

Electric Vehicle Parking Permit Registration and Usage Agreement

Instructions:

To qualify for the electric vehicle (EV) Parking Permit, the following conditions must apply:

- 1) Copy of vehicle ownership of an EV must be submitted with the application. Applicants must complete all areas on this form.
- 2) Submit a copy to **groundsideoperations@gtaa.com**. You will be notified of an appointment date and time to pickup the EV parking permit at the Parking and Ground Transportation Office in Terminal 1 (Room GAS074). Incomplete forms will be returned and unprocessed. Save a copy for your records.
- 3) EV registered parking permit holders will receive an EV hanging tag which must be displayed on the windshield at all times.
- 4) **Employees may only park in an EV spot while they are charging their vehicle; when the vehicle is fully charged, it MUST be moved to a regular parking spot.**
- 5) If the vehicle is not being charged, parking in a EV spot is not authorized.
- 6) Employees can only use EV charging stations in parking areas that they already have access to.

Electric Vehicle Holder – Employee Information

Last Name:		First Name:	
Company Name:		Department:	
Applicant Telephone:		Secondary Telephone:	
Work location: Admin <input type="checkbox"/>	Other: _____	Floor:	Room:
Home Address:			
Email Address:		Postal Code:	

Vehicle Data

Licence Plate	Make	Model	Year	Colour
Licence Plate	Make	Model	Year	Colour

Terms of Agreement for Electric Vehicle Parking Permit Registration and Usage Agreement

I understand that the EV parking permit provided is intended solely for authorized use by the persons it is issued to and that the permit is not transferable to others who are not included on this application. I understand that I cannot be parked in these designated spots if I am not charging my vehicle. I understand that my vehicle may be towed if it is left in the EV spot after the charge is complete. If I decide to cancel the EV parking permit before it is due to expire, for any reason including but not limited to moving, transfer of work location, taking a leave of absence, or ceasing employment at the Airport, I agree to provide written notification to GTAA and return the parking permit by the fifth business day of the month to process the cancellation of the permit. Once I have received my EV hangtag, I acknowledge and agree that GTAA is not responsible or liable for any lost, misplaced, stolen or otherwise damaged/destroyed EV hanging tags. I will immediately notify the office of any such occurrence. I will use these designated EV parking stations during **working hours only**. I understand that my EV hanging tag must be displayed at all times when I am using the EV charging stations. The GTAA assumes no responsibility for loss or damage to the vehicle and/or its contents while it is parked or if it is towed pursuant to statement above. I will notify and provide to the Parking and Ground Transportation Office, documentation of any changes in my name or vehicle information within 7 business days of any such change. I will be subject to EV parking permit yearly renewal process as scheduled by the GTAA. Vehicles found without a EV hanging tag displayed may be ticketed and/or towed at the owner's expense.

Agreement

I have read and understand the terms of the agreement for the EV parking permit as listed above and agree to use the EV parking permit assigned to me in accordance with these terms.

Applicant signature _____ Date (YYYY/MM/DD) _____

Parking & Groundside Operations Use Only

_____ GTAA Groundside Officer			_____ EV Hangtag #:	_____ Expiration Date:
_____ Signature	_____ Date			