



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
(INDIVIDUAL)

The Applicant 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:

- Citizen (Child / Adult) Visitor (Child / Adult)

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) Address: _____

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

4. Entity/Organisation/Corporation Information:

(a) Registration Number: _____

(b) Make: _____

(c) Model: _____

(d) Color: _____

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

Signature:

Date...../...../.....

5. Certificate of Medical Practitioner:

Note: This section must be completed by a medical practitioner.

I have examined the applicant, Mr./Mrs./Miss: (Surname)..... (Other Names)and have determined that the applicant is suffering from a -

(a) Long-term Permanent Disability/Clinically Recognisable Medical Condition (*Select as appropriate*)

- Blindness Cerebral Palsy
 Chromosomal or syndromic conditions Deafness or hardness of hearing
 Upper or lower limb amputation Motor neuron disease
 Neurodegenerative order Neuromuscular conditions
 Paraplegia, quadriplegia or other type Heart or lung disease
 Other (Please specify)

(b) Temporary Disability (Please include a brief description of Temporary Disability)

.....
.....
.....

The anticipated length of time that the immobility of the applicant is expected to continue is.....

Name of Medical Practitioner.....

Qualification and Registration Number of Medical Practitioner:

Office Address:

Telephone Number..... Email Address.....

Signature of Medical Practitioner



Date of examination:/...../.....
dd mm yy

GUIDELINES FOR THE APPLICATION FOR A DISABILITY PARKING PERMIT

The **Motor Vehicles and Road Traffic (Persons with Disability Parking Permit) Regulations, 2024** provide for a person with disability to display or have displayed a disability parking permit in a motor vehicle in such place and in such manner as directed by the Licensing Authority, when the 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>.

- An Application for a disability parking permit **MUST** be supported by the following documents:
 - copy of national identification document: (I.D./D.P./Passport);
 - proof of address, such as a recent utility bill, or in the case of a rental, a copy of the Lease/Rental Agreement for the rental premises identified and bearing the name of the Applicant. If the utility bill or Lease/Rental Agreement is not in the Applicant's name, a letter from the landlord confirming the Applicant's residence and a copy of the landlord's national identification (I.D./D.P./Passport No.) must be submitted;
 - where the disability parking permit is intended to be used with specific vehicle(s), copy of the Certified Copy of the motor vehicle(s) (up to two (2) vehicles); and
 - where the application is in respect of a child:
 - a copy of the child's birth certificate with the application signed by the parent, guardian or person with responsibility for the child. The guardian or person with responsibility for the child must have supporting legal documentation to act on behalf of the child along with any other relevant documents as stated by the Licensing Authority.
- The application shall be submitted to the Licensing Authority **within a period of three (3) months** from the date of examination as specified in the certificate by the medical practitioner.
- The application shall be submitted to the Licensing Authority by delivering the physical copy with the relevant supporting documents to the Licensing Authority.
- 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**.
- A person 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

Type of Disability:

- Permanent
- Temporary

- Disability Parking Permit Assigned #1 - _____
- Disability Parking Permit Assigned #2 - _____
- Motor Vehicle Registration Number(s) (Optional) - _____
- Date Issued: ___/___/_____
- 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.