

Application for a Disabled Parking Bay Guidance Leaflet

Please read these notes carefully before completing your application form

- Disabled Parking Bays can be provided on the road, near to your home, to help people who are unable to walk or have serious difficulty in walking. These are provided by and at the discretion of your District/Borough/City Council *at no cost to the applicant*.
- You will not have exclusive rights to the parking bay. Any person holding a Blue Badge may park in the bay.
- To apply for a bay you should experience frequent problems parking within walking distance of your property and:
 1. Possess a valid Blue Badge
 2. Receive the higher rate mobility component of the Disability Living Allowance; the War Pensioner's Mobility Supplement, or Attendance Allowance at the higher rate.
 3. Be the driver of the vehicle requiring the space
- There may be other circumstances where you might qualify for a bay. Please provide reasons in the designated space on the application form to support your application if you cannot answer yes to the three bullet points above.
- Contact may be made with your GP for the purpose of verifying the information submitted in your application. Your GP may charge you for any letters that they write. It is the responsibility of the applicant to bear any cost made by the GP.
- After your application is received an engineer will assess the highway conditions for suitability and will carry out informal local consultations before proceeding. Adjacent and opposite neighbours will be consulted in writing. The application will then be assessed and processed.
- An interim bay will then be put down subject to all conditions being met. At this point the bay is informal and cannot be enforced by a Civil Enforcement Officer. The next stage is the Traffic Regulation Order process, the purpose of which is to limit the use of the bay to Blue Badge holders only. This will involve an advertisement in the local press. Any person objecting to the bay can put forward their views which must be considered by an authorised Council Committee. If no objections are received then the process will continue.
- If the Council Committee uphold the objections then the interim bay will be removed. To consider objections it may be necessary for the committee to hold a site meeting to assess any problems.
- Only after a Traffic Regulation Order is in place, the use of the bay will be restricted to Blue Badge holders. Civil Enforcement Officers may issue penalty charge notices to vehicles not displaying a valid Blue Badge whilst parked in the

bay. The Council may affix a sign to your property, which notifies motorists that the space is for the use of Blue Badge holders only.

- After three years, you will be required to submit a new application to ensure that your details have not changed and that you are still entitled to a bay. It is your duty to inform the District/Borough/City Council of any changes in your circumstance in the meantime.
- Please take the time to ensure that you have read and understood this leaflet, and to complete all of the form before sending it to us. Errors or omissions may result in a delay in processing the application.
- Please contact us if you require this information in an alternative format.

APPLICATION FORM

DISABLED PERSONS PARKING BAY

Please read the guidance leaflet carefully before completing your application form and returning to your District, Borough or City Council.

Please complete this form in **BLOCK CAPITALS**

Part One: Particulars of Applicant

Title: MR / MRS / MISS / MS / OTHER

Surname:

First name(s):

Address:

Postcode:

Contact telephone number:

Date of Birth:

GP's name:

GP's Address:

(Contact may be made with your GP in order to verify the information that you have given in your application. Your GP may make a charge for this process)

Part Two: Further Details

Blue Badge serial number and expiry date:

(Please enclose a photocopy of both sides of your Blue Badge)

(We will share these details with the Blue Badge Team at Kent County Council in order to verify the information you have given)

1. a. I receive the Higher Rate Mobility Component of the Disability Living Allowance:

Yes []

No []

1. b. I receive the War Pensioner's Mobility Supplement

Yes []

No []

1. c. I receive Attendance Allowance at the higher rate

Yes []

No []

(If you have answered yes for 1a, 1b or 1c please enclose a copy of your award letter, or other documentation to demonstrate your eligibility under one of these criteria)

2. Are you the main driver of the vehicle?

Yes []

No []

3. Is the vehicle registered to the same address used in this application?

Yes []

No []

(Please provide a copy of the insurance certificate for your vehicle)

4. Do you experience frequent problems parking within walking distance of your property?

Yes []

No []

5. Do you have any suitable off street parking available within your property or the ability to create it?

Yes []

No []

6. Where is the vehicle normally kept?

On street []

Driveway []

Garage []

Other (please describe) []

To qualify for a bay you must meet strict criteria; however you may still be provided a bay in other circumstances. Please provide any evidence to support your application below. (Please continue on a separate sheet if required)

Part Three: Declaration

- I declare that to the best of my knowledge, all the information I have given in this application is correct.
- I acknowledge that the bay can be used by any Blue Badge holder
- I agree, where necessary to have a sign notifying the use of the space on my property
- I have enclosed photocopies of all supporting documentation
- I consent to the information I have given being reviewed by officers and Members within the District/Borough/City Council in order to process the application
- I consent to the information I have given being shared with Kent County Council's Blue Badge team for verification purposes
- I consent to the information I have given being shared with my GP for the purposes of obtaining information to support my application, if required
- I consent to the Engineer consulting with my neighbours as part of the site survey for verification purposes, if required
- I have read and understood the application form and guidance leaflet

Signature:

Date:



Please note that your details and the information that you provide will be processed by () District/Borough/City Council, in accordance with the Data Protection Act 1998 to assist in the processing of your application.

Part Four: to be completed by the Engineering Department

I **approve** / I **reject** this application

Signed:

Designation:

Please state reasons:

For District Council use only:

Acknowledgement sent out:

Date Blue Badge verified:

Neighbours consulted:

Objections received:

Application to be progressed: Yes []

No []

Site Visit arranged for:

Date interim bay installed:

Date TRO advertised:

Objections received:

Date report to Committee:

Committee decision:

Date TRO formalised:

Review date (+ 3 years):

Additional notes: