

# LONG TERM PARKING APPLICATION FORM

**Privacy**

The personal information collected on this form will only be used by the City of Perth for the sole purpose of providing requested and related services. Information will be stored securely by the City and will not be disclosed to any third parties without your express written consent.

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Phone: (08) 9461 3712  
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info.city@cityofperth.wa.gov.au  
www.perth.wa.gov.au**

**Instructions:** Please print clearly in the spaces provided. Please refer to the Summary and Terms & Conditions prior to completing this form.

**1. CUSTOMER DETAILS**

**Number of permits required: \_\_\_\_\_**

<b>Company/ Account Holder:</b>			
<b>Company ABN:</b>			
<b>Permit Holder Name:</b>			
<b>Address:</b>			
<b>Postcode:</b>		<b>Telephone:</b>	
<b>Mobile:</b>		<b>Facsimile:</b>	
<b>E-mail:</b>			
<b>Vehicle Registration:</b>			

**2. CAR PARK DETAILS**

**Please select:**

- |   |  |                                       |
|---|--|---------------------------------------|
| <input type="checkbox"/> Aberdeen Garage  | <input type="checkbox"/> State Library     | <input type="checkbox"/> Royal Street |
| <input type="checkbox"/> Concert Hall     | <input type="checkbox"/> Elder Street      | <input type="checkbox"/> Terrace Road |
| <input type="checkbox"/> Cultural Centre  | <input type="checkbox"/> Aberdeen Street   | <input type="checkbox"/> Plain Street |
| <input type="checkbox"/> His Majesty's    | <input type="checkbox"/> Convention Centre | <input type="checkbox"/> Regal Place  |
| <input type="checkbox"/> Newcastle Street | <input type="checkbox"/> Mayfair Street    | <input type="checkbox"/> The Garage   |
| <input type="checkbox"/> Point Fraser     | <input type="checkbox"/> Pier Street       | <input type="checkbox"/> Turvey Lane+ |
| <input type="checkbox"/> Roe Street       | <input type="checkbox"/> Queens Gardens    | + Rate D Only                         |

### 3. FEES & CHARGES

Please select

- |   |   |
|---|---|
| <input type="checkbox"/> <b>A (10)</b> Standard Bay (Mon/Fri/10hours) | <input type="checkbox"/> <b>A (12)</b> Standard Bay (Mon-Fri/12 hours)    |
| <input type="checkbox"/> <b>B</b> Standard Bay (7 day/12 hours)       | <input type="checkbox"/> <b>C</b> Standard Bay (operational hours)        |
| <input type="checkbox"/> <b>D</b> Premium Bay (operational hours)     | <input type="checkbox"/> <b>E</b> Special Reserved (operational hours)    |
| <input type="checkbox"/> <b>A* (12)</b> Motorcycle (Mon-Fri/12 hours) | <input type="checkbox"/> <b>D*</b> Premium Motorcycle (operational hours) |

\* Selected car parks only – please contact City of Perth Parking for details.

#### Commitment Period – Rates A and B (12 hours)

STANDARD 12 hours continuous block

- |                                    |  |                                    |  |
|------------------------------------|--|------------------------------------|--|
| <input type="checkbox"/> 6am - 6pm | <input type="checkbox"/> 6.30am - 6.30pm | <input type="checkbox"/> 7am - 7pm | <input type="checkbox"/> 7.30am - 7.30pm |
| <input type="checkbox"/> 8am - 8pm | <input type="checkbox"/> 8.30am - 8.30pm |                                    |  |

#### Commitment Period – Rate A (10 hours)

STANDARD 10 hours continuous block

- |                                    |  |                                    |  |
|------------------------------------|--|------------------------------------|--|
| <input type="checkbox"/> 6am - 4pm | <input type="checkbox"/> 6.30am - 4.30pm | <input type="checkbox"/> 7am - 5pm | <input type="checkbox"/> 7.30am - 5.30pm |
| <input type="checkbox"/> 8am - 6pm | <input type="checkbox"/> 8.30am - 6.30pm |                                    |  |

Preferred Starting Date:

### 4. PAYMENT DETAILS

Please indicate your preferred method of payment:

- Cheque (please make payable to the City of Perth)
- Money Order (please make payable to the City of Perth)
- Credit card (Visa, Mastercard or Amex)

**NOTES:** For security reasons, the City of Perth **cannot accept written credit card details.**

Therefore, please provide the name as displayed on your credit card, and sign below to **authorise** the City of Perth to **debit** that credit card.

The City of Perth will contact you to obtain your **credit card number.**

Name on Card:

Signature:

Date:

### 5. DECLARATION

I declare that I have read, understood and accept the Terms and Conditions provided with this application.

Signature:

Date:

