



# Victoria Government Gazette

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## Road Safety Act 1986

NOTICE UNDER THE DEFINITION OF 'PARKING PERMIT FOR PEOPLE WITH  
DISABILITIES' IN THE DICTIONARY TO THE ROAD SAFETY ROAD RULES 2017

### Accessible Parking Permit Scheme

This *Accessible Parking Permit Scheme* is the 'Code for the Disabled Persons Parking Scheme' referred to in the definition of 'parking permit for people with disabilities' in the dictionary to the Road Safety Road Rules 2017.

Dated 19 October 2020

PAUL YOUNIS  
Secretary  
Department of Transport

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**SPECIAL**

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**ACCESSIBLE PARKING PERMIT SCHEME (2020)****Contents**

1	Purpose of the Scheme .....	3
2	Revocation of previous Codes.....	3
3	Commencement.....	3
4	Definitions .....	3
5	Permit types.....	5
5.1	ADP permit (for individuals) .....	5
5.2	Double Time permit (for individuals) .....	5
5.3	ADP permit (for organisations).....	5
6	Eligibility Criteria.....	6
6.1	ADP permit (for individuals) .....	6
6.2	Double Time permit (for individuals) .....	6
6.3	ADP permit (for organisations).....	6
7	Disputed eligibility .....	7
8	Confidentiality .....	7
9	Permit design.....	7
10	Permit Conditions of Use .....	7
11	Permit application.....	8
12	Permit replacement.....	8
12.1	Lost permit .....	8
12.2	Stolen permit .....	8
12.3	Damaged or otherwise rendered unusable permit .....	8
13	Permit expiry .....	8
14	Permit renewal.....	8
14.1	Permanent medical condition or permanent disability impacting on mobility .....	8
15	Permit Cancellation .....	8
	Attachment A – Permit design features .....	10
	ADP permit.....	10
	Double Time permit.....	12
	Attachment B – Permit Conditions of Use.....	13
	Accessible Parking Permits .....	13
	General conditions.....	13
	Permit-specific conditions .....	13
	International and Interstate parking permits for people with disabilities .....	14

## 1 PURPOSE OF THE SCHEME

The purpose of the Victorian *Accessible Parking Permit Scheme* ('the Scheme') is to provide people who have been assessed by a medical practitioner or occupational therapist as having significant physical, cognitive, behavioural or neurological impairment that impacts on their mobility, with improved opportunity to safely access facilities and services throughout the State of Victoria.

The Scheme is in line with the *Australian Disability Parking Scheme*. The Australian Disability Parking permits issued under the Scheme will therefore be recognised in other States and Territories of Australia. However, the Victorian Double Time accessible parking permit can be used only in Victoria as other States and Territories do not have this special type of permit in their schemes.

The Scheme allows interstate and international disability parking permits, which show a *people with disabilities symbol*, to be used in Victoria in accordance with the *Road Safety Road Rules 2017*.

The Scheme is governed by the Department of Transport and administered by local councils in accordance with the eligibility criteria and guidelines outlined in this document.

## 2 REVOCATION OF PREVIOUS CODES

All prior Notices published in the Victoria Government Gazette titled *Code for the Disabled Persons Parking Scheme* are revoked, including those published in Victoria Government Gazette G 3 dated 26 January 1995 pp 172–179, Victoria Government Gazette G 27 dated 4 July 2002 pp 1538–1550 and Victoria Government Gazette G 52 dated 27 December 2002 p 3342.

## 3 COMMENCEMENT

- (1) This Scheme commences on the date it is published in the Victoria Government Gazette.
- (2) However, any permit issued under a previous scheme up to 1 December 2021 continues in effect and is to be taken to have been issued under this Scheme.

