 APPLICATION FORM

**PARKING PERMIT FOR PERSONS WITH DISABILITIES**

Please Note: Applications can take up to 7 working days to process and that completion of this form does not guarantee that a disabled parking permit will be issued. Disabled persons’ parking permits are only issued to people with a medical condition that severely affects mobility.

**APPLICANT’S DETAILS** (The applicant is the person with the disability but an agent may apply on their behalf)

Applicant’s Name:

Date of Birth: Gender: Male 🞎 Female 🞎

Address:

Suburb: Post Code:

Home Phone: Mobile:

Business Phone:

Email: …………………………………………………………………………………………………………………………………………………………………

**PERMIT DETAILS**

What is your disability: (If the disability is not permanent or will not last for more than six months you will not be eligible for a permit)

Do you need continual aid for your mobility to and from a vehicle? Yes 🞎 No 🞎

Type of aid used:

Permit Type Required: Driver/Passenger 🞎 Passenger Only 🞎

**PRIVACY**

Your personal and health information is being collected by Wyndham City Council for the administration of disabled parking permits and other related council disability services and programs. The information will be used by Council and its contracted service providers for that primary purpose or a directly related purpose and maybe disclosed to other authorities regarding usage for the permit, but shall otherwise remain private within Council unless disclosure is required by law or consented to by you. You may apply for access and/or amendment of the information by writing to Council’s Privacy Officer.

🞎 I have read the above privacy statement and consent to the collection/use of my information on this form.

**DECLARATION**

I make this declaration in the firm belief that all the information provided on this form is, to the best of my knowledge, true and correct and I am aware that false declarations may be punishable by law. I will comply with the ‘Conditions of Use’ for the permit. If my circumstances change in any way likely to affect my eligibility for the permit, I agree to notify the issuing authority within fourteen (14) days. I further agree that the permit remains the property of Wyndham City Council and will be returned within seven (7) days of notification of such return being required. Failure to return any existing or expired permits with this application may result in refusal of a new Permit being issued.

Signature of Applicant (or Applicant’s Agent): Date:

Agent Name (if applicable):

 APPLICATION FORM

**PARKING PERMIT FOR PERSONS WITH DISABILITIES**

**MEDICAL PRACTIONER / SPECIALIST MEDICAL PRACTITIONER / CLINICAL PSYCHOLOGIST STATEMENT**

The information on this form will be used by Council staff to determine the eligibility of your patient for a Disabled Persons’ Parking Permit. Completion does not guarantee a permit will be issued. A permit may not be issued unless all details on the application are completed.

What is your patient’s disability:

Is your patient’s disability permanent? Yes 🞎 No 🞎

If no, how long is your patient’s disability likely to last? months / years

**Category One (Widespace Blue Permit)**

Does the patient have significant ambulatory disability such that he/she is required to use a complex walking aid\* that prevents access to a vehcile in a standard sized parking bay, or he/she cannot access a vehicle in a standard sized parking bay?

\*A complex walking aid is defined as an aid which has more than one contact point with the ground

Yes 🞎 No 🞎

If yes, please describe the complex walking aid, used by your patient. *(Please describe fully)*

Does the patient have either an acute or chronic illness in which minimal walking may endanger his/her health acutely or in the long term?

Yes 🞎 No 🞎

If yes, please describe:

Does the patient have a significant intellectual disability such that he/she is an exteme danger to himself/herself and others in a public space without continuous attendance by a caregiver?

Yes 🞎 No 🞎

**Category Two (Double Time Green Permit)**

Does the patient indicate that he/she has a significant ambulatory disability or severe illness which does not affect their ability to walk distances but will require rest breaks when continuous walking is undertaken?

Yes 🞎 No 🞎

**DECLARATION BY MEDICAL PRACTITIONER/SPECIALIST/CLINICAL PSYCHOLOGIST**

I acknowledge that this declaration is true and correct and I make it with understanding and belief that a person who makes a false declaration is liable to the penalties of perjury**.**

Practitioner’s Name: Registration Nbr:

Practitioner’s Signature: Date:

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## IMPORTANT INFORMATION ABOUT DISABLED PERSONS PARKING

Please take a few minutes to read this information to determine if you should complete the attached Disabled Persons Parking Application form. Please keep this information section for your records.

**WHAT IS THE DISABLED PERSONS PARKING SCHEME?**

The Disabled Persons Parking Scheme is a state-wide scheme designed to assist those people who need either extra space to get in or out of their vehicle or extra time in order to carry out activities.

