



# Mobility Parking Bay

Effective from July 2025 to June 2026

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

## About this form

Use this form to apply for a mobility 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 on-street mobility parking bay can be used by ANY holder of a MPS Permit
- The Applicant will be required to contact Council to renew the mobility parking bay every year

Please call our Customer Service Centre on (02) 9391 7000 for any assistance.

## Applicant

Title:

Full  
name:

Address:

Phone:

Email:

## Reason for requested Disabled Parking Bay

1. Does the above address have any off-street parking? Yes: ☐ No: ☐
2. Does the permit holder (or carer) have access to off-street parking? Yes: ☐ No: ☐
3. Does the permit holder (or carer) own and drive the vehicle registered to the above address? Yes: ☐ No: ☐
4. Who will park their vehicle in this parking bay? Permit holder: ☐ Carer: ☐ Other: ☐
5. Access to the vehicle for the permit holder is usually via: Front door: ☐ Rear door: ☐ Side door: ☐
6. 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 (MPS) details

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  
address:

Business  
phone:

Email:

- ☐ 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:

Practitioner's signature

Date

### Conditions *(For full conditions please see Council's Disabled Parking Policy)*

Applications for mobility 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 mobility 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 mobility parking zone application in areas where parking is in high demand, where an existing mobility parking zone is in close proximity or where alternative parking arrangements are available

### Assessment

8. A mobility 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 mobility parking space.
10. The Mobility 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 Mobility Parking Zone in accordance with Council's advertised schedule of fees and charges.
12. The Applicant shall be advised that a Mobility 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 mobility 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 mobility parking zone at any time, with two weeks' notice to the applicant.

### Declaration and signature

I,

declare that

the information provided on this application is true and complete.

**Applicant's signature**

**Date**

### Schedule of Fees *(Fees are valid until 30 June 2026)*

Type of fee	Fee \$	Receipt code
Application fee	\$0	n/a
Disabled Parking Sign Installation – per sign	\$0	T110
Disabled Parking Zone Annual Renewal Late Fee – sign reinstallation	\$262.00	T110

## Privacy

For more information about Privacy & Personal Information Policy: [www.woollahra.nsw.gov.au/privacy](http://www.woollahra.nsw.gov.au/privacy)

## Lodgement details

**Mail to:** Woollahra Municipal Council  
PO Box 61 Double Bay 1360

**In person:** Council Chambers  
536 New South Head Road  
Double Bay NSW 2028

**Email:** [records@woollahra.nsw.gov.au](mailto:records@woollahra.nsw.gov.au)

**Telephone:** (02) 9391 7000

**Website:** [www.woollahra.nsw.gov.au](http://www.woollahra.nsw.gov.au)

### Payment methods:

Payment can be made at our Customer Service Department by the following methods: cash, EFTPOS, Money Order cheque (make cheques payable to Woollahra Council), or credit card – American Express, MasterCard or Visa.

Credit card payments will incur a processing fee.

### OFFICE USE ONLY

**CSO Name:**

**Assessment** *(to be completed by Assessing Traffic Engineer)*

**Assessing  
Traffic  
Engineer:**

**Date  
completed:**

**Comments:**