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 block 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

<table>
<thead>
<tr>
<th>Title</th>
<th>Given name(s)</th>
<th>Family name</th>
</tr>
</thead>
</table>

RESIDENTIAL ADDRESS

<table>
<thead>
<tr>
<th>Unit/Number</th>
<th>Street</th>
<th>Suburb</th>
<th>Postcode</th>
</tr>
</thead>
</table>

TELEPHONE AND EMAIL

<table>
<thead>
<tr>
<th>Home</th>
<th>Work</th>
<th>Mobile</th>
<th>Email</th>
</tr>
</thead>
</table>

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.

<table>
<thead>
<tr>
<th>Registration number 1</th>
<th>Registration number 2</th>
<th>Registration number 3</th>
</tr>
</thead>
</table>

Go to Section 4

OFFICE USE ONLY

Type: ☐ A ☐ B ☐ D Category: ☐ 1 ☐ 2

<table>
<thead>
<tr>
<th>Eligibility Papers Received?</th>
<th>Permit No.</th>
</tr>
</thead>
</table>
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 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.

Go to Section 5

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 ___________________________ Signature ___________________________
Date ___________________________

Agent Name ___________________________ Signature ___________________________
Date ___________________________
Relationship ___________________________

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
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
Permits
City of Melbourne
PO Box 488
Melbourne 3001

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

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

† IN PERSON
Melbourne Town Hall
120 Swanston Street, Melbourne
7.30am to 5.00pm Monday to Friday
Closed Public Holidays

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

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

A letter from the applicant’s medical specialist must be provided at the time of application confirming their ongoing requirement for medical treatment within the municipality.

5. The permit will expire on the date shown on the permit.

6. If any permit is lost/stolen/damaged or otherwise rendered unusable, the applicant or the applicant’s agent may be required to submit a Statutory Declaration to the City of Melbourne, to explain why the permit needs to be replaced. The Statutory Declaration should be accompanied by supportive proof wherever possible. The City of Melbourne will issue a replacement permit on receipt of the declaration and charge a replacement fee where applicable.

7. The permit will show the registration number of the vehicle(s) for which it is issued. It is not transferable.

8. If a permit holder changes the registration number of their vehicle(s), the City of Melbourne must be notified in writing.

9. The permit holder may nominate up to three vehicle registration numbers on the permit.

10. The issue of the permit to any person(s) does not guarantee the availability of any parking space(s) to the holder(s).

11. The City of Melbourne will endeavour to process all permit applications within 10 working days of receipt.

12. There is no fee for the City Access for People with Disabilities annual parking permits.


14. 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.

15. 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.

16. 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.

17. 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.

18. 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.

19. 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.

20. The City of Melbourne reserves the right to request further information or documents to support this application.

21. The City of Melbourne reserves the right to withdraw this permit at any time.

22. The City of Melbourne reserves the right to change the Conditions of Issue and Use of this permit at any time.