



Ministry of Works and Transport
Transport (Licensing) Division

Regulation 3

Motor Vehicles and Road Traffic (Persons with Disability Parking Permit) Regulations, 2024

APPLICATION FORM
PERSONS WITH DISABILITY PARKING PERMIT(S)
(ENTITY, ORGANISATION OR CORPORATION)



The Entity, Organisation or Corporation must return the completed Application Form along with the supporting documents (See paragraph 1 of the Guidelines) to the Transport Division for processing.

Please complete the Application Form in BLOCK Letters and select and/or underline any other relevant information.

1. Issuance of Disability Parking Permit:

First Time Renewal Duplicate

2. Application for Disability Parking Permit:

Entity Organisation Corporation

3. Applicant Information:

(a) Name: Surname _____ First Name _____ Middle Name _____

(b) Date of Birth: Day _____ Month _____ Year _____

(c) Sex: Male Female

(d) National Identification: (I.D./D.P./Passport No.) _____

(e) Job Title _____

(f) Telephone Number () - Email Address: _____

4. Entity/Organisation/Corporation Information:

(a) Name: _____

(b) Registration Number: _____

(c) (Registered) Address: _____

(d) Mailing Address (if different from above): _____

(e) Telephone Number () - Email Address: _____

5. Motor Vehicle(s) Information:

List vehicle(s) for which the Disability Parking Permit(s) is/are being requested. (Attach additional sheets if necessary)

Motor Vehicle Information	Motor Vehicle #1-	Motor Vehicle #2-	Motor Vehicle #3-	Motor Vehicle #4-	Motor Vehicle #5-
Registration Plate Number					
Chassis/Vehicle Identification Number					
Owned or Leased					
Make					
Model					
Colour					

I, the undersigned, declare that the information provided above is true and correct and the vehicle(s) above is/are owned or leased by, or operated on behalf of the entity, organisation or corporation above primarily to provide transportation services to persons with disability.

Signature: _____

Date: _____ 20 _____

GUIDELINES FOR THE APPLICATION FOR A DISABILITY PARKING PERMIT

The *Motor Vehicles and Road Traffic (Persons with Disability Parking Permit) Regulations, 2024* provide for the Licensing Authority to issue or renew a disability parking permit to any entity, organisation or corporation, in respect of a number of vehicles that are owned or leased by, or operated on behalf of the entity, organisation or corporation primarily to provide transportation services to persons with disability. The entity, organisation or corporation must have displayed a disability parking permit in a motor vehicle in such place and in such manner as directed by the Licensing Authority, when a person with disability is being transported and the motor vehicle is parked in a disability parking zone. The Regulations can be accessed by using the link – <https://www.mowt.gov.tt/DisabilityParking>.

1. An Application for a disability parking permit by a(n) entity, organisation or corporation to provide transportation services to persons with disability **MUST** be completed by a director or senior officer of the entity, organisation or corporation, duly authorised for that purpose, who would be the applicant/liaison and the application **MUST** be supported by the following documents:
 - copy of national identification document: (I.D./D.P./Passport) of the applicant;
 - entity, organisation or corporation registration/creation documents (in the case of a company/business/non-profit organisation/friendly society etc., the certificate of incorporation/registration/creation) and up-to-date annual return (if relevant); where the entity/organization is established by an Act of Parliament, please provide relevant details;
 - authorisation by the entity, organization, or corporation to the applicant/liaison to make the application for the disability parking permit;
 - copy of the Certified Copy of the motor vehicle(s); and
 - where the vehicle is leased or is being operated on behalf of a(n) entity, organisation or corporation, a copy of the Lease/Rental Agreement which must contain reference(s) to the motor vehicle(s) registration number(s).

2. The application shall be submitted to the Licensing Authority by delivering the physical copy with the relevant supporting documents to the Licensing Authority.

3. By signing this application form you are declaring that to the best of your knowledge and belief the information given by you is true and correct. If there is any statement in the application which is false in fact or which you know or believe to be false, or in any material respect misleading, you are liable on summary conviction to a fine of two thousand dollars in accordance with **section 94** of the **Motor Vehicles and Road Traffic Act, Chap. 48:50**.

