



Richmond Centre for Disability

“Promoting a new perspective on disability”

Getting or Replacing a 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.

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
100-5671 No. 3 Road
Richmond, BC
V6X 2C7

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.

The City of Richmond gives privilege to Accessible Parking Permit holders to park at City operating parking metres at no cost, within prescribed time limits.

For information on local bylaws concerning accessible parking privileges, please contact your municipality.

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
100-5671 No. 3 Road
Richmond, BC
V6X 2C7

[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 A – Applicant Information section on the front of the application for Accessible Parking Permit, and a registered medical doctor completes Part D – Health Information, on back of application.
3. The applicant must provide their legal first and last name, date of birth and gender.
4. 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:

Accessible Parking Permit
Richmond Centre for Disability
100-5671 No. 3 Road
Richmond, BC
V6X 2C7

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 will 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
- Proof of transportation services for the people with disabilities

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 A, B & C of the application form

There is no cost to replace a damaged permit which has been returned to the RCD.

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, and complete the regular application form, Part A, B & C, and then submit to the RCD.

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 complete the regular application form, Part A, B & C, and then 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: kathy@rcdrichmond.org