

# Replacement Form—Lost Permit

9:00 a.m. — 4:30 p.m. Monday to Friday  
 4445 Norfolk Street, Burnaby BC V5G 0A7  
 Tel: 604-718-7744  
 or 1-888-718-7794  
 (outside the lower mainland)  
 www.sparc.bc.ca  
 permits@sparc.bc.ca



Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Postal Code \_\_\_\_\_

Phone No. \_\_\_\_\_ Permit No. \_\_\_\_\_

To replace your **lost** permit please provide the information requested below and remember to sign the declaration. Also please note, only one replacement permit will be issued over a three (3) year period.

**Step 1**  
**When** did you lose your permit?

## 1. When did you lose your permit?

Please provide details about how long your permit has been lost.

I lost my permit on \_\_\_\_\_  
Provide approximate date

**Step 2**  
**Where** did you lose your permit?

## 2. Where did you lose your permit?

I lost my permit while:

Driving       Travelling       Shopping       Visiting Friends

Other \_\_\_\_\_

**Step 3**  
 Please provide a brief description of **how** you lost your permit.

## 3. How did you lose your permit?

Please provide a brief description of how you lost your permit.

**Step 4**  
**SIGN**  
 The applicant or power of attorney (POA) must sign.  
**A copy of your POA must be attached.**

## 4. Important Information about Your Permit

Only one (1) replacement permit will be issued over a three year period. It is your responsibility to ensure that you keep your permit in a safe place and that you take care of your permit.

**Declaration**

I declare that the information on this form is complete and accurate and confirm that if at any time I should recover my lost or stolen permit, I will return it to SPARC BC at 4445 Norfolk Street, Burnaby, BC, V5G 0A7 as it is no longer valid. I also recognize that it is a violation of the rules of use of the program to use a cancelled permit and that the use of a cancelled permit can result in a ticket or towing.

By submission of this form, I agree to continue to be responsible for the appropriate use of my permit and understand that is my responsibility to ensure that I follow the “rules of use” of the program and that the replacement permit that has been issued is for my use only.

**X** \_\_\_\_\_ DATE \_\_\_\_\_

**SIGN HERE** Signature or Mark (X) of Applicant or Power of Attorney

(Power of Attorney or Legal Guardian should only sign if applicant cannot be responsible for a legal permit)

Please turn over for payment & donation information

## Five Reasons to Donate Today

### 1. SPARC BC is a registered charity

SPARC BC is not a government agency and receives no government funding for the parking permit program. We are a charity and depend on the generous support of people like you!

### 2. Your donation supports advocacy and more

SPARC BC researches, publishes reports, hosts forums, sits on advisory committees, runs awareness campaigns, offers consulting services to municipalities, and advocates to government with the goal of increasing accessibility and solving other social issues in BC.

### 3. SPARC helps build inclusive communities

SPARC BC shares research and expertise with others to help strengthen communities. We deliver workshops for municipalities and other non-profits all over BC on the topics of accessibility, affordable housing, income security, and community development.

### 4. We can work for positive change together

When you donate, you become a member of the SPARC BC Society, which is 13,500 members strong. Members receive a newsletter with interesting articles and stories about SPARC BC projects and about positive changes happening in communities.

### 5. Social issues need a voice

Our mission is to work with communities in building a just and healthy society for all. Everyday we are raising awareness about important social issues such as income supports, access to adequate housing, planning for an age-friendly community, and supporting the most vulnerable.

## 5. Payment Information & Donation Opportunity

### Step 5

No Cash Please  
Cheques,  
Money Orders  
and Credit Cards  
are acceptable.  
(No Debit Cards)

ITEMS	PAYMENT
1. Permit Replacement Fee \$23.00	= \$23.00
2. Make a Donation to SPARC BC Did you know that we are a registered charity? SPARC BC is not a government agency and our advocacy, research, community workshops, income security and accessibility awareness activities depend on donors like you. When you donate \$25 or more, you become a member of the SPARC BC Society! You will receive more information about all of SPARC BC's activities and take pride in supporting a good cause.  Charity registration number# 12168 3916 RR0001	= _____
3. Method of Payment ( <b>NO CASH, NO VISA DEBIT, NO DEBIT PLEASE</b> )  <input type="checkbox"/> Cheque <input type="checkbox"/> Money Order (Please make cheques payable to SPARC BC & Allow 2-3 weeks for processing)  Card Number _____  <input type="checkbox"/> Visa <input type="checkbox"/> Mastercard expiry date: ____/____  No Visa Debit, No Debit  Signature _____	Total:  = \$ _____
<p><b>NOTE:</b> SPARC BC collects certain personal information from our members and donors during the course of your financial support of the organization in order to manage our relationship with you. For example, as a federally registered charity we collect your name, telephone number and address in order to issue you a tax receipt. Additionally, SPARC BC uses that information to contact you for future donations to support our programs, renew membership, and issue copies of our member newsletter. The submission of this form constitutes your consent to the collection and use of information for the purposes described above. You may withdraw or change your consent at any time, in respect of your personal information and in respect of any of the purposes described above, by contacting SPARC BC by email <a href="mailto:info@sparc.bc.ca">info@sparc.bc.ca</a> or phone at (604) 718-7744. Additionally, on approval of SPARC BC's Board of Directors, SPARC BC may periodically share your contact information with other charitable organizations within BC, so that they may contact you about their local programs. In all cases these organizations would have goals and charitable purposes similar to SPARC BC. No financial information will ever be shared. If you do not wish to have your information used in this manner please contact us by email <a href="mailto:info@sparc.bc.ca">info@sparc.bc.ca</a> or phone at (604) 718-7744.</p>	