

- Applications for **all** Organisation MPS permits must be made on the attached form.
- Please read the important information on pages 1 to 3. For more information please refer to Roads and Maritime Services (Roads and Maritime) website at: [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) or the MPS brochure.

### Who is eligible?

An organisation may be eligible for a disability parking permit if the organisation provides transport services to people who meet the Mobility Parking Scheme (MPS) eligibility criteria.

To be eligible for a MPS permit, a person must be unable to walk because of permanent or temporary loss of the use of one or both legs, or other permanent medical or physical condition, or whose physical condition is detrimentally affected as a result of walking 100 metres, or who requires the use of crutches, a walking frame, callipers, scooter, wheelchair or other similar mobility aid. Permits are also available to people who meet the permanently blind criteria defined at <http://www.rms.nsw.gov.au/roads/using-roads/mobility-parking/>. Applicants that do not meet the eligibility criteria will not be issued a permit.

### Responsibilities of the organisation

As part of the application process, an organisation is required to prove its identity. For a list of approved documents please refer to Page 3.

Each organisation is required to have an **Authorised Person**. An Authorised Person has the authority to sign for and on behalf of the organisation. Only an Authorised Person can complete the declaration in Section 7 of the application form.

The organisation is also required to nominate a **Contact Person** responsible for the management of the organisation permit(s). The Contact Person must ensure procedures to monitor and record all permit use are complied with. Requests to view records on the MPS permit(s) will be made to this position. **Please note:** An Authorised Person can also be the Contact Person.

The organisation is responsible for monitoring and recording every use of the permit(s) at all times. For example, record the use of the permit(s) in a register and logbook.

Organisations should obtain written acknowledgement from their employees and volunteer drivers regarding Conditions of Use and Parking Concessions.

A sample Organisation MPS Permit Register and Logbook, along with the Conditions of Use, Parking Concessions and Driver Declaration form can be downloaded from:

<http://www.rms.nsw.gov.au/roads/using-roads/mobility-parking/>

### Additional permit(s)

If an organisation requires additional permits, apply as per steps 1 - 5 on Page 3. It is advisable to obtain any additional permits at the time of renewal as they will have the same expiry date as the existing ones.

### Replacement permit(s)

Permits can be replaced if they are lost, stolen, destroyed or defaced. The organisation is required to provide the permit number(s) of the permit(s) being replaced. The new permit will have the same expiry date as the one(s) it is replacing. There is a replacement fee.

The previous MPS permit is no longer valid once a replacement is issued. It cannot be displayed in a vehicle and if found should be returned to Roads and Maritime Services, Document Verification and Investigations, PO Box 3035, Parramatta NSW 2124.

### Renewals

Roads and Maritime will send a renewal notice approximately six weeks before the expiry date. To renew a MPS permit, the organisation should follow steps 1-5 on Page 3.

### Changing address

If your organisation has changed address since you first applied for a MPS permit, please update your address details with Roads and Maritime. This can be done in writing, at our Registry or by phoning the Contact Centre on 13 22 13.

### Taxis

MPS organisation permits can be issued for use by taxis. The permit(s) can only be issued in the name of the taxi cooperative under which the taxi operates; and not in the name of the individual who owns the taxi.

### Invalid MPS permits

A MPS permit becomes invalid if it expires or it is revoked by Roads and Maritime. Display of a MPS permit that is invalid can result in a heavy fine being issued. Invalid permits should be posted to Roads and Maritime Services, Document Verification and Investigations, PO Box 3035, Parramatta NSW 2124.

### Hotline

Abuse of the MPS can be reported by phoning 1300 884 899 or emailing;

[Customer\\_Service\\_Centre@rms.nsw.gov.au](mailto:Customer_Service_Centre@rms.nsw.gov.au)

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**Applications MUST be submitted by mail, please return completed form and original documents to:**

Roads and Maritime Services  
Agency Business Centre  
PO Box 21 Parkes NSW 2870

[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | T 13 22 13 | E [Organisation.MPS@rms.nsw.gov.au](mailto:Organisation.MPS@rms.nsw.gov.au)

### Displaying your disability parking permit(s)

From September 2010, Mobility Parking Scheme (MPS) permits must be displayed in an Australian Disability Parking permit, as provided to you by Roads and Maritime Services (Roads and Maritime).

As a courtesy, Roads and Maritime can supply a suction cup to attach the permit to the vehicle window. You are not required to use this device and may use other methods that do not obscure the permit details or the driver's vision.

If you choose to use the suction cup, the manufacturer advises that the suction cup's effectiveness is improved when used on a clean windscreen. Use of an alcohol wipe is recommended as some window cleaners may leave a residue.

