



Richmond Centre for Disability

Maximizing Independence

2012 Business Excellence Awards – Association of the Year Winner

RCD PARKING PERMIT INFORMATION SHEET

Please read this carefully before using your Parking Permit for People with Disabilities:

Your Permit

Based on your physician's assessment and signature stating that you have a mobility impairment; you have been issued one of the following types of permit:

Permanent Permit – this permit must be renewed every three years from the date it was issued. The RCD will mail you a renewal notice, so it is important to inform us of any address changes.

Temporary Permit – this permit has an expiry date based upon your doctor's assessment of when you will recover. To have it renewed you must obtain another authorization from your doctor and return the expired one.

Organization Permit – this permit must be renewed every year from the date it was issued. Please contact RCD for renewal notice. It is important to inform us of any address changes.

Regardless of the type of permit that you have been issued, you are responsible for insuring that this permit is used in an appropriate manner.

Your Responsibilities

When to use your permit: The permit can be used only when **you**, the registered permit holder, are leaving a parked vehicle; **it must not be used by anyone else**, even if he/she has mobility impairment. **Misuse of this permit** will result in the loss of associated privileges and no further permits will be issued to you.

How to use your permit: When you park in a designated parking space, the permit must hang from your rear-view mirror or placed on top of the dashboard. The registration number, expiry date and wheelchair symbol must be facing out. **The Permit must be removed from the mirror when the vehicle is in motion because it will obscure the driver's vision.**

Lost/Stolen Cards: In order to process replacement card, the Replacement Declaration form must be completed. This Form can be downloaded from the RCD website, or from our office. It is important to provide a police file number if the card is stolen.



RCD PARKING PERMIT DECLARATION

The accessible parking permit:

- Can only be used by the registered permit holder
- Is not transferable, even to another person with disabilities
- 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 on the Parking Permit Application Form, to which I have read and understood.
- ▶ I need to produce ID to enforcement officers upon request to confirm the identification and status as a valid accessible parking permit holder.
- ▶ 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 an appropriate ID 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.