

Procedure for Administration of Access Parking Applications

Access Parking at the University of Tasmania is provided by Asset Management Services (AMS) with applications administered by Student Services and Heads of School/Section.

Access Permit Eligibility:

Staff or students with a temporary or permanent disability who are:

- unable to walk, or
- are only able to walk short distances (approximately 100 metres) without the assistance of another person or the use of a complex walking aid (such as a wheelchair)

are eligible to apply for an access parking permit. Permits will only be issued for the period of incapacity.

- All applicants will need to complete the application form including providing information about the duration of mobility disability
- It is not necessary for applicants to provide documentation of the disability when:
 - temporary disability is obvious, such as a broken leg ; or
 - when applicants present their Transport Access Scheme permit from the Division of the Department of Infrastructure, Energy & Resources (a photocopy will be taken and placed on file)

For staff:

- Application will be made through AMS via the staff member's relevant Head of School / Section
- Authority will be granted by the Head and any supporting documentation, will be filed confidentially within the School/Section.
- The completed form with Head's signature, will be forwarded to the Parking Officer, AMS, and a copy kept on the staff members file.
- A permit will then be forwarded directly to the staff member by AMS.

For students:

- Application will be made through Student Services.
- If the application is approved a permit will be forwarded to the student by Student Services.
- A copy of the completed application will be sent to the relevant Parking Officer by Student Services.
- The original will be kept on the student's file at Student Services along with any supporting documentation.
- A quantity of parking permits will be supplied to Student Services early in January of each year by AMS