



### HOW TO COMPLETE THIS FORM

1. Read the 'Conditions of Issue and Use' section before completing this form.
2. Fill out all fields correctly using CAPITAL LETTERS.
3. Submit the completed form and documents by mail, email, fax or in person.
4. Refer to the 'How to Apply' section for further information.

**Please note: The application will not be processed unless all details are completed.**

### SECTION 1: APPLICANT DETAILS\* - this section must be completed by the applicant/agent

\*The 'applicant' is the person with the disability

Title  Given name(s)

Family name

#### RESIDENTIAL ADDRESS

Unit/Number

Street

Suburb

Postcode

#### POSTAL ADDRESS

(Only complete if different from residential address):






#### CONTACT DETAILS

Home

Work

Mobile

Email

**Go to Section 2**

### SECTION 2: REASON FOR PERMIT - PLEASE TICK / OPTION

Applicants must indicate the reason the City Access for People with Disabilities parking permit is required.

- Work
- Ongoing medical specialist appointments
- Study

**Go to Section 3**

### SECTION 3: VEHICLE REGISTRATION DETAILS - this section must be completed by the applicant/agent

Applicants may nominate up to three (3) vehicles for the one permit.

Registration number 1

Registration number 2

Registration number 3

**Go to Section 4**

#### OFFICE USE ONLY

Type:  A  B  D Category:  1  2

<b>Eligibility Papers Received?</b>		<b>Permit No.</b>	
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**SECTION 4: PERMIT DOCUMENTATION CHECKLIST - PLEASE TICK ✓**

You will be required to submit a new application with supporting documentation each year (refer to point 4 of the terms and conditions).

Please supply a **copy** of the following documents:

- Current state parking permit for People with Disabilities
- Letter from employer/medical specialist/educational institution located within the City of Melbourne confirming your ongoing attendance

If you have any concerns about providing copies of the required documents, you may apply for your permit in person at Melbourne Town Hall, 120 Swanston Street, Melbourne, where the required documents can be sighted by an authorised officer.



**SECTION 5: STATEMENT OF ACCEPTANCE - this section must be completed by the applicant/agent**

I declare that the information I have provided is true and correct. I have read and understood and agree to the City of Melbourne's permit 'Conditions of Issue and 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 my eligibility changes. I acknowledge information found to be false in support of this application will result in my permit being cancelled.

The applicant's agent may sign and take full responsibility on the applicant's behalf.

Applicant Name	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>		
Agent Name	<input type="text"/>	Signature	<input type="text"/>
Date	<input type="text"/>	Relationship	<input type="text"/>

The City of Melbourne is committed to protecting your privacy. The personal information you provide for this application is being collected by the City of Melbourne for the primary purpose of assessing your eligibility for the selected permit. We may also need to contact you from time to time for directly related purposes. Your personal information will not be disclosed to any external party without your consent, unless required or authorised by law. Failure to provide the information requested means your permit application cannot be processed. If you wish to gain access to or alter any personal information you have supplied to the City of Melbourne whilst completing this application, please contact us on +61 3 9658 9658. You can also access our privacy statement at [www.melbourne.vic.gov.au](http://www.melbourne.vic.gov.au)

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## HOW TO APPLY

Please detach the completed form and return with supporting documents via one of the methods listed below.  
**Keep the 'Conditions of Issue and Use' page for your reference.**

### MAIL

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Permits  
City of Melbourne  
GPO Box 488  
Melbourne 3001

### IN PERSON

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Melbourne Town Hall  
120 Swanston Street, Melbourne  
Business hours, Monday to Friday  
Closed Public Holidays

### EMAIL

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Please email the completed application form with any required supporting documents to:  
cityaccess@melbourne.vic.gov.au

### FURTHER INFORMATION

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Phone: +61 3 9658 9658  
TTY (hearing speech/impaired) +61 3 9658 9641

### FAX

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Please fax the completed application form with any required supporting documents to: +61 3 9658 9912

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**Please note:** City of Melbourne takes no responsibility for your personal information which is sent via email or mail.

