

Private Property Registration Application Form

Authority to the City of Joondalup to issue infringement notice/s on private property land under City of Joondalup Parking Local Law.

OFFICE USE	Job Number:	
	Beat No:	

Registration type:
New Registration <input type="checkbox"/> Renewal <input type="checkbox"/>

Property to be registered:		
Address:		
Suburb:		Postcode:
Name of building:		
Postal Address: 'As above' if applicable.		
Postal Address:		
Suburb:		Postcode:
Land owners details:		
Name:		
Address:		
Suburb:		Postcode:
Phone:		Email:

Authorised complainants: (maximum 3 persons only)		
Person 1		
Name:	Title:	Phone:
Person 2		
Name:	Title:	Phone:
Person 3		
Name:	Title:	Phone:
Please indicate if the property is leased:		
Yes <input type="checkbox"/> No <input type="checkbox"/>		

Single Landowner Checklist:	
Document required	Attached
Fully completed Private Property Registration Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of all pages of the current Certificate of Title.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sketch plan (A4 size) indicating, in detail, the location of the area and specifying the number of bays (Indicating bays that are designated ACROD, Visitors, Clients, Customers or Loading).	Yes <input type="checkbox"/> No <input type="checkbox"/>
(Single Landowner (if required)) Letter of authority for individual, corporation/managing agent (whichever is applicable) to act on their behalf for all purposes relating to parking and registration.	Yes <input type="checkbox"/> No <input type="checkbox"/>
If the property is owned by a Company, Corporation of other Business: ASIC Company owner detail document(s):	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
If No, please confirm your intent to supply the City with the required document on anticipated date.	Date:
Please note the application cannot proceed until all required documentation is received by the City of Joondalup.	

Strata Title Property or Multiple Landowners Checklist:	
Document required	Attached
Fully completed Private Property Registration Application Form	Yes <input type="checkbox"/> No <input type="checkbox"/>
Copy of all pages of the current Certificate of Title.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Sketch plan (A4 size) indicating, in detail, the location of the area and specifying the number of bays (Indicating bays that are designated ACROD, Visitors, Clients, Customers or Loading).	Yes <input type="checkbox"/> No <input type="checkbox"/>
(Strata Title Property or Multiple Landowners) Letter of authority from each landowner providing authority to the individual, corporation/managing agent (whichever is applicable) to act on their behalf for all purposes relating to parking and registration. Please note, Strata documents are not acceptable in place of full Letter of Authority.	Yes <input type="checkbox"/> No <input type="checkbox"/>
(If the property is owned by a company, corporation or other business) ASIC documents identifying the Owners and/or Directors of the Company, Corporation or other Business.	Yes <input type="checkbox"/> No <input type="checkbox"/> Not Applicable <input type="checkbox"/>
If No, please confirm your intent to supply the City with the required document on anticipated date.	Date:
Please note the application cannot proceed until all required documentation is received by the City of Joondalup.	

Authorisation for rights of entry		
I hereby authorise the City of Joondalup to act on behalf of the complainants whose names appear above and lawfully confer on Authorised Officers of the City of Joondalup rights of entry at all reasonable times to enter the aforementioned property for the purpose of issuing infringement notices under the City of Joondalup Parking Local Law.		
Signed:	Owner: <input type="checkbox"/> Agent: <input type="checkbox"/>	Date:
Name:	Title:	
Strata titled properties:		
Title No:	Volume:	Folio:
Residential: Yes <input type="checkbox"/> No <input type="checkbox"/>		Commercial: Yes <input type="checkbox"/> No <input type="checkbox"/>
Residential only:		
Number of Units:		
Controlled by Coporate Body: <input type="checkbox"/>	Managing Agent: <input type="checkbox"/>	
Commercial only:		
Number of Units:		
Are all units managed by the same agent? Yes <input type="checkbox"/> No <input type="checkbox"/>		

PLEASE NOTE: If the property is managed by more than one agent, the authorised complainants must be nominated by all agents and all individual owners of the property.

Any change to name of authorised complainant/s to be advised to the City of Joondalup Parking Services, PO Box 21 Joondalup WA 6919, in writing within 7 days.

A copy of the conditions is to be retained by all agents, owners and nominated complainants.

All fees and charges, including signage costs, are due on acceptance of this application.

Registration of Private Property Conditions

A copy of the conditions is to be retained by all agents, owners and nominated complainants.

Registration of private property will be from the date of acceptance of the application and a renewal notice will be required if any changes to the original application are required. No action will be taken if registration is not current. All applicants are required to complete the Application Process as outlined in Condition 1 of this document.

1 Application Process

1.1 Single Landowner

The owner, or their agent, will supply to Parking Services of the City of Joondalup:

- a. Fully completed Private Property Registration Application Form.
- b. Copy of all pages of the current Certificate of Title.
- c. Sketch plan (A4 size) indicating, in detail, the location of the area and specifying the number of bays (Indicating bays that are designated ACROD, Visitors, Clients, Customers or Loading).
- d. A letter from the landowner(s) to the Managing Agent, providing authority for the agent to act on their behalf for all matters relating to parking and registration.

