

**Application form**

**Details of property to be registered**

Business name: \_\_\_\_\_

Property address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Number of bays (max. of 15 permitted): \_\_\_\_\_

Business hours: \_\_\_\_\_

**Contact details**

Company name: \_\_\_\_\_

Contact name: \_\_\_\_\_

Postal address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Contact Email Address: \_\_\_\_\_

\_\_\_\_\_

**Authorised persons** (these are the only people authorised to contact the city to report an unauthorised vehicle in your car park).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Owner/  
manager name:** \_\_\_\_\_

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

**Date:** \_\_\_\_\_



241 Rokeby Road SUBIACO WA 6008  
PO Box 270 SUBIACO WA 6904  
T (08) 9237 9222 | F (08) 9237 9200  
E [city@subiaco.wa.gov.au](mailto:city@subiaco.wa.gov.au) | W [www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au)



**Private property  
parking register  
application**

**PRIVATE PROPERTY  
NO  
UNAUTHORISED  
PARKING**  
OFFENDERS PROSECUTED  
UNDER CITY OF SUBIACO  
LOCAL LAW No: 5.7  
PENALTIES APPLY

## Application requirements for registration

When applying for private property parking registration, the following information is to be supplied to ensure your application is completed and required conditions are met.

An incomplete application can cause a delay in registering your parking bays.

- Application form is completed and signed.
- Acceptance of conditions of operation form is read and signed.
- Registration fees are applicable for a period of twelve months between 1 August and 31 July. A registration may be renewed annually and the city will send a renewal notice to the applicant. For application and renewal fees see the City of Subiaco website or contact the city.
- The company needs to provide with its application a detailed A4 plan showing:
  - north indicator
  - property boundaries
  - business premises
  - all parking bays
  - parking bays that are being registered
  - access and egress points
  - location of signage.
- Should a car park be shared by more than one business, a separate application for each individual controller of bays is required.
- Signage indicating the respective business/ company name is in place.
- Private property parking signage is in place.
- Access to parking bays must be via a recognised crossover.
- Parking bays will adhere to Australian standards. e.g. no sandlots.

A physical inspection by a city officer will be conducted as part of the application process.

Parking bays are only considered registered when the applicant receives written notification of approval from the city and all fees have been paid. Should there be difficulties in supplying the required information, or we are not in a position to approve your application, an officer will be available to advise you on alternate site management options such as controlled access.

## Signage requirements

It is the responsibility of the applicant to obtain and erect signage in the car park.

The car park signage must refer to *Local Law 5.7*. Should you need advice on signage requirements, please contact the city on 9237 9222.

### City approved layout for private property parking sign

**Colour:** White background, red lettering  
**Size:** 40.5cm x 40.5cm (small)  
60cm x 60cm (large)

Signage is also available from the city's Administration Centre:

**Cost:** See the City of Subiaco website for prices: [www.subiaco.wa.gov.au](http://www.subiaco.wa.gov.au)

PRIVATE PROPERTY  
NO UNAUTHORISED  
PARKING  
OFFENDERS PROSECUTED  
UNDER CITY OF SUBIACO  
LOCAL LAW NO 5.7  
PENALTIES APPLY

## Acceptance of conditions of operation

1. The person(s) authorised will be present to identify the offending vehicle(s) to the parking officer, as well as provide a completed service request form.
2. If necessary, I will make arrangements for the authorised person to attend court and give evidence in relation to the unauthorised parking.
3. The attending authorised city officer will have the final decision as to whether or not an infringement is issued.
4. \_\_\_\_\_ (name of company) indemnifies the city against any costs awarded by the court in the event of an unsuccessful prosecution of the alleged offence.
5. Should an infringement be issued, any appeals or complaints regarding the infringement will be directed to the authorised person(s) who requested the issuing of the infringement.
6. Following a request to have an infringement issued, should the company wish the infringement to be withdrawn at a later date, I understand that this will only take place if the company pays a service fee of \$37 to the city.
7. If the city experience any difficulties in the administration of this facility, they may withdraw the service without notice.
8. The company will not, under any circumstances, charge for use of these parking bays.

**I agree to the above conditions as set by the City of Subiaco.**

Name (*print*): \_\_\_\_\_

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

Date: \_\_\_\_\_

Job title: \_\_\_\_\_

Name of company: \_\_\_\_\_

\_\_\_\_\_