Response Time: 10 working days from date of receipt

**Please note this form is available in alternative languages and formats upon request.**

# CITY OF PERTH PARKING LONG TERM PARKING APPLICATION TERMS & CONDITIONS

## 1. Permit Use

- a. It is the responsibility of the Permit Holder to ensure that the original paper permit with security hologram is displayed **FACE UP on the vehicle dashboard**. The expiry date and valid times must be clearly visible from the outside of the vehicle **AT ALL TIMES**. Failure to display the permit correctly may result in an infringement being issued that may not be revoked.
- b. Permits are valid only for the day, time and car park stated on the application and/or paper permit.
- c. The permit is valid only at the car park stated on the application and/or paper permit.
- d. Requests for amendments to the parking permit such as nominated commitment times or names need to be lodged in writing with five (5) working days notice.
- e. One paper permit and/or access card will be issued per bay.
- f. One Long Term Parking Permit entitles the Permit Holder to register and park one (1) vehicle.
- g. **Standard/Premium Bays:** the provision of the Parking Local Law 2010 prohibits the parking of vehicles in: Authorised Bays, No Parking Zones, No Standing Zones and Loading Zones. ACROD bays are for the sole use of ACROD permit holders. Long Term Parking Permit Holders that park in any such designated bay/area may be infringed in accordance with the Parking Local Law 2010.
- h. **Premium Reserved Bays** (Rates D & E) are allocated by City of Perth Parking and may be subject to change. Rate D Permit Holders must park their vehicle in the designated bay at all times. Non adherence may result in an infringement being issued that may not be revoked. Rate D bays are identified and set aside by dedicated signage but the City of Perth Parking is unable to guarantee unauthorised vehicles will not park in the bay. Unauthorised vehicles can be reported to CPP for infringements to be issued.
- i. **Standard Permits:** (Rates A, B & C) **no guarantee** is given by the City of Perth Parking that parking bays will be available for the hours and/or days that are applicable to the requested Standard Permit. No concession or rebate can be made by City of Perth should a Standard Permit Holder be unable to secure a parking bay within the designated car park.
- j. Permits are non-transferrable without the express consent of City of Perth Parking.
- k. Permit Holders must comply with the terms and conditions displayed in the car park.

## 2. Fees & Charges

- a. All fees and charges are inclusive of GST and may be subject to change without notice.
- b. Access cards require a security deposit of \$15.00 which is refundable within 20 working days of their return to City of Perth Parking so long as they remain in undamaged, reusable condition, such condition to be determined at the discretion of City of Perth Parking.

# CITY OF PERTH PARKING LONG TERM PARKING APPLICATION TERMS & CONDITIONS

- c. Remote controls require a security deposit of \$100.00 which is refundable within 20 working days of their return to City of Perth Parking so long as they remain in undamaged, reusable condition, such condition to be determined at the discretion of City of Perth Parking.
- d. Rate A & B Permit Holders are entitled to park in the designated car park for the duration of their nominated commitment period. Parking that exceeds the Permit Holder's entitlement will be regarded as an **overstay** and charged to the Permit Holder's credit card, or invoiced, at the car park's standard rates.
- e. Lost, stolen and damaged access cards, remote controls or paper permits will incur a replacement fee and require up to five working days for replacement.

### 3. Payment & Non Payment

- a. Payment for the month (or part month) of commencement plus any applicable charges for security deposits and signage is required in full upon acceptance of the application. Cheques must be cleared before commencement of the Permit.
- b. Payment is required in advance by the first day of each month.
- c. Replacement or changes to Rate D Permit Holder's signs will incur a charge to the Permit Holder's credit card, or be payable by invoice within 14 days of issue.
- d. Replacement/additional access cards, paper permits and/or remote controls will incur a charge to the Permit Holder's credit card, or be payable by invoice within 14 days of issue.
- e. Payment of overstay charges will be monthly to the Permit Holder's credit card, or payable by invoice within 14 days of invoice issue date.
- f. It is the responsibility of the Permit Holder to ensure that credit card details are kept up to date with City of Perth Parking.
- g. Payment for any required notice period by the Permit Holder is required in advance.
- h. Non payment of any applicable fees or charges by the due date will result in the immediate withdrawal of car park access.
- i. The monthly long term parking permit fee remains in applicable during any withdrawn access period.

### 4. Cancellation of Long Term Parking Permit

- a. A parking permit may be cancelled by the Permit Holder by providing minimum thirty (30) days written notice to City of Perth Parking. Such notice will not start to take effect until receipt has been confirmed to the Permit Holder by City of Perth Parking.
- b. A parking permit may be cancelled by City of Perth Parking for operational reasons by providing no less than thirty (30) days written notice to the Permit Holder.
- c. A parking permit may be cancelled by City of Perth Parking due to account arrears without notice.

# CITY OF PERTH PARKING LONG TERM PARKING APPLICATION TERMS & CONDITIONS

- d. A parking permit may be cancelled by City of Perth Parking due to non-adherence to the long Term Parking Permit Terms & Conditions without notice.
- e. Permit Holders are required to return paper permits, access cards and/or remote controls to City of Perth Parking within ten (10) working days of the last valid day of their Permit. City of Perth Parking reserves the right to continue to charge the applicable monthly fee until the paper permit, access card and/or remote control is received by the City of Perth Parking.

## 5. Privacy

- a. Personal information collected on long term parking permit applications will only be used by City of Perth Parking for the sole purpose of providing requested and related services. Information will be stored securely by City of Perth Parking and will not be disclosed to any third party without the Permit Holder's express written consent.
- b. It is the Permit Holder's responsibility to ensure that City of Perth Parking has up to date information such as credit card details, vehicle registration and contact details.
- c. Credit card details are encrypted and are not retained on file for strict privacy, security and compliance reasons.
- d. Emailed applications should not contain credit card details. Applicants will be contacted by City of Perth Parking during the application process for details.
- e. Applications containing credit card details may be posted to:

**GPO Box C120  
PERTH WA 6839**

or, **Facsimile: (08) 9461 3004**

or, hand delivered to: **Council House, 27 St Georges Terrace, Perth**

## 6. Terms & Conditions

- a. Terms and Conditions are subject to change without notification. Current Terms and Conditions are available on the web page [www.cityofperthparking.com.au](http://www.cityofperthparking.com.au)

## 7. Declaration

- a. Applicants must read the Terms & Conditions and make enquiry with City of Perth Parking for clarification should it be required.
- b. The Terms & Conditions declaration on page 2 clause 5 must be signed before the application can be processed.