



# Rules for Organizations who hold Parking Placards for Persons with Disabilities

<http://www.servicealberta.ca/parking-for-people-with-disabilities.cfm>

## An organization must adhere to the following rules

### How It Works

- Only the organization that applied for the parking placard is allowed to use the placard.
- Parking placards issued to an organization are valid for one year from the date of issue.
- An organization shall only use a placard when providing service to a client who meets the criteria of not being able to walk 50 metres (164 feet).
- When an organization's vehicle is parked in a designated stall, the placard must be hung from the vehicle's rear-view mirror with the registration number and expiry date visible from outside the vehicle.
- Municipal bylaws govern designated disabled parking stalls on both public and private property.
- The placard does NOT exempt your organization from obeying other parking laws or from paying appropriate parking fees.

### How to Apply

- To apply, an organization must provide a request to any registry agent on the organization's letterhead. The letter must be signed by an authorized officer of the organization and outline the number of placards requested, their intended use and the licence plate number(s) of each vehicle registered in the organization's name. Once the information in your letter is confirmed, the registry agent will issue one red short term placard per vehicle registered in your organization's name.
- To renew your organization's placards, you must resubmit an original signed letter to an Alberta Registry Agent following the steps above.

- If your organization's placard is lost, stolen or damaged, you must report it to a Registry Agent office and request a replacement.

### **Misuse of Placard**

- If an organization misuses its placard, it may be cancelled. This includes altering, defacing, duplicating or tampering with a placard, using an expired placard or using a placard to provide service to someone who can walk more than 50 metres (164 feet).
- Your client must leave your organization's vehicle when parking in a designated stall. If your client remains in the vehicle, you are abusing your placard privileges.
- Service Alberta may notify enforcement authorities should your organization's placard be cancelled.
- If a placard has expired or is no longer needed, return it to a registry agent office.

### **Reporting Abuse**

- Report a vehicle parked in a designated parking stall without a placard to the traffic bylaw enforcement agency of the municipality in which the incident took place.
  - You may need to provide details of the incident including the date, time, place, vehicle licence plate number and description, and placard number.

### **For more information**

- Please visit <http://www.servicealberta.ca/parking-for-people-with-disabilities.cfm> or call the Service Alberta Contact Centre at (780) 427-7013. If you are outside the Edmonton calling area, call toll-free at 310-0000.