### Conditions of use

A MPS permit is issued subject to the following conditions and heavy penalties may apply for failing to adhere to these conditions:

- a) The permit must be inserted and displayed in the plastic sleeve on the Australian Disability Parking permit provided to you by Roads and Maritime.
- b) The permit must only be displayed when the vehicle is being used to transport a person that is eligible to hold a permit. It must not be used to visit or run errands for an eligible person when that person is not being transported in the vehicle.
- c) The permit should be displayed unobscured on the left hand (passenger) side of the vehicle on either the vehicle's windscreen, or on any window. If this is not practicable, it should be placed in an area where the whole of the permit may be viewed from outside the vehicle. The sides marked 'THIS SIDE UP' or 'DISPLAY THIS SIDE' must face out. 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.
- d) The permit must be produced on direction from a police officer or other authorised officer.
- e) The permit is valid until the date of expiry, unless it is revoked.
- f) The permit can no longer be used once it expires. It must be renewed and a current permit displayed for any disability parking concessions.
- g) The permit must be returned to our registry on expiry, if it is revoked by Roads and Maritime or as soon as its use is no longer required e.g. the organisation no longer transports people eligible for a permit.
- h) The permit must not be reproduced, copied, defaced, altered or destroyed.

- i) The permit is not valid if reproduced, copied, defaced or otherwise altered or where one or more of the details on the permit (e.g. card number or expiry date) are illegible.
- j) If the permit is used in another State or Territory, it may be used in accordance with their prevailing parking concessions.
- k) The permit may be confiscated by an authorised officer and/or revoked by Roads and Maritime for misuse or breach of any of these Conditions of Use.
- l) An organisation issued with a permit is responsible for monitoring and recording the use of the permit at all times (e.g. by recording the use of the permit in a logbook).
- m) The permit is subject to other such conditions that may be imposed by Roads and Maritime.

### Parking concessions

The disability parking permit entitles vehicles to park in spaces marked with a symbol for people with a disability. The permit also provides parking concessions in other spaces:

- When parking in a metered, coupon or ticket parking areas operated by councils, no charge is applied. Charges may apply in privately operated parking areas.
- Where parking is limited by a sign to more than 30 minutes, the vehicle can park for an unlimited time.
- Where parking is limited by a sign to 30 minutes, the vehicle can park for 2 hours.
- Where parking is limited by a sign to **less** than 30 minutes, the vehicle can park for a maximum of 30 minutes.
- At a 'No Parking' sign vehicles may park up to 5 minutes, and the driver must remain within the vehicle or within 3 metres of the vehicle to drop off or pick up passengers or goods.
- All other parking rules apply.

### When do the concessions apply?

The parking concessions apply when the disability parking permit is displayed on the vehicle when it is being used to transport an eligible person with a disability. Parking concessions available under the MPS are only valid at on-street or council operated car parks.

Car parking areas operating behind boom gates are privately operated and no concessions are afforded in these areas. To park in a designated disability parking space in a private car park, you must display your valid MPS permit and pay any applicable fees required.

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[www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) | T 13 22 13 | E [Organisation.MPS@rms.nsw.gov.au](mailto:Organisation.MPS@rms.nsw.gov.au)

## Proof of identity for an Organisation

### Companies

- Company limited by guarantee
- Public company
- Proprietary limited company
- Incorporated company

#### Evidence required

Certificate of Registration, with ACN, or  
a current Extract of the Company, with ACN, or  
Certificate of Registration on Change of Name with ACN, or  
Certificate of Registration of a Foreign Company, with  
ARBN, or  
a printed extract from the ASIC website

#### Evidence issued by

ASIC

#### Name of the Act

*Corporations Act 2001*

### Government authorities

- Agencies and departments
- Local governments
- Cemeteries, parks, public hospitals, universities

#### Evidence required

Letterhead authorising issue of the permits and quoting the  
Act under which the organisation was established

#### Evidence issued by

The Government Authority applying for the permit

#### Name of the Act

Name of the Act, if incorporated under legislation

### Church / Religious Organisations

- Incorporated as a company by ASIC

#### Evidence required

Certificate of Incorporation

#### Evidence issued by

ASIC

#### Name of the Act

*Corporations Act 2001*

- Incorporated under legislation

#### Evidence required

Letterhead authorising issue of the permits and quoting the  
Act under which the organisation was established

#### Evidence issued by

To be supplied by religious organisation

#### Name of the Act

Name of the Act, if incorporated under legislation

- Incorporated under the *Associations Incorporation Act 2009 (NSW)*

#### Evidence required

Certificate of Incorporation of Association or an  
Association Extract which shows the status as registered.

