

Commercial Vehicle Parking Registration Form and Checklist

This checklist has been prepared to ensure that residents provide the relevant information required for the registration or request for development approval of their commercial vehicle/s can be processed in a timely manner. The City asks that you read the following information and complete the checklist to ensure all information is provided so that your application can be formally accepted.

Please note **incomplete applications** may not be accepted and may be returned to the applicant to lodge at a future date when all outstanding information is available.

Required Information	Applicant use (tick only applicable box)
Does your commercial vehicle parking comply with the requirements of Local Planning Scheme No. 15 Clause 4.18 (attached to this checklist)?	<input type="checkbox"/> Yes (proceed to register my vehicle) <input type="checkbox"/> No (proceed to Development Application)

Local Planning Scheme No 15 – Clause 4.18	Applicant Use (tick if you comply)
The lot in which the commercial vehicle is proposed to be parked and/or cleaned and serviced contains only a single house and any associated outbuildings.	<input type="checkbox"/>
The vehicle is to be parked entirely on the subject lot and directly behind the front of the main building on the primary and/or secondary street frontage.	<input type="checkbox"/>
The vehicle does not exceed 3 metres in height (including the load).	<input type="checkbox"/>
Transfer of goods or passengers from one vehicle to another, unloading or loading of the vehicle or storage of goods associated with the use of the vehicle is not permitted.	<input type="checkbox"/>
The commercial vehicle is to be driven and parked by a resident of the residential property.	<input type="checkbox"/>

Note: Owners of commercial vehicles should familiarise themselves with all the provisions of Clause 4.18 in order to ensure compliance whilst vehicle is parked, serviced and/or cleaned.

Required Information	Applicant Use
Site plan, to scale (e.g.1:200), showing the proposed location of commercial vehicle parking	<input type="checkbox"/>
Proof of residency (e.g. Drivers Licence)	<input type="checkbox"/>

Register my vehicle

Vehicle Owners Details			
Name(s):			
Address:			
Postcode:			
Phone:			
Contact person for correspondence:			
Signature:		Date:	
Signature:		Date:	

Property Details					
Lot No:					
Street No:					
Street Name:					
Suburb:					
Certificate of Title Vol No: (optional)		Folio:		Diagram/ Plan No:	

Vehicle Details	Required information
Make:	
Model:	
Year:	
Length:	
Height (Loaded):	
Height (Unloaded):	
Tare Weight:	
Licence Number:	
Registration Number:	

Development Application

(Only applicable if application does not comply with the requirement of Clause 4.18 of the Scheme)

Lodgement of Applications Online

The City encourages customers to lodge development applications online (www.belmont.wa.gov.au, refer Build, How to get Started, Lodge and Track an Application). Guest access is available.

Attachments with a total file size of 100MB can be uploaded. Application fees are paid on lodgment by credit card. Please note the Credit Card Merchant Service Fee will only be charged for credit card transactions of \$100,000 or above. Further information about the online lodgment process can be found in the Planning and Building Application Online Guide.

Minimum Required Information	Applicant Use Only	Council Use Only
One (1) electronic copy of the complete application is required. Electronic plans should be submitted in PDF Format and meet the following requirements: <ul style="list-style-type: none">• unlocked, no security or passwords• to scale• optimized for minimum file size		
Application for Development Approval Form completed and signed by all landowners (registered on the certificate of title) of the land; or is accompanied by a letter of authorization signed by all landowners of the land.		
MRS Form 1 (only to be used in instances where development is proposed on or abutting land that is Reserved under the Metropolitan Region Scheme).		
Current copy of Certificate of Title (no older than 6 months). <i>Note: This is required to confirm ownership details and to check for caveats and memorials that may affect the proposed development. Available for purchase from Landgate (www.landgate.wa.gov.au)</i>		
Correct fee paid – refer to Schedule of Planning Fees (development applications not more than \$50,000).		
Site plan drawn to an appropriate scale (e.g. 1:200) indicating where the vehicle is to be parked behind the front set back.		

Disclaimer

This checklist intends to assist applicants in ensuring their application is complete and contains all necessary information for an assessment being undertaken. Notwithstanding the contents in this checklist, please note that the City reserves the right to request additional information as required. This publication is intended to provide general information only. Verification with the original Local Laws, Planning Schemes and other relevant documents is required for detailed references.

4.18 Parking of Commercial Vehicles on Residential Land

4.18.1 No commercial vehicle shall be parked, cleaned or serviced on any lot within the Residential zone or the Residential and Stables zone, or which is otherwise used exclusively for residential purposes unless:

- (a) the commercial vehicle is registered in respect of the lot under clause 4.18.3;
- (b) the lot on which the vehicle is parked and/or cleaned or serviced, contains only a single house with or without associated outbuildings;
- (c) The vehicle is parked and/or cleaned or serviced entirely on the subject lot and is to be located directly behind the front of the main building on the primary and/or secondary street frontage;
- (d) the vehicle does not exceed 3 metres in height (including the load);
- (e) in the case of servicing and cleaning, only minor servicing, including minor mechanical repairs and adjustments, and/or cleaning that generates easily contained liquid waste is carried out on the lot. Liquid waste shall be as defined in the *Environmental Protection (Unauthorised Discharges) Regulations 2004* and shall be disposed of in accordance with those Regulations;
- (f) while on the lot, there is no transfer of goods or passengers from one vehicle to another, unloading or loading of the vehicle, or storage of goods associated with the use of the vehicle.

4.18.2 A commercial vehicle shall be taken to be parked on the land for the purpose of the preceding subclause if:

- (a) it is present on the land for any period of time without the driver being present and visibly in control of the vehicle; and
- (b) within seven days of the owner being notified, the City of Belmont is not provided with information in writing sufficient to satisfy it that the vehicle was undergoing servicing or cleaning or delivering goods at the relevant time.

4.18.3 Register of Commercial Vehicles

For a commercial vehicle to be parked on residential land without a breach of clause 4.18.1, it shall be registered in accordance with the following provisions. Without affecting the generality of clause 4.18.1 a commercial vehicle may be parked on a lot within the Residential zone or the Residential and Stables zone or on a lot which is otherwise used exclusively for residential purposes if it is registered in accordance with the following provisions:

- (a) Any such commercial vehicle to be parked on residential land must be registered in a register of commercial vehicles parking on residential land maintained at the Administrative Offices of the local government, and the register shall be made available for public inspection during office hours.
- (b) An application to register a vehicle for the purpose of this clause shall be submitted to the local government in writing, and the application shall provide sufficient details to identify the land with certainty; the place where the commercial vehicle is proposed to be parked on the land; the tare weight; the make/model; and the unloaded height of the commercial vehicle.
- (c) Where the local government is satisfied that the commercial vehicle in respect of which application is made will be the only commercial vehicle parking at any time on the subject lot, and is ordinarily driven by a person resident in the house on the lot, and that clause 4.18.1 is otherwise complied with, the local government shall record details of the commercial vehicle on the register.

4.18.4 Where a commercial vehicle is registered in respect of residential land in accordance with this clause, no other development approval is required under this Scheme in respect of the parking of that commercial vehicle on that land.

4.18.5 The registration of a commercial vehicle under this clause in respect of any residential land is not transferable and shall be valid only while that commercial vehicle continues to be driven and parked on the land by the person nominated in the application as the driver resident in the house on the land.