

APPLICATION for DISABLED PERSON'S PARKING BAY

Please read these notes as you fill in the application form, they will give you important information about the system. In order for your application to be successful you must fulfil all the necessary criteria:

1. Maidstone Borough Council; has the power to designate part of the highway as an on-street parking place and control the type of vehicle and the terms and conditions of its use (Road Traffic Regulation Act 1984, Sections 32 & 35).
2. Therefore, Maidstone Borough Council can provide special parking bays on streets for disabled people who have substantial difficulties in walking and parking in the vicinity of their property. Applicants should have a current and valid blue badge (a photocopy showing number and issuing authority should be attached to this application) and received higher rate disability living allowance (a photocopy showing confirmation of allowance should also be attached).
3. The applicant should be the driver of the vehicle needing a space. Any exceptions to this should be stated in writing and accompany this application, all exceptions will be referred to the Parking Services Manager for consideration.
4. Before a bay is granted, the following checks are made to confirm it is justified:
 - a. You must hold a current and valid disabled **Blue Badge**. (A photocopy of this must be enclosed with the application form).
 - b. If **under 65** you must be in receipt of entitlement to the Higher Rate Disability Living Allowance **mobility component**. (A photocopy showing confirmation of allowance should also be attached).
If **over 65** you must be in receipt of entitlement of Higher Rate Disability Living allowance **mobility component, Attendance Allowance** and/or other Mobility Allowance. (Proof of this must be enclosed in the application).
 - c. The vehicle must be owned by you. (A photocopy of your vehicle registration document must be enclosed).
 - d. You must be the main driver of the vehicle. (Proof must be enclosed).
 - e. There must be no space available for parking your vehicle within the boundary of your property, such as garage or driveway.
 - f. Highway conditions will be assessed by an engineer to establish whether or not a bay can technically be provided, e.g. such as safety issues, width of carriageway, number of vehicles using or parking in the road, number of other disabled peoples parking bays in the road and the availability of off-street parking.
 - g. Adjoining and opposite neighbours and emergency services will be informally consulted.
 - h. Existing disabled parking bays must account for less than 5% of the available on street parking

5. If you fail to meet any of these criteria, then your application will be refused. If you cannot provide evidence of any disability benefits you may be asked to provide a letter from a Medical Practitioner stating details of your disability and lack of mobility, and your suitability for the provision of a Disabled Parking Bay.
6. If according to 4(a-h) the Parking Services Manager decides that the bay is not justified, the applicant will be informed of the decision made. Appeals against this decision may be made to the JTB committee within three months.
7. **It must be noted that you will not have exclusive rights to the bay. Anyone with a Blue Badge is legally entitled to park in it.**
8. An interim bay may be put down first in some cases, under the Parking Services Manager's discretion. Within twelve months of the application being received, the Parking Services Manager will promote a formal Traffic Regulation Order to control the way the bay is used. This will involve an advertisement in the local press. Anyone objecting to the bay can put forward their views which have to be considered by an authorised Council Committee. If all checks support the application and no objections are received, then the process can continue.
9. If the Committee uphold the objections then the interim bay will be removed. If the objections are overruled the Traffic Regulation Order will be formally made. In considering objections it may be necessary for the committee to hold a site meeting to consider any problems.
10. Once a Traffic Regulation Order is in place, the use of the bay will be restricted to Disabled Badge holders only. Civil Enforcement Officers may issue penalty charge notices to vehicles not displaying a valid Blue Badge whilst parked in the bay.
11. With the bay installed with the backing of a traffic regulation order, it will be assessed periodically using the above criteria, to make sure that the bay is still justified. **If the bay is no longer justified, it may be removed.** If circumstances change before the assessment, please inform Parking Services, who will arrange for a review of need to take place.
12. Please ensure that you have completed all of the form before sending it. Errors and/or omissions may result in delays in processing your application. Therefore you must ensure you are able to meet all the criteria before making your application. There are no charges – all bay installation and enforcement costs will be met by the council.



Application Number

APPLICATION for DISABLED PERSON'S PARKING BAY

Particulars of Application

Please read the attached notes and conditions before completing this form.

TO BE COMPLETED IN BLOCK CAPITALS

PART ONE - PARTICULARS OF APPLICANT

Title	
Surname	
Forenames in full	
Date of Birth	
Address	
Post Code	
Telephone Number	
Disabled Blue Badge Number (enclose photocopy)	
Disabled Blue Badge Issuing Authority	
Is the Disabled Blue Badge issued to you?	
If no , who is it registered to and what is their relationship to you?	