## 4 DEFINITIONS

In this Scheme –

**Accessible Parking Permit Scheme** means the Code for the Disabled Persons Parking Scheme referred to in the definition of 'parking permit for people with disabilities' in the dictionary to the *Road Rules*;

**accessible parking permit** means a *parking permit for people with disabilities* as defined in the dictionary to the *Road Rules* and may be either:

- an Australian Disability Parking Permit;
- a Victorian Double Time accessible parking permit; or
- a parking permit for people with disabilities that:
  - has been issued in another state or territory of Australia or in another country;
  - displays an individual permit number and permit expiry date;
  - displays a people with disabilities symbol; and
  - is current;

**ADP permit** means an Australian Disability Parking permit that:

- is a parking permit for people with disabilities as defined in the dictionary to the *Road Rules*; and
- is issued under this Scheme either to:
  - a person who meets the eligibility criteria set out in section 6.1 – ADP permit (for individuals); or

- an organisation that meets the eligibility criteria set out in section 6.3 – ADP permit (for organisations); and
- complies substantially with the permit design features set out in Attachment A to this Scheme;

**Conditions of Use** means the Conditions of Use set out in Attachment B to this Scheme;

**Double Time permit** means a Victorian Double Time accessible parking permit that:

- is issued under this Scheme to a person who meets the eligibility criteria set out in section 6.2 - Double Time permit (for individuals); and
- shows a *people with disabilities symbol* that complies substantially with the permit design features set out in Attachment A to this Scheme;

**local council** means the municipality in which the individual seeking the permit resides or the organisation seeking the permit is located;

**long-term permit** means an accessible parking permit issued for a period of five years to a person who has been assessed by a medical practitioner or occupational therapist as meeting the eligibility criteria outlined in section 6.1 or 6.2 of this Scheme, and whose disability or medical condition is unlikely to improve within five years;

**medical practitioner** means a medical practitioner who is registered with the Australian Health Practitioner Regulation Agency;

**mobility aid or device** means an aid which has more than one contact point with the ground, such as a pair of crutches (used under both arms), a walking frame, a walking stick with three or more feet, a motorised mobility device (e.g. motorised scooter or wheelchair) or a manual wheelchair;

**occupational therapist** means an occupational therapist who is registered with the Australian Health Practitioner Regulation Agency;

**parking area for people with disabilities** has the same meaning as in rule 203(6) of the *Road Rules*;

**parking permit for people with disabilities** has the same meaning as in the dictionary to the *Road Rules*;

**permanent medical condition or permanent disability impacting on mobility** means a medical condition or disability which has been assessed by a medical practitioner or occupational therapist as meeting the eligibility criteria outlined in section 6.1 of this Scheme and which is considered to have a permanent and irreversible impact on mobility.

**parking bay** has the same meaning as in the dictionary to the *Road Rules*;

**permissive parking sign** has the same meaning as in the dictionary to the *Road Rules* and applies to a length of road or an area, and which may indicate the period of time parking is allowed;

**people with disabilities symbol** –

- means a picture of a person seated in a wheelchair that complies substantially with the diagram in Schedule 4 to the *Road Rules*; and
- includes the International Symbol of Access, as shown in the following example:



**Road Rules** means the *Road Safety Road Rules 2017*, as amended from time to time;

**Scheme** means the Accessible Parking Permit Scheme;

**short-term permit** means an accessible parking permit which can be issued for a duration of six months, twelve months, or two years to a person who has been assessed by a medical practitioner or occupational therapist as meeting the eligibility criteria outlined in section 6.1 or 6.2 of this Scheme and whose disability or medical condition is considered unlikely to improve within six months and cease to exist within five years.

## 5 PERMIT TYPES

Three accessible parking permit types exist under this Victorian Scheme:

- Individuals may be eligible for either:
  - one **ADP permit (for individuals)**; or
  - one **Double Time permit**.
- Organisations may be eligible for one or more **ADP permit (for organisations)**.

**Interstate and international parking permits for people with disabilities** may also be used in Victoria under the *Road Rules*, provided they comply with the relevant design features under section 9 of this Scheme.

### 5.1 ADP permit (for individuals)

An ADP permit (for individuals) can only be issued if the applicant meets the eligibility criteria outlined in section 6.1 of this Scheme.

Under rules 203 and 206 of the *Road Rules*, a person who holds an ADP permit can:

- park in a dedicated parking area for people with disabilities; and
- park on a length of road, or in an area, where a permissive parking sign applies, for up to twice the period stated on the permissive parking sign.

If using an ADP permit (for individuals) outside Victoria, local rules may apply.

An ADP permit (for individuals) can be issued either to:

- a holder of a driver licence or learner permit; or
- a person who would only be a passenger.

An ADP permit (for individuals) can be issued either as a short-term permit or as a long-term permit depending on the nature of the applicant's medical condition or disability.

