

Disability Employment Parking Operating Guidelines

May 2025

Administration

PARENT DOCUMENT: [On-Street Parking Policy](#)

PURPOSE

The Disability Employment Parking Operating Guidelines (the Guidelines) sets out the provision of on-street parking spaces in close proximity to workplaces for working disability permit holders in circumstances where off street parking is not available.

The Guidelines operate throughout the City of Adelaide in response to the demonstrated parking needs of disability permit holders.

OPERATION

Eligibility Criteria

Council can offer Disability Employment Parking Permits when:

- The employee holds a valid Disability Permit.
- The employee is employed within the City of Adelaide area.
- Their employer can demonstrate they have taken all reasonable steps to meet their obligations under the *Disability Discrimination Act 1992* and the relevant Australian Standard for providing off-street parking for people with disabilities.
- It is demonstrated that there is no suitable parking in the vicinity.

Eligible Parking Zones for use of a Disability Employment Parking Permit.

A Disability Employment Parking Permit may exempt a driver from complying with parking controls shown on a parking sign to allow the vehicle to:

- Overstay time limits of 1 hour or longer (if designated on the permit) in a designated area.
- Park in paid parking zone without paying a fee *and* overstaying time limits of 1 hour or longer (if designated on the permit) in a designated area.
- Park in areas specifically designated on the permit.

The permit does not exempt a vehicle where the parking sign displays the words:

"PARKING EXEMPTIONS DO NOT APPLY"

Should parking zones of 1 hour or longer not be available in close proximity to the place of employment, Council will consider converting parking controls in a particular area or parking bay. This will be subject to availability, parking demands in the area, and physical constraint of the space. Any new on-street car parking bays will be created to the relevant Australian Standard and will not contradict the Australian Road Rules.

Vehicle Requirements for Disability Employment Parking Permit

Permits issued under the Guidelines may be used for currently registered vehicles under the following categories:

The City of Adelaide acknowledges the Kaurna people as the Traditional Owners of the Country where the city of Adelaide is situated, and pays its respect to Elders past, present and emerging.

- Vehicles designed with the main purpose of carrying passengers (including vehicles commonly known as sedans, station wagons and 4WD vehicles).
- Light commercial vehicle (such as a utility and a small van), however;

Permits issued under the Guidelines cannot be issued for:

- A mini-bus, bus, truck or heavy vehicle.

Applying for a Disability Employment Parking Permit

An application can be made via email to vehiclepermits@cityofadelaide.com.au by demonstrating that each point of the eligibility criteria has been met. Alternatively, the Customer Centre can provide further information and guidance when calling 8203 7203.

The permit attracts a fee which is set by Council each year. An administration fee will also apply for the replacement of lost or stolen Permits. These fees are set out in Council's Fees and Charges Schedule.

Disability Employment Parking Permit Conditions

1. The holder of the Permit must request a renewal of the Permit prior to the expiry date shown on the current Permit via email to vehiclepermits@cityofadelaide.com.au, demonstrating that each point of the eligibility criteria is still being met.
2. The Permit is not transferable between people or vehicles.
3. If the Permit is lost or stolen, the Permit Holder must notify Council as soon as practicable. A new Permit will be issued (Replacement Permit Fee applies as set out in Council's Fees and Charges Schedule).
4. The Permit remains the property of the City of Adelaide.
5. The City of Adelaide reserves the right to alter the conditions of the Disability Employment Parking Operating Guidelines and/or individual Disability Employment Permit conditions at any time.
6. The City of Adelaide reserves the right to cancel or refuse to issue a Permit.
7. The Permit becomes invalid when the Permit expires or is cancelled.
8. The Permit expires when the person is no longer employed by their current employer within the City of Adelaide council boundaries.
9. A new Permit will be considered when the person works or is employed in another property in the City of Adelaide subject to the current Permit being returned. Evidence of the new place of work or employment is required, along with all supporting documentation.
10. The Permit expires when the vehicle is disposed of.
11. A new Permit will be issued to the person when the vehicle is replaced by another vehicle subject to the current Permit being returned to the City of Adelaide and documentation of ownership or private use of the new vehicle being provided. (Administration fees apply as set out in Council's Fees and Charges Schedule).
12. The Permit must be affixed to the bottom left front passenger side of the windscreen of the nominated vehicle so it can be easily visible from the kerb.
13. The Permit will be cancelled should an off-street parking space become available to the Permit Holder.
14. Vehicles must be moved at least once every 24 hours.

The Disability Employment Permit is valid only when used in accordance with these conditions.

OTHER USEFUL DOCUMENTS

Related documents

- [On-Street Parking Policy](#)

Relevant legislation

- *Motor Vehicles Act 1959 (SA)*
- *Road Traffic Act 1961 (SA)*
- *Disability Discrimination Act 1992*

GLOSSARY

Throughout this document, the below terms have been used and are defined as:

Disability Permit: Disability Parking Permit issued by the Government of South Australia.

Disability Employment Parking Permit: Vehicle permit issued by the City of Adelaide that provides a parking exemption of the signed restrictions in a designated area.

ADMINISTRATIVE

As part of Council's commitment to deliver the City of Adelaide Strategic Plan, services to the community and the provision of transparent information, all policy documents are reviewed as per legislative requirements or when there is no such provision a risk assessment approach is taken to guide the review timeframe.

This Policy document will be reviewed every **5** years unless legislative or operational change occurs beforehand. The next review is required April **2030**.

Review history:

Trim Reference	Authorising Body	Date/ Decision ID	Description of Edits
ACC2024/177998	Chief Executive Officer	May 2025	Minor amendments made to reflect correct terminology and discount rate
ACC2021/184695	Chief Executive Officer	12 April 2022	Minor amendments made to illustrate a change in operational process
ACC2007/88376	Administration	20 June 2006	Minor amendments made to illustrate a change in operational process

Contact:

For further information contact the Regulatory Services Program.

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