## CONDITIONS OF ISSUE AND USE FOR CITY ACCESS FOR PEOPLE WITH DISABILITIES ANNUAL PARKING PERMITS

### Please keep this 'Conditions of Issue and Use' page for your reference.

1. You must apply for a permit in writing on a standard application form or by using the online application form found at [www.melbourne.vic.gov.au/parkingpermits](http://www.melbourne.vic.gov.au/parkingpermits). Any proof, as requested on the application, must be supplied before any permit(s) is issued.
2. Any permit which is copied, reproduced in any fashion, or sold will be cancelled and may not be replaced.
3. Any permit which is obtained as a result of providing false or misleading information will be cancelled and the permit holder will be ineligible to obtain a permit for a period of 12 months.
4. An official letter (on letterhead) from the applicant's employer or educational institution must be provided at the time of application confirming their work or study within the municipality.

OR

An official letter (on letterhead) from the applicant's medical specialist must be provided at the time of application confirming their ongoing requirement for medical treatment within the municipality.

The letter supplied must be dated within three months of the application.

5. The permit will expire on the date shown on the permit.
6. The permit will show the registration number of the vehicle(s) for which it is issued. It is not transferable.
7. If a permit holder changes the registration number of their vehicle(s), the City of Melbourne must be notified in writing.
8. The permit holder may nominate up to three vehicle registration numbers on the permit.
9. The issue of the permit to any person(s) does not guarantee the availability of any parking space(s) to the holder(s).
10. The City of Melbourne will endeavour to process all permit applications within 10 working days of receipt.
11. There is no fee for the City Access for People with Disabilities annual parking permits.
12. Permit holders are subject to 'No Stopping', 'Clearway', 'Loading Zone', 'Bus Zone', 'Disabled Zone' and 'Taxi Rank' restrictions where applicable.
13. The use of parking spaces in parking areas to which the parking permit applies may be suspended by a member of the police or by authorised officers of the City of Melbourne at any time.
14. Failure to display the permit on the vehicle so that all inscriptions are clearly visible from the outside of the passenger side of the front windscreen of the vehicle may result in a parking infringement notice.
15. The permit will cease to be valid in the event that:
  - a. The permit is being used by anyone other than the nominated permit holder.
  - b. The person(s) in whose name(s) the permit is issued ceases to require access for the purpose for which it has been issued.
16. The holder of a City Access for People with Disabilities permit is a person with a permanent ambulatory disability. Holders are authorised to park their vehicle in a lawfully designated green-signed parking area within the City of Melbourne for a period longer than fixed.
17. To be eligible for a City Access for People with Disabilities permit, the applicant must also hold a current state parking permit for people with disabilities and show proof of this at the time of application.
18. The City Access for People with Disabilities permit must be displayed in conjunction with a Category 1 or Category 2 Disabled Persons Parking Permit at all times.
19. The City of Melbourne reserves the right to request further information or documents to support this application.
20. The City of Melbourne reserves the right to withdraw this permit at any time.
21. The City of Melbourne reserves the right to change the Conditions of Issue and Use of this permit at any time.
22. Any permit which is altered, copied, reproduced in any fashion, leased, traded, sold or offered as part of a transaction is no longer valid and will be cancelled. In such cases, permits may not be replaced and permit holders may be excluded from the scheme.

#### Replacement permit

22. The permit holder or the permit holder's agent may request a replacement permit by submitting a Statutory Declaration outlining the reasons for replacement.
23. If a permit is damaged or unusable, a replacement permit will only be issued upon the return of the old permit and the receipt of the declaration.
24. If a change of vehicle registration is required, a replacement permit with the new registration details will only be issued upon the return of the old permit and the receipt of the declaration. Further information maybe requested to confirm proof of vehicle ownership.
25. If a permit is reported stolen, we require a copy of the police report and a replacement permit may be issued.
26. Requests for replacement permits may be charged where applicable.
27. City of Melbourne reserves the right to refuse a request for replacement.

#### Timelines

28. Permits will expire one year from the date of issue. The expiry date is shown on the permit.
29. Upon expiry, the permit is no longer valid for exception from parking conditions and the permit holder must ensure the permit is destroyed.
30. If desired, permit holders may renew their permit up to two months before the expiry date.
31. Permit holders may renew their permit up to one month after the expiry date, using the renewal notice supplied by the City of Melbourne. After this time, the applicant must complete a new application.
32. The month and day of permit expiry will remain the same for the life of the permit number.