### 5.2 Double Time permit (for individuals)

A Double Time permit is unique to Victoria and as such can only be used in Victoria. It can only be issued if the applicant meets the eligibility criteria outlined in section 6.2 of this Scheme.

Under rule 206 of the *Road Rules*, a person who holds a Double Time permit can park on a length of road, or in an area, where a permissive parking sign applies for up to twice the period stated on the permissive parking sign.

Rule 203 of the *Road Rules* does not apply to a person who holds a Double Time permit. This means a person who holds a Double Time permit cannot park in a dedicated parking area for people with disabilities.

A Double Time permit can be issued either to:

- a holder of a driver licence or learner permit; or
- a person who would only be a passenger.

The Double Time permit can be issued either as a short-term permit or as a long-term permit depending on the nature of the applicant's medical condition or disability.

### 5.3 ADP permit (for organisations)

An ADP permit (for organisations) can only be issued in respect of a vehicle if that vehicle is registered to an organisation that meets the eligibility criteria outlined in section 6.3 of this Scheme.

Under rules 203 and 206 of the *Road Rules*, the driver of a vehicle with an ADP permit (for organisations) can:

- park in a dedicated parking area for people with disabilities; or
- park on a length of road, or in an area, where a permissive parking sign applies for up to twice the period stated on the permissive parking sign.

If using an ADP permit (for organisations) outside Victoria, local rules may apply.

An ADP permit (for organisations) can be issued to an organisation for a maximum of twelve months.

More than one ADP permit (for organisations) can be issued to an organisation if that organisation is deemed to be eligible.

## 6 ELIGIBILITY CRITERIA

To be eligible for any ADP permit or Double Time permit, a person must be a Victorian resident and an organisation must be located in Victoria.

### 6.1 ADP permit (for individuals)

A person may be eligible for an ADP permit (for individuals) if:

- A A functional assessment by a medical practitioner or occupational therapist determines that the person has a significant mobility impairment such that they are required to use a mobility aid or device and that a parking bay (not designed for people with disabilities) is insufficient in size to allow them access to and from their vehicle; **OR**
- B A functional assessment by a medical practitioner or occupational therapist determines that the person has an acute or chronic medical condition associated with a mobility impairment such that walking for up to 100 metres causes them to stop several times due to any of the following - severe pain, extreme fatigue or balance disturbance - which may endanger their health acutely or in the long term; **OR**
- C A medical practitioner assesses that, due to a significant cognitive, behavioural or neurological impairment, the person is unable to independently mobilise safely without the continuous support of another person.

### 6.2 Double Time permit (for individuals)

A person may be eligible for a Double Time permit if a functional assessment by a medical practitioner or occupational therapist determines that the person has a significant mobility impairment or severe illness, which:

- does not affect their ability to walk more than 100 metres; **AND**
- does require regular rest breaks when continuous walking is undertaken.

### 6.3 ADP permit (for organisations)

An organisation may be eligible for an ADP permit (for organisations) if the organisation is recognised by its local council as providing a transport service for people with significant mobility or cognitive, behavioural or neurological impairment.

An organisation may be eligible to hold more than one ADP permit but must justify its request to its local council describing the service it provides and outlining:

- the number of vehicles registered to the organisation used for the purposes of providing a transport service for people with significant mobility or cognitive, behavioural or neurological impairment;
- the number of people employed by the organisation to drive vehicles used for the purposes of providing a transport service for people with significant mobility or cognitive, behavioural or neurological impairment; and
- the number of ADP permits required.

The organisation will need to provide proof that the vehicle(s) are registered in Victoria, in the organisation's name and that the organisation is a legal entity.

The maximum number of ADP permits that will be issued to an organisation will be the lowest of the following:

- the number of ADP permits requested;
- the number of vehicles registered to the organisation used for the purpose of providing a transport service for people with significant mobility or cognitive, behavioural or neurological impairments;
- the number of drivers employed or engaged by the organisation providing this service.

The following vehicles are not eligible for an ADP permit (for organisations):

- buses, as defined in section 3(1) of the **Road Safety Act 1986**;
- commercial passenger vehicles, as defined in section 3 of the **Commercial Passenger Vehicle Industry Act 2017**; and
- motor bikes, as defined in the dictionary to the *Road Rules*.

