

# Accessible Parking Permit Application Form - Organisation

## How to apply for an organisation permit

Applications for an Accessible Parking Permit(s) for organisations can be made online at [www.accessibleparking.vic.gov.au](http://www.accessibleparking.vic.gov.au) or by completing this form.

You will need to provide proof of identity, proof that the vehicle(s) are registered in Victoria in the organisation's name and that the organisation is a legal entity as part of this application.

This application allows you to apply for permits for new vehicles and reapply for permits associated with existing vehicles. You cannot reapply for permits for existing vehicles prior to 6 weeks of the expiry date. You can apply to add new permits to your organisation's fleet throughout the year however all permits will expire on the same date (the date of the oldest permit). You will then need to reapply for all permits for the next 12 months.

Please note the following vehicles are **not** eligible for a permit:

- **Buses:** a motor vehicle which seats more than 12 adults (including the driver)
- **Commercial passenger vehicles:** e.g. taxi, limousine service, ride share (UBER, OLA etc)
- **Motorbikes**

### Replacing lost, stolen or damaged permits

Before you can collect your permit, you will be required to provide proof of identity and the following appropriate supporting documentation:

- the damaged permit (if replacing)
- a statutory declaration for a lost permit
- a statutory declaration or a police report for a stolen permit.

Once this form is complete, mail, email or deliver it in person to your local council who will complete your application. Allow 10 to 15 days to receive the outcome of your application via mail, at which point, if successful, you will be required to pick your permits up from council and provide your proof documents for sighting. Failure to provide the documentation will result in unsuccessful applications.

To find out more about the Accessible Parking Permit Scheme (APP) visit [www.vicroads.vic.gov.au/app](http://www.vicroads.vic.gov.au/app).

**OFFICE USE:** Once the information has been entered into the online platform and checked for accuracy, this form should be imaged and securely destroyed, consistent with applicable public records requirements. It should not be filed or archived in hard copy.

## 1. Organisation Details this section must be completed

*All questions must be answered unless marked '(optional)'.*

ABN

ACN (optional)

Trading or business name

Business phone number

### Please describe why your organisation requires Accessible Parking Permits

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## Business address

This must be a physical address in Victoria. Do **not** use a PO Box or Locked bag.

Street address

Suburb

Postcode

## Mailing address

This address can be a PO Box or Locked bag.

Same as business address

Street address

Suburb

Postcode

## Person responsible for the permit(s)

This person is the contact point for any queries regarding this application. They will be required to attend council in person and show proof of identification to pick up permits if the application is successful. They need to be authorised to complete this application's Consents and Declarations on behalf of their organisation.

First name

Family name

Mobile number

*We will send updates about this application to this mobile number.*

Email address (optional)

*We will send updates about this application to this email address if one is provided. It may be also used for notifications and reminders.*

Local council

## 2. Permit Requirements

Please select the type of application required

**New**

(go to Section 2)

**Renew**

(go to Section 2)

**Replacement**

(go to Section 3)



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## 2. New and renew only

<p><b>Are you renewing your existing Accessible Parking Permits?</b></p>	<p>YES <input type="checkbox"/>                      NO <input type="checkbox"/></p>
<p>If yes, please provide one permit number for one of your vehicles. This will be used to help identify your organisation in the system.</p> <p><b>Do not supply permit numbers for old style Blue (Category 1) permits, these cannot be renewed.</b></p>	<p><b>Permit No.</b></p> <div style="border: 1px solid black; height: 20px; width: 100%;"></div>

### Permit Requirements

Complete this section outlining all the vehicles you are seeking permits for. This includes existing vehicle permits you wish to reapply for, and new vehicle permits.

The registration number of the vehicle will be printed on the ADP permit. Permits are not transferable between vehicles.

### For what specific activities will the permit(s) be used?

Please include details of the types of people you are transporting and the types of trips you are undertaking.

