generate sufficient revenue to fund key transport infrastructure and services within central Perth in order to deliver a more balanced transport system.

17. What is the revenue used for?

Expenditure from parking bay licence fees has been used to invest strongly in better transport outcomes for the Perth central area. Initiatives funded by licence fees include:

- the free CAT bus service;
- the Free Transit Zone (FTZ);
- construction of bus lanes and other bus infrastructure;
- provision of cycle paths and lanes;
- improvements for pedestrians; and
- enhanced traffic management systems.

18. Can I find out in advance how much the following year's parking licence fees will be so that I can budget for them?

The rate for the following year's parking licence fees is announced in the State Budget. Advice cannot be provided prior to the release of the Budget. The Department of Transport undertakes to provide property owners or managers with as much notice as possible of the applicable fees through the issue of renewal notices well before the fee due date.

19. If parking occurs on my property for which there is no parking licence, how will the Department of Transport know?

The Department of Transport has Compliance Officers who routinely inspect properties to check if their parking bay provision and use matches their licence.

20. Are parking licence fees subject to the Good and Service Tax (GST)?

No.

21. What is the cost of licensing a parking bay for the current financial year?

Licence fee rates can be found in the Licensed Parking in Perth brochure which is available on the Department of Transport's Perth Parking [webpage](#). Fees are charged in line with the [Perth Parking Management Regulations 1999 Schedule 2 Item 11](#).

22. What if I own or manage a small business with only a few parking bays?

Owners or managers of properties with five or less bays that are used for vehicle parking (in addition to any fee-exempt bays such as loading and motorcycle bays) must licence those bays but are not required to pay an annual fee.

23. If I have six or more parking bays on site, are the first five of those bays exempt from the payment of licence fees?

No. Any owner or manager of a site or facility that has more than five fee-liable parking bays must pay for each bay in which vehicles are parked. There is no provision for the first five of those bays to be licensed at nil rates. If you are not using all the parking you have on site, you may wish to vary your licence or convert existing bays to fee-exempt categories to avoid paying for unnecessary parking.

24. What if I can't afford to pay the licence fees all at once?

The Director General, Department of Transport has the discretion to allow payment by instalments.

An instalment payment option is generally offered but there are situations where this option is rescinded or not offered. This includes:

- if the first instalment is not paid by the due date;
- if second or subsequent instalments are not paid by their due dates; or
- if there is a history of late payment by the licensee for the property.

For more information on when payment by instalments will not be offered contact the Perth Parking Team on (08) 6551 6108.

25. How many instalments apply to the payment of fees?

There are generally four quarterly instalments in a standard licence period. If the licence period affected is less than a standard 12 months (a new, temporary or varied licence) then the number of instalments will be lower or not available.

26. Is there an extra cost for paying by instalments?

Yes. Paying by instalments will incur a five per cent cost.

27. Are there exemptions for financial hardship?

There is no ability to waive licence fees under existing Perth Parking legislation. If you are experiencing difficulty with fee payments, please contact the Perth Parking Team on (08) 6551 6108 as soon as possible. The team can assist in determining what steps can be taken to reduce future licence fee liability and may be able to assist with a payment plan to clear outstanding fees.

Compliance

28. Can Department of Transport Compliance Officers issue infringements to owners of individual cars parked on a site where no licence is held for the use of those bays?

No. Compliance Officers will issue an infringement to the parking licence holder, usually the owner or person nominated by the body corporate or strata manager of the site. Under the *Perth Parking Management Act 1999* the licence holder is responsible for unauthorised vehicles parking on the property.

29. How can I prevent unauthorised parking on my property?

Installing signage, fencing or bollards will help prevent unauthorised parking. You may also consider registering your parking with the City of Perth.

30. Does the Compliance Officer have to give prior notice to the owner or strata manager of the site before inspecting a land or building?

No. A Compliance Officer has the power to inspect properties and collect information at any reasonable time without notice for the purpose of enforcing the *Perth Parking Management Act 1999*.

31. Can I lease out excess parking bays to people who work in nearby buildings?

No. Excess parking bays may only be leased to tenants of the building. The only exception is for properties with planning approval prior to July 1999 and where the approval does not specify that the parking is only for on-site tenants.

32. Can specific parking bays be reserved for individuals?

Yes, parking set aside for building tenants can be reserved for a specific organisation or individual. However, if your property provides public parking then this parking cannot be reserved. Public parking must be available on a first come, first served basis.