## 7 **DISPUTED ELIGIBILITY**

If an applicant disputes the outcome of their application and seeks to have their application reviewed, they may refer to their local council for information on the dispute resolution process.

Applicants have the right to use a nominated representative to assist them during a dispute.

Where applicable, an applicant may submit a second application to their local council where an assessment is undertaken by a different medical practitioner or occupational therapist in line with the eligibility criteria outlined in section 6 of this Scheme.

## 8 **CONFIDENTIALITY**

Councils and the Department of Transport must treat with strict confidentiality any information of a personal or medical nature supplied for the purpose of the Scheme, and they are bound by the relevant provisions and principles in the **Privacy and Data Protection Act 2014**, the **Road Safety Act 1986** and the **Health Records Act 2001**.

## 9 **PERMIT DESIGN**

All ADP permits and Double Time permits must:

- display a unique permit number, an expiry date, QR code and a *people with disabilities symbol*;
- comply substantially with the relevant permit design features set out in Attachment A to this Scheme; and
- set out, on the back of the permit, the key Conditions of Use set out in Attachment B to this Scheme.

In addition, an ADP permit (for organisations) must also display the registration number of the vehicle to which it has been assigned.

To be valid for use in Victoria, parking permits for people with disabilities issued outside Victoria must:

- display a *people with disabilities symbol*, a unique permit number and an expiry date; and
- be current.

## 10 **PERMIT CONDITIONS OF USE**

All accessible parking permits must comply with the applicable Conditions of Use set out in Attachment B to this Scheme.

An ADP permit or a Double Time permit may only be issued subject to the Conditions of Use. Applicants will be asked to acknowledge that they understand this when they submit their application.

Council must supply the Conditions of Use with the parking permit to the permit holder or organisation.

It is the responsibility of the permit holder to ensure that every driver using the permit is aware of the Conditions of Use and to notify their local council of any change in their name or address.

## **11 PERMIT APPLICATION**

The applicant, or their nominated representative, may only apply for a permit through the application process provided by their local council.

## **12 PERMIT REPLACEMENT**

A replacement permit will be issued in the circumstances listed below. The relevant local council will advise the permit holder when, and from where, the replacement permit can be collected.

### **12.1 Lost permit**

The permit holder, or the permit holder's nominated representative, must submit a statutory declaration to their local council outlining how their accessible parking permit was lost and that they do not believe the permit can be recovered.

### **12.2 Stolen permit**

The permit holder, or the permit holder's nominated representative, must submit a statutory declaration or police report to their local council outlining how their accessible parking permit was stolen and provide details of the incident.

### **12.3 Damaged or otherwise rendered unusable permit**

The permit holder, or the permit holder's nominated representative, must advise their local council if the permit is defaced or otherwise altered or where one or more of the details on the permit (e.g. permit number or expiry date) are illegible. Where a permit is damaged or rendered unusable, the permit holder will be required to return the damaged permit to their local council on collection of the replacement permit.

## **13 PERMIT EXPIRY**

A permit is no longer valid for use after the expiry date shown on the permit.

## **14 PERMIT RENEWAL**

The local council that issued a permit must send a reminder of the upcoming expiry of that permit to the permit holder.

A person or organisation may apply to renew a permit by using the renewal application process provided by their local council.

### **14.1 Permanent medical condition or permanent disability impacting on mobility**

If a permit holder has been functionally assessed by their medical practitioner or occupational therapist as having a 'permanent medical condition or permanent disability impacting on mobility', as defined in this Scheme, they can renew their permit without having to undergo an assessment by a medical practitioner or occupational therapist each time.

## **15 PERMIT CANCELLATION**

A permit may be cancelled at any time for wilful misuse or breach of the Conditions of Use. The permit holder will be notified in writing of such cancellation. If the permit holder is aggrieved by the decision to cancel the permit or wishes to dispute the alleged circumstances leading to the cancellation, they may request their local council to review the decision.

A permit will be cancelled if the local council that issued the permit has been advised, or reasonably believes, that the permit holder has died. Council will notify the estate of the deceased that the permit has been cancelled.