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**Average number of trips per week transporting people with a mobility impairment**

### Vehicle details

**Number of drivers carrying out this purpose?**

*Drivers must be employed or engaged by the organisation to drive vehicles used for the purposes of providing transport service for people with significant mobility or cognitive, behavioural or neurological impairments.*

**Number of vehicles registered for this purpose?**

*Vehicles must be registered to your organisation. Buses (12 or more seats), commercial vehicles and motorbikes are not eligible.*

**How many permits are required?**

*The maximum number of permits you can have is the lowest of the number of drivers or number of vehicles stated above.*



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## Vehicle details

Complete this section outlining all the vehicles you are seeking permits for. This includes existing vehicle permits you wish to reapply for, and new vehicle permits.

There are certain types of vehicles that are not eligible for an Australian Disability Parking (ADP) (for organisations) Permit:

- **Buses:** motor vehicle which seats more than 12 adults \*including the driver)
- **Commercial passenger vehicles:** e.g taxi, limousine service, ride share (uBer, OLA etc)
- **Motorcycles**

Make	Model	Registration number

### 3. Replacements only

Permit number

Reason it needs replacing



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## 4. Consent & Declaration – must be completed by the person responsible for the permit

### Applicant

I consent to Council and the Department of Transport collecting my personal information provided in and with this application for the purpose of applying for an Accessible Parking Permit on behalf of my organisation. I understand that the information might be used or accessed by Council or the Department of Transport in the process of determining my organisation's eligibility for a permit. I understand that I may be contacted in relation to this application. I declare that the information I have provided is true and correct. I have read and understood and agree to the permit Conditions of Use and wish to apply for the selected permit to use in accordance with these terms.

I will ensure that the permit is not sold, transferred or assigned to another party and will be solely used for purposes as stated. I agree to return the permit if the organisation's eligibility changes. I agree that all permits are non-refundable.

I acknowledge information found to be false in support of this application will result in my permit being cancelled.

Name

Signature

Date

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## 5. Conditions of Use

The following Accessible Parking Permit is issued subject to the general conditions and permit-specific conditions outlined below:

- Australian Disability Parking Permit (for organisations)

### General conditions

These general conditions apply to all Accessible Parking Permits:

- The permit may be attached to the vehicle by any method that does not obscure any of the permit details or the vision of the driver when the vehicle is in motion.
- The permit is valid until the end of the date of expiry, unless it is cancelled.
- The permit must not be transferred, reproduced, copied, defaced, altered or destroyed.
- The details on the permit (e.g. permit number, expiry date, vehicle registration number, People with Disabilities Symbol, must be legible and unaltered.
- The permit may be confiscated by an authorised officer and/or cancelled by council for misuse or breach of any of the Conditions of Use.

### Permit-specific conditions

Permit-specific conditions apply to ADP Permit (for organisations) as follows:

- The permit must only be displayed in the vehicle to which it is registered.
- The permit can only be used when the vehicle to which it is registered is carrying at least one person who meets the eligibility criteria as set out in the APP Scheme.
- The permit must be clearly displayed so the expiry date, permit number and registration number are visible from the exterior of the vehicle.
- The permit entitles the vehicle to which it is assigned to park in a parking bay marked with the People with Disabilities Symbol.
- The permit entitles the vehicle to which it is assigned to park for up to twice the maximum allowable time on a length of road, or in an area, to which a permissive parking sign applies.
- When displaying the permit and parked on a length of road, or area, where a fee applies, the fee must be paid according to the duration of the intended stay, up to the maximum amount payable.
- The permit can be used in another State or Territory, in accordance with the relevant local parking rules.

## 6. Privacy Statement

The Department of Transport or Council may use or disclose personal or medical information it collects from you, but only as permitted by law, including the Road Safety Act 1986, the Privacy and Data Protection Act 2014, and the Health Records Act 2001.

This may include disclosing the information to the Department's or the Council's employees or contractors, other councils, medical experts, law enforcement agencies, other road and traffic authorities, the Transport Accident Commission, vehicle manufacturers (for safety recalls), road safety researchers, courts and other organisations or people authorised to use the personal or health information.

The most likely use of your information will be to assess your application for an accessible parking permit, or in the context of a parking infringement or the administration of the Accessible Parking Permit Scheme.

Failure to provide the information could result in your application not being processed, or records not being properly maintained.