**WHAT IS A DISABLED PERSONS PARKING PERMIT?**

If someone has a category 1 Disabled Persons Parking Permit (Blue) this allows the holder to either use the blue disabled parking bays or to park in a timed normal parking area for twice the specified time (after any payment for the original time). If someone has a category 2 Disabled Persons Parking Permit (Green), this allows the holder to park in a timed normal parking area for twice the specified time (after any payment of the original time). You are not allowed to park in a blue disabled parking bay with this permit. It is important to provide the correct permit to an individual based on their particular requirements.

Parking is not permitted in restricted locations such as Clearways, No Stopping, No Parking Areas, Taxi Only Areas, Bus Zones, Red signed areas and Authorised Resident Areas.

The individual is entitled to hold only one Disabled Persons Parking Permit.

**WHAT TYPES OF PERMITS ARE THERE?**

Disabled Persons Parking Permits come in either a Category 1 permit (which is blue) or a Category 2 permit (which is green). A category 1 permit allows the holder full use of all aspects of the scheme. A category 2 permit allows the holder to park for twice the specified time but does not allow the holder to park in spaces designated as disabled parking areas.

**AM I ELIGIBLE FOR A PERMIT?**

Eligibility is based on the current VicRoads eligibility criteria for the Disabled Persons Parking Scheme.

Category 1: To be eligible for a category one permit:

* A Medical Practitioner must confirm that an individual has a significant ambulatory disability and they cannot access a vehicle in an ordinary parking bay, or they are required to use a complex walking aid\* that prevents access to a vehicle in an ordinary parking bay , or
* A Medical Practitioner must confirm that an individual has either an acute or chronic illness in which minimal walking may endanger their health, or
* A Specialist Medical Practitioner or Clinical Psychologist must confirm that an individual is an extreme danger to themselves and others in a public place without assistance by a carer.

\* A complex walking aid is defined as an aid which has more than one contact point with the ground.

Category 2: To be eligible for a category two permit:

* A Medical Practitioner must confirm that an individual has a significant ambulatory disability or severe illness which does not affect their ability to walk, however they require rest breaks when continuous walking is undertaken.

**WHAT TYPES OF DISABILITY PARKING PERMITS ARE THERE?**

Within the categories one or two, Councils may issue permits as follows:

Code A: For a driver or passenger who has a significant intellectual or ambulatory disability.

Code B: For a passenger who has a significant intellectual or ambulatory disability.

Code C: For organisations transporting individuals with a disability

Code D: For a temporary permit

A significant intellectual or ambulatory disability that is not likely to improve in an individual’s lifespan (Code A or Code B)

A significant long-term ambulatory disability that is not likely to improve within six months (Code D)

**ORGANISATION DISABILITY PARKING PERMITS:**

Organisations transporting individuals who meet the eligibility criteria are required to complete a separate application form. Eligible organisations will receive a permit for 12 months.

**CAN I GET A TEMPORARY DISABLED PERSONS PARKING PERMIT?**

Yes you can get a temporary Disabled Persons Parking Permit if a medical practitioner certifies that you have a significant long-term ambulatory disability which is not permanent but is not likely to improve within six months.

**WHEN SHOULD I DISPLAY MY PERMIT?**

The permit must only be displayed when the vehicle is being used to transport the individual to whom the permit was issued. It cannot be used if the permit holder is not travelling in the vehicle.

The permit must be clearly displayed so the permit number and expiry date are visible from the exterior of the vehicle.

When your permit is not in use it is advisable to keep it out of sunlight to avoid a damaging effect on the plastic. It is suggested that it be kept in your glove box.

**HOW DO I APPLY FOR A DISABLED PERSONS PARKING PERMIT?**

To apply for a Disabled Persons Parking Permit a Parking Permit for Persons’ with Disabilities Application Form must be completed. Permits will only be issued to permanent residents of Wyndham City. The first page of the application form must be completed by you or your agent. The second page of the application must be completed by a Specialist Medical Practitioner or Clinical Psychologist for intellectual disabilities, or a Medical Practitioner for all other disabilities. Your authority for the Medical practitioner/Specialist Medical Practitioner/Clinical Psychologist to release medical information must be singed. An organisation providing transport service to the disabled is required to complete a separate application form.