A permit holder, or their nominated representative, must advise their local council in writing or return the permit within 12 weeks of when a permit is no longer required due to:

- the permit holder no longer residing permanently in the state of Victoria;
- the permit holder's mobility having improved such that they no longer meet the eligibility criteria; or
- in the case of a permit holder that is an organisation, the organisation ceasing to exist or ceasing to be located in Victoria.

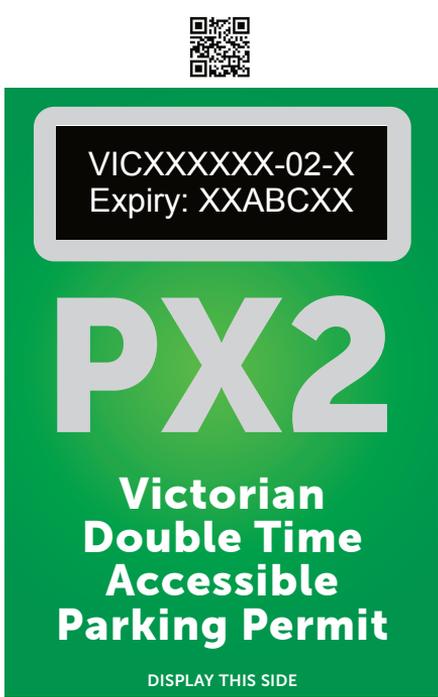
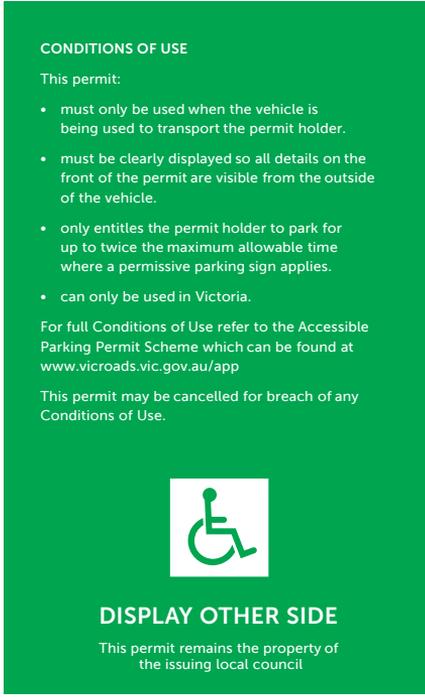
**ATTACHMENT A – PERMIT DESIGN FEATURES**

**ADP permit**

Permit Front		Permit Back
<b>Finished permit size</b>	Width – 90 mm Height – 145 mm	
<b>Material</b>	Integrated self-laminating card	
<b>Finishing</b>	OLSC (laserable lam) to cover whole card on front UV laminated film on reverse, die cut card and one perforation	
<b>Background colour</b>	Multi-colour background with solar flare gradient All colours of the spectrum are used	
<b>Shadow text</b>	The words ‘Australian Disability Parking Permit’ are printed over the entire permit surface	
<b>Australia hologram</b>	Silver Shattered Foil ‘Issued in Victoria’ printed in black microtext underneath	
<b>People with Disabilities Symbol</b>	Stamped in silver shattered foil on the blue square	
<b>Rectangular hologram</b>	A rectangular hologram around the variable permit data	
<b>Variable permit data</b>	Consists of state prefix, unique permit number, permit expiry date (displayed as XXABCXX)	

<b>Variable QR code</b> (to facilitate ease of enforcement)	Located at top centre of permit above variable permit data
<b>Variable number plate data</b> (applicable to permits issued to organisations only)	Consists of number plate details Located at top right of the permit
<b>Permit Back</b>	Consists of key Conditions of Use and <i>people with disabilities symbol</i> Blue with white text

**Double Time permit**

Permit Front		Permit Back
		
<b>Finished permit size</b>	Width – 90 mm Height – 145 mm	
<b>Material</b>	Integrated self-laminating card 150 gsm White Board, white laser, UV guaranteed 297 mm (h) x 210 mm (w)	
<b>Finishing</b>	OLSC (laserable lam) to cover whole card on front UV laminated film on reverse, die cut card and one perforation	
<b>Background colour</b>	Green solar flare gradient	
<b>PX2 hologram</b>	Silver Shattered Foil	
<b>Rectangular hologram</b>	A rectangular hologram around the variable permit data	
<b>Variable permit data</b>	Consists of state prefix, unique permit number, permit expiry date (displayed as XXABCXX) located on top of rectangular hologram	
<b>Variable QR code (to facilitate ease of enforcement)</b>	Located at top centre of permit above variable permit data	
<b>Back of permit – conditions of use</b>	Consists of key Conditions of Use and <i>people with disabilities symbol</i> . Green with white text	

