



# Richmond Centre for Disability

“Promoting a new perspective on disability”

## ORGANIZATION ACCESSIBLE PARKING PERMIT PURPOSE & APPLICATION KIT

Companies and non-profit organizations can apply for an Organization Accessible Parking Permit if their services involved transporting and accompanying people with physical disabilities who meet the RCD’s eligibility criteria.

An Organization Permit is:

- Issued for the purpose of transporting people with physical disabilities, and strictly for business or organizational usage
- Applicable when the service providers need to accompany a customer with physical disabilities for a time span that the vehicle has to be parked
- Valid up to one year

An Organization Permit is **NOT**:

- For personal use of the business operator or organizational drivers
- To be used when transporting customers without physical disabilities
- To be used for transporting senior customers (seniors do not necessarily have any physical disabilities)
- Up for automatic renewal; submission of a new application is required

### Organization Accessible Parking Permit Application Procedures

Step 1: Submit a request in writing, on official letterhead and indicate

- a) Why permit(s) should be issued
- b) The licence plate number of each vehicle in which a permit may be used. The permit(s) will only be provided for vehicle(s) owned or leased by the organization to transport people with disabilities who meet the Accessible Parking Permit eligibility criteria
- c) Submit copy of a valid business licence and/or other documentations that will adequately demonstrate that the nature of business involve transportation services for the people with disabilities
- d) For any reason the submission is not in its entirety, call RCD at 604-232-2404 to discuss any alternatives

Step 2: Upon receipt of the Accessible Parking Permit, return the following

- a) The [Payment Form](#), indicating payment by cheque or credit card with details
- b) The [Organization Declaration](#), signed by the business operator or organization in-charge
- c) The expired permit to the RCD within 30 days, if applicable; failure to do so may jeopardize the future application of Organization Accessible Parking Permit

#842-5300 No. 3 Rd., Richmond, B.C. V6X 2X9  
tel 604 232 2404 ♦ fax 604-232-2415

email: [parkingpermit@rcdrichmond.org](mailto:parkingpermit@rcdrichmond.org) ♦ web: [www.rcdrichmond.org](http://www.rcdrichmond.org)



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## PAYMENT FORM FOR APPLICATION OF ORGANIZATION ACCESSIBLE PARKING PERMIT

To accompany the application of the Organization Accessible Parking Permit, I am sending the following payment:

Name of Organization: \_\_\_\_\_

Contact Person Name: \_\_\_\_\_  
First Name Last Name

Address: \_\_\_\_\_  
City Province Postal Code

Telephone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parking Permit Application Fee for 1 year: \$23

Donation to RCD (optional): \$ \_\_\_\_\_ (Tax receipt issued for donations of \$20 or more)

Total payment amount: \$ \_\_\_\_\_

Payment Method:

Cheque (made payable to RCD)

Visa

MasterCard

Card #: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Need more information, contact RCD Parking Permit at 604-232-2404 or  
[parkingpermit@rcdrichmond.org](mailto:parkingpermit@rcdrichmond.org)



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## RCD PARKING PERMIT DECLARATION (ORGANIZATION)

- The Organization Accessible Parking Permit:
- ▶ Can only be used by the registered business or non-profit organization for transportation of customers with physical disabilities
  - ▶ Is not for personal use for business operators or organizational drivers
  - ▶ Is invalid if damaged or altered
  - ▶ Is to be returned to the RCD when it becomes invalid or expired
  - ▶ Remains the property of the RCD at all times
  - ▶ Does not guarantee parking space

I, the undersigned, do solemnly declare the following:

- ▶ I understand and agree to the conditions of proper usage of the parking permit.
- ▶ I accept that the parking permit is the property of the RCD issued pursuant to terms and conditions outlined under the Organization Accessible Parking application documentations, to which I have read and understood.
- ▶ I need to produce business documentation to enforcement officers upon request to confirm the status as a valid organization accessible parking permit holder, in the action of using the permit within its proper scope.
- ▶ I understand that the accessible parking permit will be revoked if holder fails to comply with the intent and purpose of the permit; or fails to produce appropriate documentations upon the request of an enforcement officer.
- ▶ I understand that it is a fraudulent act to alter, copy or reproduce the permit. RCD reserves the right to pursue legal action.
- ▶ I understand that invalid permits are subject to enforcement and towing and I am totally and solely responsible for all the costs incurred.

I agree with the declaration, and I understand that a person who makes a false declaration is liable to all the consequences.

\_\_\_\_\_ Return of Expired Permit No. (if applicable) \_\_\_\_\_  
Business Name

\_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_  
Business Operator