

Disabled working parking permit

Whangarei District Council provides disabled working parking permits for eligible individuals whose place of employment does not have all day free parking options within the immediate vicinity.

Please note that in order to apply for a disabled working parking permit, you must hold a disability parking permit from CCS.

To make your application you will need to provide the following:

- Completed application form
- Letter of support from your employer confirming days of employment, hours of work, and location of employment (*see attached suggested draft letter you will need to have your employer prepare to support your application*)
- Photocopy of disabled parking badge (*certified by CCS as current*). Please call at the CCS offices in Kamo Road and they will assist you with this requirement
- Photographic identification (*please have the customer services representative at Whangarei District Council sight and copy your original identification i.e. driver's licence, and attach photocopy to your application*)
- One passport-sized photograph. Council will hold this on file, but it will not be placed on the permit issued to you.

Please present the above requirements for processing to our customer services offices at Forum North.

There is no application fee payable. Applications will be processed within 7-14 working days.

Please note that you will have ongoing requirements to keep Council advised if your status changes in a significant way. For example, if:

- a You change employers
- b Your employer shifts to different premises
- c You change your vehicle
- d You are no longer entitled to a CCS parking badge.

Conditions of use

- This card entitles the holder to park their vehicle in car parking spaces that are time restricted and/or spaces for which payment is required, without payment, or being subject to the time restrictions.
- This permit applies during your stated working hours, and for 1 hour either side of your stated working hours.
- This permit does not entitle you to park in a designated mobility parking space for longer than the advertised time for that space.
- The card must be prominently displayed with the crest side (logo side) visible on the dashboard/windscreen behind the steering wheel.
- Failure to display the card and CCS permit may result in an infringement notice being issued. Council accepts no liability in this event.



Application for disabled working parking permit

Personal details

Family name _____

First names _____

Address _____

Phone _____ Mobile _____

Work phone _____ Email _____

Licence no _____ Class _____

Issue date _____ Expiry date _____

CCS Disability parking permit number _____

Vehicle registration _____

Work details

Occupation _____

Name of employer _____

Address of employment _____

Employer contact name _____

Contact phone number _____

Office use

Date of issue _____

Expiry date _____

WDC staff name _____

WDC staff signature _____



Suggested letter of support
(on Letterhead of employer)

Date

Whangarei District
Council Private Bag 9023
WHANGAREI 0148

Attention Customer Services

Dear Whangarei District Council

Application for disabled working parking permit for *(applicant's name)*

We write to confirm our support for the application of the above-named. We confirm that *(applicant's name)* works as a *(occupation)*.

The days of work are: *(days)* i.e.

Mondays and Tuesdays only; or

Monday to Friday inclusive

The hours of work are: *(insert hours worked)* i.e.

All day 8.30am – 5.00pm;

or Monday 8.30am – 3.00pm

Tuesday 8.30am – noon

Location of our business is *(physical address)*

Yours faithfully

Name

Position