#### Evidence issued by

NSW Office of Fair Trading

#### Name of the Act

*Associations Incorporation Act 2009 (NSW)*

### Sporting clubs, non-profit organisations

#### Evidence required

Certificate of Incorporation of Association or an  
Association Extract which shows the status as registered.

#### Evidence issued by

NSW Office of Fair Trading

#### Name of the Act

*Associations Incorporation Act 2009(NSW)*

## Application steps

### Step 1

Arrange for the Authorised Person to complete the declaration in Section 7 of the application form. If the authorised person is not already recorded on the Roads and Maritime computer system, the person must attend the registry in person and provide proof of identity such as a NSW driver licence. Other identity documents are also acceptable. More information is available from Roads and Maritime on 13 22 13 or the brochure *'How to prove who you are'* available on the Roads and Maritime website at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) or a registry or Service Centre.

Nominate a Contact Person within the organisation who will be responsible for monitoring and recording the permit(s) issued to the organisation. This position will also be responsible for ensuring that all employees/volunteer drivers correctly record all use of the permit(s) issued to the organisation. For large organisations that may have more than one position filling this role, please include additional Contact Persons in a separate attachment on letterhead.

### Step 2

Complete all relevant sections of the application form as follows:

New - Complete Section 1, 2, 3, 4, 6 and 7

Renewal - Complete Section 1, 2, 3, 4, 6 and 7

Additional - Complete Section 1, 2, 3, 4, 6 and 7

Replacement - Complete Section 1, 2, 3, 5, 6 and 7

### Step 3

The organisation will need to supply:

- A copy of the proof of identity for the organisation. This applies to first time applicants only.

### Step 4

Attach payment for the permit(s) applied for. Acceptable payment methods include cheque or credit card authority. A credit card authorisation slip is provided on Page 6. Information on fees is available at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au) or by phoning our Contact Centre on 13 22 13.

### Step 5

Send the completed application form, all required documentation and payment to the following address (*Applications cannot be emailed, original documents must be mailed*):

**Roads and Maritime Services**  
**Agency Business Centre**  
**PO Box 21**  
**Parkes NSW 2870**

### What happens next?

- If an application is handed in person to our registry, it will be sent to the Roads and Maritime Agency Business Centre.
- When an application is received, it will be reviewed and contact may be made by phone or email with the nominated Contact Person for the organisation.
- If the number of permits approved is less than the number applied for, the organisation will receive a refund cheque by mail.
- The organisation permit(s) will be posted with a copy of the Conditions of Use for Organisation MPS permits, Parking Concessions, Driver Declaration form and a sample Organisation MPS Permit Register and Logbook.



**Warning:** Any person who by false statement or misrepresentation obtains or attempts to obtain a MPS permit(s) is liable to a penalty under Clause 146 of the Road Transport (*General*) Regulation 2013 of up to \$2,200 and any MPS permits so obtained will be cancelled.

### SECTION 1 - Type of Application

- New**  
- Complete Section 2, 3, 4, 6 and 7
- Renewal**  
- Complete Sections 2, 3, 4, 6 and 7
- Additional**  
- Complete Sections 2, 3, 4, 6 and 7
- Replacement**  
- Complete Sections 2, 3, 5, 6 and 7

### SECTION 2 - Organisation Details for MPS Permit

Name of organisation

Business site address (*cannot be a PO Box*)

  
  
 Postcode

Business mailing address

  
  
 Postcode

ACN / ABN

If applicable, please provide an Roads and Maritime reference number for the organisation. This can be a customer number, MPS number or vehicle registration number.

(insert number)

- For new applications only.** Please attach a copy of the proof of identity document(s) for the organisation. For a list of approved documents refer to Page 3.

### SECTION 3 - Authorised Person / Contact Person Details

**Note:** The Authorised Person **must** have the authority to sign for and on behalf of the organisation. (*Only the Authorised Person can sign the declaration in Section 7.*)

a) Name of Authorised Person (*please print*)

  

Position title of Authorised Person

Email

Daytime telephone number

NSW Driver licence / RMS Customer number

**I will be responsible for the management of the permit(s).**

- Yes
- No - *complete details in (b)*

b) The position title stated below will be the Contact Person for the organisation and will be responsible for the management of all permits issued to the organisation and ensuring procedures to monitor and record permit use are complied with. If there is more than one Contact Person, please attach details on letterhead.