<p>Are you in receipt of Disability Living Allowance, (higher rate) Attendance Allowance or other Disability Allowance - Mobility Component, and for how long? (Enclose Proof showing benefit received, name and address)</p>	<p>YES / NO</p>
<p>If yes, what component and rate?</p>	
<p>If you are not in receipt of the necessary benefits, it may be necessary for the Parking Services unit to contact your GP for information regarding your level of mobility. Please provide details.</p>	<p>GP Name: _____ GP Address: _____ _____</p>

PART TWO - PARTICULARS OF APPLICANT

<p>Are you the main driver of the vehicle? (enclose copy of your Vehicle Registration document)</p>	<p>YES / NO</p>
<p>If no, please give the name and address of the owner/main driver.</p>	
<p>What alterations, if any, have been made to the vehicle to assist driving?</p>	
<p>Do you have facilities for off-street parking i.e. Do you own, rent or have use of a garage, hardstanding etc (shared or individual)?</p>	
<p>Where is the vehicle usually kept?</p>	

PART THREE – TO BE COMPLETED BY ALL APPLICANTS

Please tick
✓

(a)	I declare that all the information I have given in this application is correct.	
(b)	I have enclosed all copies of documentation as required: Blue Badge (including number and photograph) Proof of receipt of benefits Vehicle Registration document	
(c)	I acknowledge that the bay can be used by any Disabled Badge holder.	
(d)	I agree, where necessary, to have a small sign notifying the use of the bay fixed to my boundary wall or fence.	
(e)	I understand that it may be necessary for the Parking Services to contact my GP for further details and I therefore give my permission.	
(f)	I understand that the bay will be regularly reviewed and removed if I no longer meet the required criteria. If my circumstances alter, I will notify you immediately.	
(g)	I agree to my information being used as explained below: <i>The information you provide will be processed by Parking Services in connection with the Disabled Persons Parking Bay Scheme. Your information will be disclosed to partners acting on the Council's behalf in the administration of the scheme, your address details may be disclosed as part of the local consultation process.</i>	
(h)	Please state why you feel a disabled parking bay should be provided <i>(continue on separate sheet if necessary)</i>	

Signed: _____

Date: _____

PART IV TO BE COMPLETED BY BOTH THE PARKING SERVICES MANAGER AND THE HIGHWAY MANAGER

I APPROVE this application for an interim bay and agree to process a supporting TRO

Signed: _____ **Date:** _____
(Parking Services Manager)

Signed: _____ **Date:** _____
(Highway Manager)

I REJECT this application

Please state reason: _____

Signed: _____ **Date:** _____
(Parking Services Manager)

Signed: _____ **Date:** _____
(Highway Manager)

FOR PARKING SERVICES USE ONLY	
Copies of documents enclosed	
Neighbours consulted	
Objections	Yes - Number:
	No - Number:
Date Interim Bay Installed:	
Date TRO advised:	
Emergency Services consulted:	
Date reported to Committee:	
Is application to be progressed further:	
Date TRO formalised:	

The information on this form may be input onto a computer system and used by the Parking Services.

Disabled Parkings Bays – Criteria for Refusal

Any one of the following criteria could result in a **refusal** of an application for a Disabled Persons Parking Bay (DPPB). Please read carefully the following criteria before submitting an application to ensure that your request will be successfully processed:

- (i) Applicant does not hold a Disabled Badge
- (ii) Applicant is not in receipt of a qualifying benefit entitlement (Higher Rate Mobility Component of Attendance Allowance or Higher Rate of Attendance Allowance if applicant was 65 years or over when entitlement was first claimed. Other entitlement may be allowable e.g. War Pension)
- (iii) Applicant is not the main driver of the vehicle (unless exceptional mitigating circumstances)
- (iv) No general parking problems exist in the street (a survey may be necessary)
- (v) Current parking restrictions are in force in vicinity of applicant's home (i.e. yellow or double yellow lines)
- (vi) Proximity to a junction (generally within 10 metres)
- (vii) Turning head of a cul-de-sac
- (viii) Width of street less than 3.6 metres (minimum DPPB width is 1.8 metres)
- (ix) Suitable off-street parking is available e.g. drive or garage (Where space is available within a frontage, applicants should be encouraged to provide off-street parking provision. However, it is recognised that this will require a vehicle crossing and the consequent loss of on-street parking space)
- (x) Other DPPB's are available in the street (Total number of DPPB's in any one street should not exceed 5% of total parking bays available)
- (xi) Safety of highway user compromised e.g. on brow of hill (see Highway Code)
- (xii) Applicant is for period of temporary disability only

If an application complies with all the criteria, then a site visit is carried out to assess the highway conditions and to establish whether or not a bay can be provided.