



# Richmond Centre for Disability

“Promoting a new perspective on disability”

## GETTING OR REPLACING AN ACCESSIBLE PARKING PERMIT

The Accessible Parking Permit is issued to individuals and entitles the vehicle in which it is displayed to be parked in a designated accessible parking space. The individual to whom the permit is issued must be in the vehicle and the permit must be visibly displayed on the dashboard or sun visor when it is parked in the designated accessible parking space. The permit holder may use the permit in any vehicle in which they are travelling. The Richmond Centre for Disability issues four types of permits – Permanent; Temporary; Visitor and Organization.

## WHO IS ELIGIBLE FOR AN ACCESSIBLE PARKING PERMIT?

To qualify for an Accessible Parking Permit, the individual must be certified by a registered medical doctor as having one or more of the following conditions:

- Applicant requires the use of a mobility aid in order to travel any distance
- Applicant has a disability that affects mobility and the ability to walk specifically
- Applicant can **NOT** walk 100 metres without risk to health and safety

## TYPES OF PERMITS ISSUED

### Permanent Permits

A Permanent Permit is valid for three years. If a medical doctor indicates that the applicant has a permanent disability, the RCD will not require any future re-certifications for renewal of the Accessible Parking Permit. A renewal form will be sent to permit holder prior to expiration of the permanent permit for update of any change of personal and contact information. A processing fee of \$20 is required.

Expired parking permit has to be returned to the RCD, either during renewal in person or mail back to the RCD upon receipt of the new permit, with the business return envelope provided.

If anyone comes into the possession of a valid permit issued in the name of a deceased person, the permit must be returned to the following address:

Accessible Parking Permit  
Richmond Centre for Disability  
#842-5300 No. 3 Road  
Richmond, BC V6X 2X9

## **Temporary Permits**

A Temporary Permit is issued when the disability of the applicant is expected to last to a maximum of 12 months but is not considered a permanent disability. This permit is not renewable.

## **Visitor Permits**

A Visitor Permit is valid for up to three months and renewable upon request. Individuals from a foreign country, who currently hold a valid permit in their home jurisdiction, can apply for a Visitor Permit which requires a deposit of \$20 in addition to the regular processing fee. The deposit is refunded upon return of the parking permit placard.

## **Organization Permits**

An Organization Permit is valid up to one year and is issued to companies/non-profit organizations for use in vehicles they own/lease for the purpose of transporting people with physical disabilities who meet the RCD's eligibility criteria.

For organizations that rely on volunteer drivers who operate a vehicle not owned or leased by the organizations, these drivers may access designated accessible parking spaces provided either the driver or passenger has their Accessible Parking Permit with them.

## **MISUSE OF PERMIT AND/OR DESIGNATED ACCESSIBLE PARKING SPACE**

The RCD may cancel a permit or refuse to issue a replacement permit if it is misused. Complaints and reports on misuse can be directed to the RCD. Suspicion of fraud concerning a permit or abuse of a permit should be reported to the police.

A person commits an offense under Division 38 of the Motor Vehicles Act pertaining to Accessible Parking Permits if he or she:

- Makes a false statement on an application;
- Mutilates, defaces, or alters a permit;
- Lends or transfers a permit to another person, whether or not that person is having a disability;
- Continues to use their permit past the expiry date;
- Stops, leaves standing, or parks in a designated accessible parking zone but is not transporting a person with a disability, yet displays a valid parking permit;
- Stops, leaves standing, or parks in a designated accessible parking zone a vehicle that does not display a valid Accessible Parking Permit

## **OBTAINING AN APPLICATION FOR THE ACCESSIBLE PARKING PERMIT**

Applicant may choose to download and print the [Application for Accessible Parking Permit](#) (PDF); or pick up an application at the RCD; or request an application by phone 604-232-2404 or by mail from:

Accessible Parking Permit  
Richmond Centre for Disability  
#842-5300 No. 3 Road  
Richmond, BC V6X 2X9

[Click here](#) to view a map of our location.

## **COMPLETING THE APPLICATION FOR A ACCESSIBLE PARKING PERMIT**

1. The entire form must be completed in order to be processed.
2. Applicant completes Part 1 – Applicant Information section on the front of the application for Accessible Parking Permit, and a registered medical doctor completes Part 2 – Physician’s Assessment also on the front of application.
3. Remember to read carefully Part 3 to read about Permit Holder’s responsibilities and to complete with your signature in Part 4.
4. The applicant must provide their legal first and last name, date of birth and gender.
5. It is a serious offence to make a false statement on the application form.

## **RENEWING A TEMPORARY PERMIT**

Holders of Temporary permits must re-apply for a permit, if a permit is still required because of their continued disability. To ensure you are still eligible for the Accessible Parking Permit, you must have an application form re-certified by a registered medical doctor. Once your physician has completed the application, please submit the entire application to the RCD following the usual process.

## **OBTAINING AN ORGANIZATION PERMIT**

All requests must be submitted in writing to the RCD. To obtain an Organization Permit, requests should be written on official letterhead and indicate:

- Why permit(s) should be issued
- 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 physical disabilities
- Proof of transportation services for people with disabilities, such as a valid business licence

[Click here](#) to view the Organization Accessible Parking Permit Application Kit.

## **REPLACING AN ACCESSIBLE PARKING PERMIT**

If your permit needs replacing due to damaging, you may apply for a replacement at the RCD. You will be required to:

- Return the damaged permit, and
- Complete Part 1, 2, 4 & 5 of the application form

There is no cost to replace, for one time, a damaged permit which has been returned to the RCD. The usual processing fee will be in effect after the first replacement. In all cases, the same expiry date applies.

## **LOST OR STOLEN PERMITS**

If your permit has been lost, a Replacement Declaration must be completed by stating the date, time, location and a brief description of how it happened. You must provide this information to the RCD, along with the application for a replacement permit. Sign and date the Replacement Declaration form. The usual processing fee is in effect, and the same expiry date applies.

It is up to the discretion of the RCD to decide if the permit will be replaced or the applicant needs to obtain re-certification from a registered medical doctor by filling the application form in its entirety.

If your permit has been stolen, a Replacement Declaration must be completed by providing a file number, jurisdiction and the name of the officer to whom the matter was reported. You must provide this information to the RCD, along with the application for a replacement permit. Sign and date the Replacement Declaration form, and submit to the RCD. All replacement permits will have the same expiration as the first permit.

**You can view and download the Replacement Declaration Form here:**  
[Replacement Declaration Form](#)

For further information on the Accessible Parking Permit, contact the RCD directly at 604-232-2404 or email: [parkingpermit@rcdrichmond.org](mailto:parkingpermit@rcdrichmond.org)