



### Applicant Information

Name/Business Name \_\_\_\_\_ Permit \_\_\_\_\_  
 Home Address \_\_\_\_\_ Phone Number \_\_\_\_\_  
 City \_\_\_\_\_ Postal Code \_\_\_\_\_ Email \_\_\_\_\_

To alter the vehicle(s) on your Contractor Permit a copy of the Valid Vehicle Registration is required.

If the vehicle is not registered to the same Business/Applicant as the original Registration, extra documentation may be requested prior to our office completing any licence plate updates.

If the request is to add an additional trailer, a fee based on the [WPA fees and charges schedule](#) will be due, prior to the plate being added to the permit.

Requests may be submitted by:

**In Store or by Mail**

495 Portage Avenue  
 Winnipeg, MB  
 Monday – Friday 8:30am – 5:00pm

**Email** [wpa-permits@winnipeg.ca](mailto:wpa-permits@winnipeg.ca)

*If payment is required, WPA will contact the number provided above, to obtain the Credit Card information.*

### Registered Licence Plate

| Action | Licence Plate Number | Make / Model / Colour |
|--------|----------------------|-----------------------|
| Delete |                      |                       |
| Add    |                      |                       |

### Note

- The Winnipeg Parking Authority will send a confirmation notice to the email address provided once the request has been processed and in effect. After hour submission will be processed the following business day
- Parking prior to receiving confirmation of a completed request is done so at my own risk. Any tickets issued to the vehicle during this time would be considered valid.
- Any request associated with the Applicant or the vehicle that has delinquent accounts or outstanding amounts and/or fines will be denied.
- Any request submitted to add a plate over the permit limit will be denied.
- Any temporary plate requests will be removed from the permit at midnight on the day specified within the "Temporary until" field. Requests to add a temporary plate will be automatically removed from the permit after 14 days. If further time is required, an additional request will need to be submitted.
- The applicant is responsible for any entry errors or omissions on this form.

For further information, please visit our [website](#)

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

|   |                         |                            |
|---|-------------------------|----------------------------|
| <u>Office Use Only</u><br><input type="checkbox"/> Registration<br><input type="checkbox"/> Processed in T2 | <u>Form Received By</u> | <u>Payment Information</u> |
|   | <u>UID Number</u>       | <u>Permit Number</u>       |