

Process for Hire of a Child Car Restraint through ILCWA



STEP 1

An ILC Therapist will provide the following information to the child's parent(s) / guardian(s) and the prescriber:

1. "Guide to Selecting Child Car Restraints for Children with a Disability or Medical Condition"
2. Blank copy of ILC's "Advice to Parent(s)" form
3. Exemption Application form from Department of Transport
 - * The above forms can be downloaded here: <http://ilc.com.au/child-car-restraints/>
4. Information on Type 1 Fitters, who are trained in the installation of child car restraints into vehicles <http://www.roadwise.asn.au/fitters.aspx>
5. Information on Type 2 Fitters, who are approved to install after-market anchor points (a vehicle modification), if required for the installation of a child car restraint.
<http://www.roadwise.asn.au/fitters.aspx>

STEP 2

If the child car restraint being hired is one that is "non-compliant" with Australian Standards, then a letter of approval needs to be obtained from Department of Transport. The following completed forms are required for the application:

- Exemption Application form from Department of Transport
- Advice to Parent(s) form or similar document / letter from the prescriber (Occupational Therapist or Physiotherapist)
- Medical Certificate / letter from medical practitioner outlining the child's medical condition(s)

The child's parent(s) / guardian(s) / prescriber can lodge the application themselves by emailing the completed paperwork directly to Department of Transport. Email:

amathota@transport.wa.gov.au. Please note: you are not required to pay the \$50.00 exemption fee stated on the form. The process may take up to one week.

Alternatively, the completed paperwork can be forwarded to the ILC Hire Department who can lodge the application.

If the application is successful, an Approval Letter from Department of Transport will be issued allowing use of the "non-compliant" child car restraint for trial through ILC Hire. The hire of a "non-compliant" child car restraint can not proceed until ILC has received a copy of the Approval Letter.

Please note: if the child car restraint being hired is one that is "compliant" with Australian Standards, this step is not required.

STEP 3

It will be noted on the ILC Hire system that all necessary paperwork has been received. The hire of the child car restraint can now proceed. When the hire is being issued (ie. the item being collected), the "Checklist for Hire of a Child Car Restraint through ILC" will be completed along with standard ILC Hire documentation.