

Residents Disabled Parking Bay – application form

Please read the attached notes, complete all Sections of the following application, (use block capitals), and attach the items requested in Section 5.

SECTION 1 – Full name and home address of the Disabled Badge holder.

Name	TITLE	FORENAME(S)	SURNAME
Full Address	-----		

	POSTCODE		

SECTION 2 – Disabled Badge Details

Badge issued to	
Serial number	
Expiry date	

SECTION 3 – Vehicle(s) details

Registration Number (VRM)	
Make / Colour	

Are you the driver of the vehicle? (Please tick an appropriate box)	YES	NO* – If you are not the driver, please provide details below.	
Details of the driver, if not the applicant	TITLE	FORENAME(S)	SURNAME
	Address	-----	

SECTION 4 – Parking situation

Do you have any of the following? (Please tick an appropriate box)	Garage	Driveway	Other off-street parking
If you selected any of the above, what is the estimated distance from your home?			
When do you find it difficult to find a parking space close to your home? (Choose appropriate)	Weekdays (day time)	Weekdays (evenings)	Weekends

SECTION 5 – Supporting documents

Please enclose copies of the following items in support of your request

- A copy of the vehicles' registration documents, (vehicles must be registered at the address of the application for a disabled parking bay)
- A copy of proof of permanent residency at the address listed in Section 1 of the Disabled Badge holder and the nominated carer/driver, i.e. recent utility bill, council tax letter.
- A copy of both sides of the Disabled Badge.

SECTION 6 – Additional information

If you wish to provide additional information in support of your application, please do so on a separate sheet.

SECTION 7 – Declaration

Consent and Declaration:

By completing this form you are giving consent for us to process your personal information and where required special category information i.e. details about your disability for the purposes outlined in the privacy notice with this application.

You have the right to withdraw your consent at any time by emailing parkingrestrictions@stalbans.gov.uk or calling the Council on 01727 819395

If you withdraw your consent, any approved disabled bay will remain in place but you may be required to make a new application if the bay requires refreshing.

Declaration:

The above details are true and correct at the time of application, should my situation change at any time, I will inform the Council immediately. I am also aware; if successful the Disabled Parking Bay is not guaranteed for my use only. I also give my consent for you to use my personal information to process this application or to contact me about this application.

Signature:..... Date:.....

This authority is under a duty to protect the public funds it administers, and to this end may use the information provided for the prevention and detection of fraud. It might also share the information with other bodies responsible for auditing administering public funds for these purposes. For more information see the Data Protection Page on www.stalbans.gov.uk

Notes about application for a disabled parking bay

Please read these notes carefully before completing the application form. The application is to be filled in by the Badge Holder (if the badge holder cannot do this someone else may do so on their behalf but the details must be given as though the badge holder is completing the form)

Criteria for the provision of a residential parking bay

1. The applicant is in possession of a valid blue Disabled Badge. If the applicant's Disabled Badge is due to expire in 3 months or less from the date of the application, we will be unable to process the application until copies of the new Disabled Badge are provided. Therefore, it is recommended that the application is only made when the Disabled Badge is renewed.
2. The vehicles provided on the application form under Section 3 must be registered at the same address as the Disabled Badge holder lives.
3. In the opinion of Hertfordshire Highways and St Albans City and District Council Parking Services department, the location is suitable on road safety and traffic flow grounds.
4. No off street parking is available at the property including a garage, driveway or other off street parking within 50 metres of the property.

General Information

Informal Disabled Bay – Outside a controlled or permit areas/zone (CPZ)

The Council operates a Disabled Person's Parking Place scheme, where a informal disabled bay is provided, if all the criteria are met by the applicant. The disabled bay/s that are provided are not for the exclusive use of the Disabled Badge holder who made the application; therefore, any Disabled Badge holder will be entitled to make use of such a bay. As a bay is informal it cannot be enforced as a disabled bay. (Informal bays are marked in areas not covered by a Controlled parking or permit zone / area.

Formal Disabled Bays – Within a controlled or permit area/zone (CPZ)

The Council operates a Disabled Person's Parking Place scheme, where a formal and enforceable disabled bay is provided, if all the criteria are met by the applicant. The disabled bay/s that are provided are not for the exclusive use of the Disabled Badge holder who made the application; therefore, any Disabled Badge holder will be entitled to make use of such a bay. However, the Council will be able to take enforcement actions against non-Disabled Badge holders parking in the bay, by serving a Penalty Charge Notice.

The introduction of parking controls, including disabled bays, requires the preparation and completion of a Traffic Regulation Order (TRO). TROs are legal documents which allow restrictions to be placed on the road and enforcement to take place. The introduction of a TRO must follow a statutory process, which requires consultation, (at least two stages of consultation), with anyone that is likely to be affected by the proposals. This process can lengthy and will vary depending upon the complexity, level of feedback and a number of disabled bays to be introduced and included within the TRO.

The disabled bays TRO will be made once each financial year. It is anticipated that from the initial start of the consultation stage it will take 6 months to implement the disabled bay.

The Council makes every effort to deal with applications as quickly as possible. Once all the information required has been received and a site check has been made we will advise your eligibility for a disabled parking bay.

The continuing provision of the bay will be re-assessed in line with the expiry of your blue badge.

Please note: The Council may not provide a new disabled bay if there is an existing unused bay within 50 metres of the Disabled Badge holder's property on the same side of the road. We only provide bays where there is a proven hardship caused by being regularly unable to park your vehicle adjacent to your property, and not just for convenience. Occasional short term problems caused by visitors to places of public use would not normally be considered. Your application may also be refused if you have a driveway, garage, or other parking space available.

The Council reserves the right to refuse a disabled parking bay if no current parking problems are observed and the right to remove the bay at any time.

All applications are considered on an individual basis.

Applications should be made on the provided form and submitted to Parking Services, along with the required documentation. If you require assistance with the application form, please contact our office on 01727 819393.

Environmental Compliance Team (Parking)
St Albans City and District Council
Civic Centre
St Peters Street
St Albans, AL1 3JE