

NEW / RENEWAL APPLICATION FORM FOR ACCESSIBLE PARKING SPACE IN A RESIDENTIAL AREA



Please tick appropriate box:

New application

Yearly renewal

PLEASE COMPLETE ALL SECTIONS OF THIS FORM TO AVOID DELAYS IN PROCESSING YOUR REQUEST.

If you need help to fill out the form, please contact the Transport & Parking Team at City Of Melbourne on 9658 9658.

For more information, refer to the City of Melbourne Disabled Parking Policy available on the City of Melbourne website.

<https://www.melbourne.vic.gov.au/disabilityparkingpermit>

Assessment can take up to 6 weeks. An application DOES NOT guarantee approval.

If approved, the on-street Disabled Parking space can be used by ANY holder of a Category 1 (blue) Disabled Parking Permit. The space is valid for a period of one year.

Please note: The applicant is required to contact the City of Melbourne every year to renew the use of the Disabled Parking space, otherwise the space will be removed.

APPLICANT DETAILS

Title: **Mr / Mrs / Ms / Miss** (Circle) Full name:

Residential address:

Home phone number: Mobile phone number:

Email address:

SalesForce reference number (if applicable):

REASON FOR REQUESTED ACCESSIBLE PARKING SPACE:

Does the above address have any off-street parking? **Yes** **No**

Does the permit holder or their carer have access to off-street parking? **Yes** **No**

Does the permit holder or their carer own and drive the vehicle registered to the above address? **Yes** **No**

Who will park their vehicle in this parking bay? **Permit holder** **Carer** **Other**

CATEGORY 1 (BLUE) DISABLED PARKING PERMIT DETAILS

Name of permit holder:

Permit number: Expiry date: / /

THE FOLLOWING SUPPORTING DOCUMENTS MUST BE ATTACHED

- Category 1 (blue) Disabled Parking Permit – **Front and back of document must be provided. Photo and name must be visible; you must remove permit from pouch before taking copies.**
- Two forms of proof of residence, for example City of Melbourne rates notice, driver's licence, bank statement, utility bill, telephone account. **Front and back of document must be provided. Utility bill supply address must match the residential address.**
- Copy of vehicle registration – **vehicle must be registered to the applicant's residential address.**

MEDICAL REPORT - THIS SECTION MUST BE COMPLETED BY A REGISTERED MEDICAL PRACTITIONER

Practitioner's name:

Provider number:

Business phone number:

Address:

I certify that the applicant is unable to walk minimal distances due to temporary or permanent disability due to a medical condition.

AND/OR

I certify that the applicant requires the use of crutches, a walking frame, wheelchair, or other similar mobility aid.

I certify the applicant's condition is: Permanent Temporary: period of disability will be months

Other comments:

Signature of medical practitioner: Date: / /

CONDITIONS - FOR FULL CONDITIONS PLEASE SEE THE CITY OF MELBOURNE DISABLED PARKING POLICY

Applications for Disabled Parking bays will only be considered for residents who:

- hold a valid Category 1 (blue) Disabled Parking Permit, and
- do not have off-street parking.

Residents may be eligible for a Disabled Parking space if the following conditions are met:

1. The applicant lives permanently at the residential address in City of Melbourne.
2. The vehicle that will be parked in the Disabled Parking space is registered at the residential address in the City of Melbourne.
3. The property does not have off-street parking, and is located a minimum of 400 metres away from a retail area.
4. There is permissive kerbside parking which will permit the Disabled Parking space to be located wholly adjacent to their place of residence (that is, the Disabled Parking space will not have to be located adjacent to another person's property, otherwise the applicant will need to consult with the affected property).
5. The applicant will be affected by their disability for 12 months or longer.
6. A Disabled Parking space application may be refused in areas where parking is in high demand, where an existing Disabled Parking space is in close proximity, or where alternative parking arrangements are available.

ASSESSMENT

7. The City of Melbourne Transport and Parking Team - Infrastructure and Assets Branch will review the application.
8. If the request is granted, one temporary on-street parking space will be sign-posted as 'disabled'. There will be no installation access ramps for this type of Disabled Parking space.
9. The Disabled Parking space shall be introduced for a period of one year from the date of signposting installation and will only be extended upon request from the applicant.
10. The applicant is advised that a Disabled Parking space is for use by **ANY** vehicle displaying a valid Category 1 Disabled Parking permit and is not for exclusive use by the applicant.
11. The applicant must advise the City of Melbourne if the circumstances under which they made the application for a Disabled Parking space have changed.
12. The applicant must re-apply for the space to be renewed every year. At the annual review, the applicant is required to provide current proof of residence, vehicle registration and Disabled Parking Permit.
13. At the City of Melbourne's sole discretion, it may remove a Disabled Parking space at any time, with two weeks' notice provided to the applicant.

APPLICANT DECLARATION

I, (the applicant) declare that the information provided on this application is true and complete.

Signature of applicant: Date: / /

POST YOUR COMPLETED FORM AND SUPPORTING DOCUMENTATION TO

Mail Transport Engineering City Infrastructure
 Infrastructure and Amenity
 City of Melbourne
 GPO BOX 1603
 Melbourne VIC 3001

or email enquiries@melbourne.vic.gov.au
