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CITY WEST
HOUSING



PARKING

OPERATIONAL POLICY



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DOCUMENT AND AMENDMENT HISTORY

VERSION NUMBER	DATE	SUMMARY OF CHANGES
1.0	22 July 2014	Policy created
1.2	14 December 2020	Section 8 added

This document can be downloaded from www.citywesthousing.com.au

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1. PURPOSE

The Parking Policy outlines City West Housing's (CWH) approach to parking and sets out the conditions under which parking is allocated.

2. POLICY PRINCIPLES

Car parking availability is unique to each of CWH's buildings. Many CWH buildings have some parking, but it is limited, therefore parking cannot be guaranteed with any of CWH's properties.

Parking at CWH properties is not part of the Residential Tenancy Agreement and is a privilege not a right.

3. ALLOCATION OF PARKING SPACES

To be eligible to apply for a parking space City West Housing tenants must not be in arrears with their rent, as per their Residential Tenancy Agreement. Tenants must also currently have a vehicle registered in their name to the address leased from City West Housing and provide this information at time of application.

Parking spaces are allocated on a needs basis. Priority will be given to:

- Tenants or tenants with household members who have mobility or disability issues. Mobility and disability means people who are unable to walk a short distance.
- Tenants with a young child/children, which is defined as 2 or more children under the age of 5 years old or one child under the age of 3 years old.
- Tenants who work late shifts or night shifts.

Evidence must be provided to support your application for a parking space. For mobility or disability issues, a current letter from a medical specialist is essential and not a letter from a GP. Disability badges must be current and registered to the owner of the vehicle.

CWH reserves the right to use their discretion when allocating parking.

4. PARKING REVIEWS

Parking provision is reviewed and allocated periodically to reflect the changing needs and circumstances of our tenants.

During parking reviews, all parking spaces within the building are reallocated. All tenants who want to be considered for a car parking space must complete a new application, including those tenants who currently have an allocated parking space. Tenants who fail to submit an application for parking, or do not submit their application within the specified timeframe, will not be considered for a parking space.

A panel of senior CWH staff members will be responsible for allocating parking provision in line with CWH's Parking Policy.

5. MISUSE OF PARKING PRIVILEGES

Tenants who abuse their parking privileges will have their car spaces revoked and their car park access cancelled. Abuse of parking privileges includes:

- Parking in a space other than the space allocated to you by CWH.
- Parking a vehicle in the car park other than the vehicle declared to CWH on your parking application.
- Allowing visitors into the car park.

6. TENANTS IN BREACH OF THEIR RESIDENTIAL TENANCY AGREEMENT

If a CWH tenant breaches the terms of their Residential Tenancy Agreement or the Residential Tenancies Act, they may have their parking privileges revoked. Your obligations as a tenant include:

- to pay rent on time
- to pay for water usage (if applicable)
- to care for the premises
- to pay for any damage caused by you or your guests
- to report the need for any repairs or maintenance
- not to make alterations or additions without the landlord's permission
- not to alter, remove or add a lock or security device without the landlord's consent
- not to use or permit the premises to be used for an illegal purpose
- not to cause or permit a nuisance
- not to interfere with the peace, comfort or privacy of neighbours

7. ABANDONED OR INAPPROPRIATELY PARKED VEHICLES

CWH is committed to maintaining property conditions. Vehicles that are stored, abandoned or parked inappropriately on CWH property can present a health or safety hazard, cause a nuisance, block access or prevent other tenants from utilising the space.

Tenants and CWH are responsible for taking reasonable precautions to prevent vehicles from being left, stored or abandoned on CWH property. CWH can take action to remove such vehicles if they are on CWH property.

Vehicles left on public land are the responsibility of local councils or the Roads and Traffic Authority.

A reference to a vehicle includes a car, motorbike or remains of any vehicle belonging to a tenant or a member of their household.

8. GARAGE REMOTES

Some CWH carparks require access via a garage remote. Remotes will be issued to residents who have been allocated a parking spot. If parking privileges are revoked or a tenant is not allocated a parking spot in the next annual review, the garage remote must be returned to CWH. If this is not done, the tenant will be charged a fee for the replacement of the remote.

9. ALLOCATING PARKING OUTSIDE OF THE REVIEW PERIOD

On occasion a parking allocation may be terminated by CWH (see Sections 5 and 6 above) or by the resident when the resident terminates their lease with CWH or no longer has a vehicle.

In such circumstances, CWH will invite all residents living in the block, who do not currently have a parking space, to express an interest in being allocated a space for the period up until the next annual review. The successful applicant will be chosen randomly. The successful applicant will need to reapply at the time of the next annual review.

10. APPEALS

Decisions to allocate and/or revoke parking are made by a panel of senior CWH staff members. Parking provision is a privilege and CWH does not enter lease agreements for them. Parking provision is therefore not appealable under CWH's Appeals Policy.

11. POLICY APPROVAL



Mark Reader
Head of Housing Services
14 December 2021