

Accessible Parking Permit Application Form - Replacement

How to replace a lost, stolen or damaged permit

Requesting a replacement permit can be done online at www.accessibleparking.vic.gov.au or by completing this form. Once this application 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. Council will contact you when it arrives. You will be required to pick up your replacement permit from council, provide proof of identity and the stated supporting documentation.

Important - If you are replacing a Blue (Category 1) or Green (Category 2) permit please note that since you applied for your permit the Disability Parking Permit Scheme has changed. You will be receiving a new Accessible Parking Permit as a replacement, however your eligibility for the permit under the new Scheme is not confirmed. You will need to undertake a functional assessment when you renew this permit and your eligibility could change. You could receive a different permit type or no longer be eligible for a permit. To find out more about the Accessible Parking Permit (APP) Scheme visit 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. Replacing lost, stolen or damaged permits


Please select the reason you are seeking a replacement permit. You must provide the stated documents of proof when submitting this form			
Reason	Select one		Select if attached
I have lost my permit	<input type="checkbox"/>	I have attached a statutory declaration to this application	<input type="checkbox"/>
My permit is stolen	<input type="checkbox"/>	I have attached: a statutory declaration; or a police report with this application	<input type="checkbox"/> <input type="checkbox"/>
My permit has been damaged and can't be used	<input type="checkbox"/>	I will bring my damaged permit to council to be replaced	<input type="checkbox"/>


2. Current Permit Details


If permit is lost and you do not have these details, please fill in the responses you can and leave the rest blank. Your personal details will be used to recall your permit details.

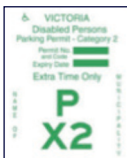
Permit type

ADP (Victoria)
 Double Time
 Category 1 (old)
 Category 2 (old)









Permit number

Issuing council

Permit expiry date



Accessible Parking Permits are issued by Victorian local governments using the Accessible Parking Permit Scheme. The Victorian state government, through VicRoads, provides technology support to councils to coordinate permits at a state level. All applications must be made to your local municipal council.

OFFICIAL: Sensitive

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3. Personal Details

3.1 Applicant details – this section must be completed by the applicant or their nominated representative. The applicant is the person with impaired mobility.

First name

Middle name(s) (optional)

Family name

Date of birth

Sex

 M (Male) F (Female) X (Indeterminate / Intersex / Unspecified)

Contact details

Updates relating to your application will be sent to the mobile number you provide.

Email address (optional)

Mobile number

(mobile numbers are used for SMS communication regarding your application)

Landline

Residential address at time of permit application

This must be the address you lived at when you applied for your permit

Street address

Suburb

Postcode

Council

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Update to residential details

Has your residential address changed since you applied for your current permit?

Yes, it has changed

No, it has not changed

If yes, please provide the address details of where you live now.

Street address

Suburb

Postcode

Council

3.2 Nominated representative details –

The nominated representative is the person who is assisting the applicant complete this form (to be completed by nominated representative).

First name

Family name

Relationship to the applicant

Carer

Family

Friend

Other

Email address (optional)

Mobile number

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4. Applicant/Nominated Representative Declaration

I declare that I am the applicant and that the details provided in this application are true and complete. I consent to council and Department of Transport collecting personal and medical information provided in and with this application for the purpose of applying for a replacement Accessible Parking Permit. I understand that the personal information provided in and with this application will be used by council in determining my eligibility for a replacement Accessible Parking Permit. I understand that I may be contacted in relation to this application. I understand that any Accessible Parking Permit issued as a result of this application, will only be used as set out in the Conditions of Use set out in section 5 of this form. I have read and understood the Privacy Statement.

Nominated representative

I declare that I have legal authority to act on the applicant's behalf. I can produce evidence of this if required. I declare that the details provided in this application are true and complete. On behalf of the applicant I consent to the council and Department of Transport collecting the applicant's personal information provided in and with this application, for the purpose of applying for a replacement Accessible Parking Permit. I understand that the applicant's personal information provided in and with this application will be used by council in determining the applicant's eligibility for a replacement Accessible Parking Permit. I declare that the applicant is aware that any Accessible Parking Permit issued as a result of this application, will only be used as set out in the Conditions of Use set out in section 5 of this form. I declare that in instances where cognitive impairment impairs ability to comply with or understanding of the Conditions of Use the person likely to drive the applicant will be aware of the Conditions of use. I have read and understood the Privacy Statement (section 6). As nominated representative, I consent to my own 'personal information' being collected as the nominated representative of the applicant for a replacement Accessible Parking Permit. I understand that I may be contacted in relation to this application.

Name

Signature

Date

I am the applicant

I am the applicant's nominated representative

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5. Conditions of Use

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

- Australian Disability Parking permit (for individuals)
- Victorian Double Time Accessible Parking Permit (for individuals)
- 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, 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 Accessible Parking Permits as follows:

Australian Disability Parking permit (for individuals)

- A person is only entitled to one permit.
- The permit must only be displayed when the permit holder is using (parking) the vehicle.
- The permit must be clearly displayed so the expiry date and permit number are visible from the exterior of the vehicle.
- The permit entitles the permit holder to park in a parking bay marked with the people with disabilities symbol.
- The permit entitles the permit holder 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.

Victorian Double Time permit (for individuals)

- A person is only entitled to one permit.
- The permit must only be displayed when the permit holder is using (parking) the vehicle.
- The permit must be clearly displayed so the expiry date and permit number are visible from the exterior of the vehicle.
- The permit only entitles the permit holder 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 only be used in the State of Victoria.
- The permit does not entitle the permit holder to park in a parking bay marked with the people with disabilities symbol.

Australian Disability Parking permit (for organisations)

- 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 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.

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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.