



Disabled Parking Bay Application

Under the Road Rules, Roads Act 1993 and Local Government Act 1993

Fees are valid until 30 June 2019

About this form Use this form to apply for a disabled parking bay in a residential area

You must complete all sections of the form. If you need help filling the form out, please contact the Traffic and Transport section to arrange a time. Refer to Council's Disabled Parking Policy available on Council's website.

Assessment can take up to 6 weeks, application DOES NOT guarantee approval. If approved: -

- The Applicant will be required to pay for Disabled Parking signs
- The on-street disabled parking bay can be used by ANY holder of a MPS Permit
- The Applicant will be required to contact Council to renew the disabled parking bay every year

▼ Applicant Details

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

Street Address:

Home Phone: Mobile No:

Email address:

▼ Reason for Requested Disabled Parking Bay

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

Access to the vehicle for the permit holder is usually via? Front door Rear door Side door

Is the applicant's property disabled accessible? (e.g. ramp to the door) Yes No

What are the existing parking restrictions at this location?

▼ Mobility Parking Scheme Details (MPS)

MPS Permit holder name:

MPS Permit Type: Type A Permanent Type B Organisation Type C Temporary

MPS Permit No: MPS Permit Expiry Date:/...../.....

▼ Supporting Documents – You must attach the following documents

- Copy of Mobility Parking Scheme (MPS) Permit – **Front and back of document must be provided. Photo and name must be visible; you must remove permit from pouch before taking copies.**
- 2 x forms of proof of residence documents – Council rates notice, driver's licence, bank statement, electricity account, gas account, telephone account, home and contents insurance – A Sydney Water account is NOT acceptable. **Front and back of document must be provided.**
- 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 No: Medical Profession:

Business Phone: Business Address.....

I certify that that the applicant is unable to walk because of permanent or temporary loss of the use of one or both legs or other permanent medical or physical condition, or whose physical condition is detrimentally affected as a result of walking 100 metres;

AND/OR

I certify that that the applicant requires the use of crutches, a walking frame, callipers, scooter, 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 Practitioner:.....Date:/...../.....

▼ Conditions – For full conditions please see Council's Disabled Parking Policy

Applications for disabled parking bays will only be considered for residents who have a valid Mobility Parking Scheme (MPS) Permit, and who do not have off-street parking. Residents may be eligible for a disabled parking zone if the following is met:

1. The applicant lives permanently at the residential address in Woollahra.
2. The resident (or their carer) owns a vehicle which is registered at the residential address in Woollahra.
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 zone to be located wholly adjacent to their place of residence (that is, the disabled parking zone will not have to be located adjacent to another person's property).
5. The applicant will have their disability for a 12 month period or more.
6. The applicant can demonstrate that their house is accessible.
7. Council may refuse a disabled parking zone application in areas where parking is in high demand, where an existing disabled parking zone is in close proximity or where alternative parking arrangements are available

Assessment

8. A disabled parking zone application shall be reported to the Local Traffic Committee for approval and subsequently reported to Council for final approval.
9. If the request is granted, one temporary on-street parking space will be sign posted as disabled. There will be no installation of line-marking, logos or ramps for this type of disabled parking space.
10. The Disabled Parking Zone shall be introduced for a trial period of 12 months from the date of signposting installation and will only be extended by request from the applicant.
11. The Applicant shall be required to pay for all costs associated with installing a Disabled Parking Zone in accordance with Council's advertised schedule of fees and charges.
12. The Applicant shall be advised that a Disabled Parking Zone is for use by any vehicle displaying a valid Mobility Parking permit and is not for exclusive use by the Applicant.
13. The applicant must advise Council if their circumstances, under which they made the application for a disabled parking space, change.
14. The applicant must re-apply for the zone to be renewed annually. At the annual review the Applicant is required to provide proof of currency of their residence, vehicle registration and mobility-parking permit.
15. At Council's sole discretion, it may remove a disabled parking zone at any time, with two weeks' notice to the applicant.

▼ Declaration

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

☒ Applicant Signature:.....Date:/...../.....

▼ How to lodge this application

Address the application to: The General Manager
Woollahra Municipal Council

You can send it to us by any of the following methods

Post: PO Box 61
Double Bay 1360
DX: DX 3607 Double Bay
Courier or personal delivery: Council Chambers
536 New South Head Road
Double Bay NSW 2028

How to contact us by phone, fax or electronically

Phone: (02) 9391 7000
Fax: (02) 9391 7044
Email: records@woollahra.nsw.gov.au
Web: www.woollahra.nsw.gov.au
Who to contact: Traffic & Transport section

Fees

Fees will be applicable once the application is successful. You will be notified in writing of the full fee amount required.

Payment methods:

In Person

Payment can be made at our Customer Service Centre by the following methods: cash, EFTPOS, cheque, Money Order (make payable to Woollahra Council) or by credit card – American Express, Diners Club, MasterCard or Visa. Credit card payment will incur a processing fee.

By Mail

- For credit card payments, please complete the attached "Credit Card Payment" form.
- For cheque payments, please make payable to Woollahra Council.

Making a personal visit?

Woollahra Council is located at 536 New South Head Road, Double Bay. We look forward to seeing you.

Bus or Rail: Take the train to Edgecliff, then take the bus or walk from the interchange at the Edgecliff Centre.

Parking: Short-term customer parking spaces are available on site. On-street parking in nearby streets is also available.

▼ Council Officer Use Only

Assessing Traffic Engineer:

Comments:

.....Date:

▼ Disabled Parking Zone Fees (valid until 30 June 2019)

	Fee Type	Fee \$	Receipt Code
Application Fee		\$0	N/A
Disabled Parking Sign Installation - per sign		\$211.00	110
Disabled Parking Zone Annual Renewal Late Fee - Sign reinstallation		\$99.00	110

All fees are valid until 30 June 2019 and are subject to change. Fees are GST exempt.

▼ Privacy Notification

The personal details requested on this form are required under the *Local Government Act 1993* and the *NSW Road Rules 2014* and will only be used in connection with the requirements of this legislation. Access to this information is restricted to Woollahra Municipal Council officers and other people authorised under the Act. Council is to be regarded as the agency that holds the information. You may make application for access or amendment to information held by Council. You may also request Council to suppress your personal information from a public register.