***Please Note:*** No permits will be issued on the spot.

**HOW DO I RENEW MY DISABLED PERSONS PARKING PERMIT?**

*3 year lifelong disability permit (Category 1 or 2):* All holders of lifelong disability permits will be sent a renewal form in the mail approximately 3-4 weeks prior to their current permit expiring (the form can also be downloaded from Wyndham City’s website and is available at the front counter of the Civic Centre at 45 Princes Highway, Werribee). The permit holder must complete the renewal form and return it to Council. Upon receipt of the renewal form, a new permit is issued and mailed to the permit holder within seven (7) business days with a further three years validity. Please note permits will not be issued on the spot at the counter unless exceptional circumstances apply.

*Temporary permit (Category 1 or 2):* Holders of temporary disability permits will not be sent a renewal form. If you still require a disabled persons’ parking permit you will need to reapply and have your doctor/specialist complete a new application. Council will assess your application and if it is approved a new permit will be sent to you in the mail.

*I have an Organisation permit:* At least 7 working days before your permit expires you will need to complete a renewal application and return it to Council (you can download this application form from our website [www.wyndham.vic.gov.au](http://www.wyndham.vic.gov.au) or you can complete one at the front counter at 45 Princes Highway, Werribee). Council will then send out the new permit to you in the mail.

***Please Note:*** Expired permits must be surrendered to Council.

**WHAT DO I DO IF I’VE LOST OR MISPLACED MY DISABLED PERSON PARKING PERMIT?**

If your permit is lost, stolen or damaged or otherwise deemed unusable, the applicant or applicant’s agent must complete a Statutory Declaration indicating why the permit needs to be replaced. The Council will replace the permit upon receiving the Statutory Declaration. This may be renewed at the counter or within the next working day if the permit holder is unable to wait.

**PERMIT CANCELLATION:**

A permit is automatically cancelled after the expiry date and may be cancelled at any time for wilful misuse or breach of the ‘Conditions of Use’. Penalties may be imposed for misuse of the permit. Further information may be obtained from Council.

**REFUSAL OF AN APPLICATION:**

Where an application is refused, Council will give reasons for its decision in writing and reconsider your application if you seek a second opinion from another Medical Practitioner or Clinical Psychologist.

**I AM FROM INTERSTATE. CAN I USE MY DISABLED PERSONS PARKING PERMIT?**

Yes, you may use your current interstate Disabled Persons Parking Permit but you should check with any local authorities to determine specific requirements.

Permit holders from interstate displaying the Australian Disability Parking Permit or the Queensland ‘red permit’ will be recognised in Victoria.

**I AM TRAVELLING INTERSTATE. CAN I USE MY DISABLED PERSONS PARKING PERMIT?**

Victorian Disabled Persons Parking Permits are recognised in all Australian states and territories. Parking concession may be different in other states and territories and individuals should check the conditions applying to the Disabled Person Parking scheme in the relevant state or territory. Information is available at <https://www.dss.gov.au/our-responsibilities/disability-and-carers/program-services/for-people-with-disability/australian-disability-parking-scheme-0>

**I AM A VISITOR FROM OVERSEAS. CAN I GET A DISABLED PERSONS PARKING PERMIT?**

VicRoads no longer issues international visitors with a temporary disabled parking permits.

Provided it is current and valid, overseas disabled parking permits holders may park in reserved disabled parking spaces displaying the International Symbol of Access.

Overseas visitors are advised to bring their current permit with them when travelling to Victoria

**CONDITIONS OF USE**:

A permit is not valid if:

* It has expired or the permit number or expiry date is not legible or visible from the outside of the vehicle.
* Your eligibility for the permit has changed
* Your permit is not clearly displayed in the windscreen; with the expiry date and permit number visible from outside the vehicle.

When requested by an Authorised Officer, a driver using the permit must:

* State his/her name and address
* Produce his/her driver licence
* Produce the relevant valid disabled persons’ parking permit.
* Show proof that he/she or a passenger in the vehicle is the permit holder; and remove the vehicle from the reserved place, if the officer deems that the permit is invalid or that there is insufficient proof that the driver or passenger of the vehicle is the permit holder.
* A driver using the permit must either be the permit holder or must be parking the vehicle for the convenience of the permit holder who needs to enter or leave the vehicle.
* The permit remains the property of the issuing council and must be returned within seven (7) days of notification that such return is required.
* A person may only have one (1) permit.
* An organisation may hold more than one (1) permit but must justify in writing to the council the number of permits required or any increase in the number permits required. An organisation may also hold a trip specific permit.