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## **ORGANIZATION ACCESSIBLE PARKING PERMIT PURPOSE & APPLICATION KIT**

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

An Organization Permit is:

- Issued for the purpose of transporting people with disabilities, and is strictly for business or organizational usage
- Applicable when the service providers need to accompany a customer with disabilities for a time span that the vehicle has to be parked
- For transporting senior customers who meet the disability criteria of the Accessibility Parking Permit program
- Valid up to one year

An Organization Permit is **NOT**:

- For personal use of the business operator or organizational employees and volunteers
- To be used when transporting customers without disabilities
- Up for automatic renewal; submission of a new application is required

### **Organization Accessible Parking Permit Application Procedures**

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
2. Submit a copy of a valid business licence and/or other documentation that will adequately demonstrate that the nature of business involves transportation services for the people with disabilities
3. Submit the [Payment Form](#), including payment by cheque or credit card with details
4. Submit the [Organization Declaration](#), signed by the business operator or organization representative in-charge

If for any reason the submission is not in its entirety, call RCD at 604-232-2404 to discuss alternatives

Upon receipt of the Accessible Parking Permit, return the expired permit to the RCD within 30 days, if applicable. Failure to do so may jeopardize the future application of the Organization Accessible Parking Permit



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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: **\$33**

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

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

Payment Method:

Cheque (made payable to RCD)  E-Transfer (to [parkingpermit@rcdnichmond.org](mailto:parkingpermit@rcdnichmond.org))

AMEX  Visa  MasterCard

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

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



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Permit No:

## 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.

\_\_\_\_\_  
Business Name

Return of Expired Permit No. (if applicable)

\_\_\_\_\_  
Business Operator

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Return this Declaration to RCD Office (#150 – 5520 McNaughton Rd. Richmond, BC V6X 0X5)  
in person or by fax 604-232-2415 or by email: [parkingpermit@rcdrichmond.org](mailto:parkingpermit@rcdrichmond.org)