## ATTACHMENT B – PERMIT CONDITIONS OF USE

### Accessible Parking Permits

Accessible parking permits issued under this Scheme are:

- Australian Disability Parking (ADP) permit (for individuals);
- Victorian Double Time accessible parking (Double Time) permit (for individuals); and
- Australian Disability Parking (ADP) permit (for organisations).

### General conditions

These general conditions apply to all accessible parking permits issued under this Scheme:

- The permit may be attached to the vehicle by any method that does not obscure any of the permit details or the vision of the driver when the vehicle is in motion.
- The permit is valid until the end of the date of expiry, unless it is cancelled.
- The permit must not be transferred, reproduced, copied, defaced, altered or destroyed.
- All details on the permit must be legible and unaltered.
- The permit may be confiscated by an authorised officer and/or cancelled by the local council that issued it for misuse or breach of any of the Conditions of Use.

### Permit-specific conditions

Permit-specific conditions apply to accessible parking permits issued under this Scheme as follows:

#### *ADP permit (for individuals)*

- A person is only entitled to one permit.
- The permit must only be displayed when the permit holder is using (parking) the vehicle.
- The permit must be clearly displayed so the expiry date, QR code and permit number are visible from the outside of the vehicle.
- The permit entitles the permit holder to park in a parking bay marked with the *people with disabilities symbol*.
- The permit entitles the permit holder to park for up to twice the maximum allowable time on a length of road, or in an area, to which a permissive parking sign applies.
- When displaying the permit and parked on a length of road, or area, where a fee applies, the fee must be paid according to the duration of the intended stay, up to the maximum amount payable.
- The permit can be used in another state or territory of Australia, in accordance with the relevant local parking rules.

#### *Double Time permit (for individuals)*

- A person is only entitled to one permit.
- The permit must only be displayed when the permit holder is using (parking) the vehicle.
- The permit must be clearly displayed so the expiry date, QR code and permit number are visible from the outside of the vehicle.
- The permit only entitles the permit holder to park for up to twice the maximum allowable time on a length of road, or in an area, to which a permissive parking sign applies.
- When displaying the permit and parked on a length of road, or area, where a fee applies, the fee must be paid according to the duration of the intended stay, up to the maximum amount payable.
- The permit can only be used in the State of Victoria.
- The permit does not entitle the permit holder to park in a parking bay marked with the *people with disabilities symbol*.

*ADP permit (for organisations)*

- The permit must only be displayed in the vehicle to which it is registered.
- The permit can only be used when the vehicle to which it is registered is carrying at least one person who meets the eligibility criteria as set out in the Scheme.
- The permit must be clearly displayed so the expiry date, QR code, permit number and registration number are visible from the outside of the vehicle.
- The permit entitles the vehicle to which it is assigned to park in a parking bay marked with the *people with disabilities symbol*.
- The permit entitles the vehicle to which it is assigned to park for up to twice the maximum allowable time on a length of road, or in an area, to which a permissive parking sign applies.
- When displaying the permit and parked on a length of road, or area, where a fee applies, the fee must be paid according to the duration of the intended stay, up to the maximum amount payable.
- The permit can be used in another state or territory, in accordance with the relevant local parking rules.

**International and Interstate parking permits for people with disabilities**

Where parking permits for people with disabilities issued outside Victoria are used in Victoria, then the following conditions of use apply:

- The permit must only be displayed when the permit holder is using (parking) the vehicle.
  - The permit must be clearly displayed so the expiry date and permit number are visible from the outside of the vehicle.
  - The permit entitles the permit holder to park in a parking bay marked with the *people with disabilities symbol*.
  - The permit entitles the permit holder to park for up to twice the maximum allowable time on a length of road, or in an area, to which a permissive parking sign applies.
  - When displaying the permit and parked on a length of road, or area, where a fee applies, the fee must be paid according to the duration of the intended stay, up to the maximum amount payable.
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