1.2 Strata Title Property (Multiple Landowners)

The owner, or their agent, will supply to Parking Services of the City of Joondalup:

- a. Fully completed Private Property Application Form.
- b. Copy of all pages of the current Certificate of Title.
- c. Sketch plan (A4 size) indicating, in detail, the location of the area and specifying the number of bays (Indicating bays that are designated ACROD, Visitors, Clients, Customers or Loading).
- d. A letter, from each landowner providing authority to the corporation/managing agent (whichever is applicable) to act on their behalf for all purposes relating to parking and registration.

2 Display of Signage

The landowner/s or their agent, will for the duration of the registration display and maintain adequate signage indicating that the area is private property and advising that unauthorised parking is prohibited. Each sign must display the registration number of the private property. These signs may be provided by the City of Joondalup Parking Services at a competitive price. All costs relating to the sign/s is to be borne by the owner or their agent.

The principal sign is to be no less than 60 centimetres in width and 50 centimetres in height in landscape format. The principal sign and its text are to be clearly visible to the driver of a vehicle upon entering the property.

The text shown on principal and subsidiary signs shall be:

Private Property
Authorised Parking Only
City of Joondalup
Parking Local Law
Private Property Agreement Number X

- “X” denotes the Registration Number
- Text to be red on white background
- Font to be ‘Arial’ and a minimum of 4 centimetres high

All signs erected pursuant to the application shall be approved by the City as to text (content, font type, colour and size), background (colour and area), dimensions of the sign, position and location of the principal sign in relation to the property, the need for and the position and location of additional signs.

Where there is more than one occupier upon a parcel of land (not being a right of way), each occupier shall also have sufficient signs and or physical barrier(s) identifying each parking bay(s) and the parking area(s) set aside for each such occupier.

3 Change of Ownership

Should the ownership of the property change, the new landowner/s must notify the City of Joondalup immediately and complete the application process, as outlined in Condition 1 of this document.

4 Change of Property Manager

Notification in writing, on company letterhead, must be received by City of Joondalup Parking Services within seven days of the change and must state the name of both the previous and new property managers.

5 Change of Managing Agent

Any change in Managing Agent requires completion of the application process, as outlined in Condition 1 of this document.

6 Change of Authorised Complainant/s

Any request to change the Authorised Complainants must be made in writing, on company letterhead, from the landowner/managing agent. Upon receipt of the written request, a renewal application form will be forwarded, requiring completion and return. All changes must detail the name/s and title of new complainants and the name/s of those complainant/s no longer required. A maximum of three complainants is permissible.

Changes to authorised complainants will not become effective until two working days after the receipt of the request.

7 Issuing of Infringement Notices

7.1 The City of Joondalup will only issue Infringement Notices to vehicles parked on the property that have not received prior permission from any person/s associated with the property, excluding special arrangements, and this information must be determined prior to calling the City of Joondalup. The City of Joondalup will not issue Infringement Notices to vehicles on any property that does not comply with the Planning Approval, applicable to that property, issued by the City of Joondalup.

Where staff, tenant/s or authorised person/s parked in bays other than those which are allocated to them, the problem is considered to be of a 'domestic' nature and must be dealt with accordingly by the landowner, agent or corporate body. The issue of infringements is not possible in these circumstances.

7.2 Vehicles parked within bays designated Visitors, Clients, and Customers are deemed to be invited members of the Public. Any vehicle parked in a bay marked in this manner will not be issued with an Infringement Notice.

7.3 Each property will be assigned an individual registration number and the authorised complainant/s must quote this number to Parking Services when

attendance is required. The contact telephone number for this purpose will be **9400 4040**. Failure to follow this procedure may result in delays in attendance.

7.4 The authorised complainant/s will be required to meet the Authorised Officer of the City at the entrance of the property and escort the Officer to the offending vehicle. The authorised complainant/s will be required to fully complete a Witness Complaint Form, which is to be signed in the presence of the Authorised Officer.

7.5 If the complainant/s fails to meet the Authorised Officer within five minutes of the Officer's arrival, the Officer will depart, as an Infringement Notice can only be issued when a complainant is present.

7.6 No action will be taken if the attending Authorised Officer deems it unnecessary.

8 Hours of Operation

Due to operational requirements, Infringement Notices can only be issued between the hours of 9.00am and 4.00pm Monday to Friday.

9 Request for Withdrawal of an Infringement Notice

Only authorised complainant/s may request the withdrawal of an Infringement Notice which has been issued on a property registered with the City. Should the authorised complainant/s request an infringement notice be withdrawn, they must:

- a. Make a written request which must be received within seven days of the date of the issue of the Infringement Notice that includes the Private Property Registration Number, Infringement Number, Vehicle Registration Number and the reason for withdrawal.
- b. Submit the appropriate fee for each infringement notice (Advice of fees is available from Parking Services on 9400 4040).

Multiple requests for withdrawals of Infringement Notices may result in discontinuance of this service. Requests for withdrawal of an Infringement Notice received after seven days may result in additional costs.

10 Witness at Court

Should an Infringement Notice result in action being taken in a Court for the recovery of the penalty the authorised complainant/s, who witnessed the alleged offence, will be required to attend Court as a witness. Costs for court attendance are not recoverable from the City of Joondalup.