Name of Contact Person (*please print*)

  

Position title of Contact Person

Email

Daytime telephone number

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**www.rms.nsw.gov.au** | **T** 13 22 13 | **E** Organisation.MPS@rms.nsw.gov.au

**SECTION 4 - New, Renewal or Additional Permits**

An organisation is eligible for a disability parking permit if it provides transport services for a person meeting the eligibility criteria.

a) Describe the transport services the organisation provides for persons who meet the eligibility criteria for a permit:


b) How many vehicles are used by the organisation to transport eligible people with disabilities?

c) **For New applications only**  
How many disability parking permits does the organisation require?

d) **For Renewal of permits only**  
i) How many disability parking permits does the organisation currently have?

ii) How many disability parking permits does the organisation wish to renew?

e) **For Additional permits only**  
i) How many disability parking permits does the organisation currently have?

ii) How many additional disability parking permits does the organisation require?

Reason for additional permits


**Note:** It is a condition of use that the organisation monitors and records the use of the permit at all times. The organisation needs to ensure they record the use of the permit/s and use it only when transporting an eligible person.

f) Does the organisation maintain a register/list of all permit(s) issued to them including permit card numbers?

Yes - A Mobility Parking permit register is maintained

No - A register will be used to record the details of all permits issued to the organisation.

A copy of the register can be downloaded from:

<http://www.rms.nsw.gov.au/documents/about/forms/mps-organisation-permit-register.rtf>

g) Does the organisation monitor and record the use of the permit(s) at all times using a logbook?

Yes - A logbook is used

No - A logbook will be used to record monitor the use of the permits at all times.

A copy of the logbook can be downloaded from:

<http://www.rms.nsw.gov.au/documents/about/forms/mps-organisation-permit-register.rtf>

h) Has the organisation made its employees and volunteer drivers aware of the parking concessions and conditions of use for the permit?

Yes - They have signed a copy of the Driver Declaration form

No - They will sign the Driver Declaration form before they use the permit.

A copy of the Driver Declaration can be downloaded from:

<http://www.rms.nsw.gov.au/documents/about/forms/45071549-mps-conditions-of-use.pdf>

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### SECTION 5 - Replacement Permits

Please provide the permit number(s) of the permit(s) being replaced.

The previous MPS permit is no longer valid once a replacement is issued. It cannot be displayed in a vehicle and it should be returned to Roads and Maritime if found.

MPS Permit number(s)

*If more space is required, please include a separate list of all permit numbers to be replaced. This information **must** be provided.*


Reason for replacement (*please tick*)

Lost <input type="checkbox"/>	Stolen <input type="checkbox"/>
Damaged <input type="checkbox"/>	Defaced <input type="checkbox"/>
Non receipt of permit <input type="checkbox"/>	Organisation details have changed <input type="checkbox"/>

### SECTION 6 - Payment Details

Acceptable payment methods are either cheque or credit card authority. A credit card authorisation slip is provided below. The current fees for an Organisation MPS are available at [www.rms.nsw.gov.au](http://www.rms.nsw.gov.au)

- Cheque enclosed
- Credit card authority completed below

### SECTION 7 - Organisation Declaration

**Note:** The person signing this declaration must be authorised to sign for and on behalf of the organisation and provide their details in Section 3a.

I am the person authorised by the organisation to sign for and on behalf of the organisation. I declare that the organisation is involved in transporting persons who meet the eligibility criteria for a MPS permit and any MPS permit issued will only be used in accordance with the Conditions of Use. If I am also the Contact Person, I am responsible for the management of the permit(s) which includes monitoring and recording the permit(s) issued to the organisation. I will also be responsible for ensuring that all employees/volunteer drivers correctly record all use of the permit(s) issued to the organisation.

If I am not the Contact Person, I have nominated a position title who will be responsible for the management of the permit(s) issued to the organisation and ensure compliance with the Conditions of Use.

I declare that the details in this application are true and complete.

Personal information is collected and held by Roads and Maritime Services (Roads and Maritime), 20-44 Ennis Road Milsons Point NSW 2061. Personal information held by Roads and Maritime may be disclosed inside and outside NSW to law enforcement agencies and to verify the contents of this application, for the administration of law enforcement. You have a right to access or correct your personal information in accordance with the provisions of the relevant privacy legislation. I must supply the information under the Road Transport (*General*) Regulation 2013. Failure to supply full details and sign this declaration can result in the transaction not proceeding.

Name of Authorised Person (*please print*)

Signature of Authorised Person

Date

Day	/	Month	/	Year
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### Roads and Maritime Office use only

#### Proof of Identity Record

#### Organisation

ACN or ARBN verified from  
(*specify document and copy, if necessary*)

Signature of CSO or agent

Staff number or ID

Date

Day	/	Month	/	Year
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Total number of permits issued

#### Credit Card Authority

- Tick the appropriate box
- AMERICAN EXPRESS
  - DINERS CLUB
  - MASTERCARD
  - VISA

Card number

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Card holder's name

Signature of card holder

Valid until

Day	/	Month	/	Year
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Amount

\$	
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Date

Day	/	Month	/	Year
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