4. The entity, organisation or corporation whose application for the grant of a disability parking permit is denied, may within twenty-eight (28) days from the date of being notified of the denial, appeal in writing, the decision of the Licensing Authority to the Trinidad Transport Board. Information on the process/procedures for making such an appeal may be obtained by visiting the Ministry of Works and Transport, Administration Building, Level 2, #13 Richmond Street, Port of Spain or the following website of the Ministry of Works and Transport: [https://www.mowt.gov.tt/Divisions/Trinidad-Transport-Board-\(1\)/Services/Transport-Grievances](https://www.mowt.gov.tt/Divisions/Trinidad-Transport-Board-(1)/Services/Transport-Grievances)

For Official Use Only:

Date Received: _____ Application Number: _____

Issuance of Disability Parking Permit:

- First Time
- Renewal
- Duplicate

Vehicle Registration Number	Disability Parking Permit Number Assigned	Date of Issue	Date of Expiry

Approved by: _____
Transport Commissioner

Denied by: _____
Transport Commissioner

Reason(s) for denial:

Date: _____

TERMS AND CONDITIONS FOR THE USE OF A DISABILITY PARKING PERMIT

1. The disability parking permit is:
 - a. the property of the Licensing Authority, Transport (Licensing) Division of the Ministry of Works and Transport;
 - b. non-transferrable to a third party;
 - c. not to be sold or used for commercial transactions;
 - d. not to be destroyed, mutilated, defaced or altered in any way; and
 - e. not to be copied, reproduced or in any other way duplicated.
2. The disability parking permit shall:
 - a. be valid for the period stated on the permit, unless suspended or cancelled;
 - b. exclusively apply to the vehicle(s) listed; and
 - c. become invalid:
 - (i) on the date of expiration;
 - (ii) where the entity, organisation, or corporation has ceased to exist or the entity, organisation, or corporation no longer transports persons with disability;
 - (iii) where the permit becomes illegible, mutilated or damaged; or
 - (iv) upon the voluntary surrender of the permit by the entity, organisation, or corporation.and in such circumstances as stated in 2(c), the permit must be returned to the Licensing Authority within fourteen (14) days of the occurrence of the event.
3. The disability parking permit must be displayed in, or on the vehicle(s) at ALL TIMES in such place and in such manner as directed by the Licensing Authority, when the vehicle is parked in a disability parking zone during the transportation of a person with disability.
4. Where there is a change of the information provided to the Licensing Authority during the application process, the applicant/liaison for the entity, organisation or corporation shall, within twenty-one (21) days from the date of the change, notify the Licensing Authority of the change, and provide the relevant supporting document(s).
5. A(n) entity, organisation or corporation with a disability parking permit that is cancelled or expired, shall not display, cause or allow to be displayed the cancelled or expired permit, in a vehicle that is parked in a disability parking zone.
6. Where a disability parking permit is lost or stolen, mutilated, defaced, altered or has become illegible, the applicant/liaison of the entity, organisation or corporation must notify the Licensing Authority.
7. The Licensing Authority may suspend or cancel a disability parking permit if the Licensing Authority is satisfied that the entity, organisation or corporation with the permit has contravened any condition upon which the permit is issued; or the applicant made any false statement in the application for the permit.
8. Where the entity, organisation or corporation with a disability parking permit is aggrieved by the decision to suspend or cancel the disability parking permit, the entity, organisation or corporation may, within twenty-eight (28) days of receiving the notice of suspension/cancellation, appeal in writing, the decision of the Licensing Authority to the Trinidad Transport Board. Information on the process/procedures for making such an appeal may be obtained by visiting the Ministry of Works and Transport, Administration Building, Level 2, #13 Richmond Street, Port of Spain or the following website of the Ministry of Works and Transport: [https://www.mowt.gov.tt/Divisions/Trinidad-Transport-Board-\(1\)/Services/Transport-Grievances](https://www.mowt.gov.tt/Divisions/Trinidad-Transport-Board-(1)/Services/Transport-Grievances)
9. The driver of the vehicle for the entity, organisation or corporation shall produce upon the request of a constable, for inspection the following documents:
 - Driving Permit/Driver's Licence
 - Certificate of Insurance
 - Disability Parking Permit
10. For the purposes of these Terms and Conditions, constable means a Police Officer, Transport Officer, Traffic Warden, Estate Constable of the public bodies listed in the Eighth Schedule to the **Motor Vehicles and Road Traffic Act, Chap. 48:50**.
11. These Terms and Conditions for the Use of a Disability Parking Permit may be revised or updated by the Licensing Authority from time to time.