

# Fact sheet # 10

## Australian Disability Parking Permits – for organisations

The Queensland Disability Parking Permit Scheme was harmonised with all states and territories of Australia and is now called the Australian Disability Parking Permit (ADPP).

The **Queensland Blue disability parking permit is no longer valid** and those who use it may incur a fine.

In late 2012, the Queensland issued disability parking permit also changed from a polypropylene permit to a paper permit. The paper permit retains the vast majority of the features of the polypropylene permit.

Polypropylene permits will remain in circulation until they are renewed; both the polypropylene and paper permits will be valid for the near future.

The ADPP includes additional security and technology features such as micro printing, holographic foil and background printing to assist in preventing misuse of the permit.

Below is an example of the ADPP design.



### Eligibility as an organisation

A permit is granted to organisations that transport individuals who meet the eligibility criteria for the grant of a disability parking permit **and** must use the permit according to conditions.

To be eligible to apply for an ADPP as an organisation, the organisation must:

- provide evidence of identity (for example a Certificate of Incorporation) to establish the organizations' legal status. Please review the [Evidence of Identity Information Sheet \(F4362\)](http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF4362) <http://www.support.transport.qld.gov.au/qt/formsdat.nsf/Forms/QF4362>
- have a Queensland business address
- transport individuals who would be eligible for the grant of a disability parking permit

An organisation must provide the following information when applying for an ADPP:

- vehicle registration numbers for the vehicles nominated to transport eligible clients
- number of staff using nominated vehicles
- nominate a contact person who is responsible for maintaining a permit/vehicle register.

An organisation must maintain a register of permit use similar to the below example. These records must

be produced to the department on request.

Organisations Disability Parking Permit registers should include:

- Total number of permits on hand
- Vehicle registration number
- Name of driver/name of permit user
- Reason for transport
- Time taken
- Signature
- Time returned
- Signature

### Conditions of use of an organisation ADPP

- If the vehicle is being used by the organisation to transport persons eligible for a permit, it must not be parked in a parking area for people with disabilities unless the vehicle displays the permit.
- The permit must be displayed so that the expiry date and permit number is clearly visible from outside of the vehicle.
- If the vehicle is being used by the organisation to transport persons eligible for a permit and is parked in a parking area for people with disabilities or is parked in accordance with the parking concessions, at some time while the vehicle is parked in the parking area; 1 or more of the persons must align from or enter, the vehicle.

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- The organisation must not allow the permit to be used by another person unless the other person is at the time using the vehicle to transport persons eligible for a permit.
- The permit may not be used on a vehicle more than 4.5t gross vehicle mass.

Note: Please ensure that employees/volunteers return organisation permits prior to leaving the organisation

## Parking concessions

ADPP holders are entitled to parking concessions that allow access to on-street and off-street parking bays. On-street parking in local government metered and regulated parking areas is free of charge with the following conditions:

- where the time limit specified by a sign is less than 30 minutes, parking will be allowed for 30 minutes
- where the time limit specified by a sign is 30 minutes or more, parking will be allowed for an unlimited amount of time.

Parking is also available in parking bays displaying the international symbol of access for on street and off-street parking bays. Off-street parking bays are situated in areas such as shopping centres, hospitals, entertainment areas etc.

An international symbol of access (regardless of colour of the signage) is

used to identify parking bays for people with disabilities. Please note that private car parks **may** charge parking fees.

When travelling interstate permit holders should check local arrangements for parking concessions as they may vary.

## Organisation ADPP applications

Download the [Disability Parking Scheme Permit Application \(Organisation\) – \(form F4881\)](#)

<http://www.support.transport.qld.gov.au/qt/forms.dat.nsf/Forms/QF4881> OR collect a form from any Transport and Main Roads customer service centre or, alternatively, have the form mailed out.

To apply complete the application form (example on next page) and include details of the vehicle registration numbers and the number of staff required to drive the vehicles displaying the disability parking permit. If there is insufficient room on this application, please use the [Australian Disability Parking Permit Application \(Organisation\) Vehicle Details form \(F4887\)](#).

<http://www.support.transport.qld.gov.au/qt/forms.dat.nsf/Forms/QF4887>

An organisation must meet the Department's Evidence of Identity requirements. For these requirements, please refer to the [Evidence of Identity Information Sheet \(Evidence of Identity Requirements For Organisations\) form \(F4362\)](#).

<http://www.support.transport.qld.gov.au/qt/forms.dat.nsf/Forms/QF4362>

An organisation must lodge the form with the department and pay the non-refundable fee.

An organisation must inform the department of vehicles added or removed from use. Where the vehicle is registered to someone other than the organisation applying for the permit, the registered operator of the vehicle must give written authorisation for the department to access the vehicle details. The department is unable to process applications without vehicle details or authorisation to access vehicle details.

Once a permit is granted, organisations are required to maintain a logbook to record the use of each permit against specified vehicles. Refer to the [example of a Disability Parking Permit Register](#) <http://www.tmr.qld.gov.au/travel-and-transport/Disability-access-and-mobility/Disability-Parking-Permit-Scheme.aspx#example>

## Who is responsible for what?

Transport and Main Roads is responsible for the administration of both the Queensland Disability Parking Permit (Red Permit) and the Australian Disability Parking Permit (ADPP) for Queensland residents.

The department grants permits in accordance with the *Transport Operations (Road Use Management) Act 1995* and departmental policies.

Local government is responsible for ensuring that parking bays, signage and road markings are provided and comply with the Australian Building Code.

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The local governments may enter into an agreement with the owners of private car parks such as shopping centres to enforce their parking requirements. This then allows local governments to issue infringement notices for the misuse of private parking bays.

Both local government and Queensland Police Service officers may issue infringement notices for the misuse of parking bays in on-street areas.

### Lodgement Process

Lodge the completed application, including any non-refundable fees, with the department by mail to:

**Dept of Transport & Main Roads  
Disability Parking Permit Scheme  
PO Box 525  
Fortitude Valley Qld 4006**

Or

at your local Transport and Main Roads customer service centre.

### More information

More information can be gained from the Department's website at:

<http://www.tmr.qld.gov.au/travel-and-transport/Disability-access-and-mobility/Disability-Parking-Permit-Scheme.aspx#eligibleorganisation>



The image shows a form titled "Australian Disability Parking Permit Application (Organisations)" from the Queensland Government. The form includes sections for eligibility criteria, application details, and contact information. Key sections include:

- Eligibility:** Lists criteria such as being a Queensland resident, having a permanent or long-term disability, and being a Queensland resident.
- Application Details:** Includes fields for the applicant's name, address, and contact information.
- Disability Information:** A section for describing the applicant's disability and how it affects their ability to drive.
- Vehicle Information:** A section for providing details about the vehicle to be used for the permit.