**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 or applicant details if different from the badge holder;

|  |  |
| --- | --- |
| Surname |  |
| First Name/s |  |
| Address |  |
| Postcode |  |

**SECTION 2** – Disabled Badge Details

|  |  |
| --- | --- |
| Name as detailed on the blue badge: |  |
| Serial Number: |  |
| Expiry Date: |  |

**SECTION 3a –** Vehicle(s) details

|  |  |  |
| --- | --- | --- |
| Are you the owner / keeper of the vehicle | Yes  If yes, complete this section | No  If no, go to section 3b |
| Vehicle Registration Number (VRN) |  |  |
| Make of vehicle |  |  |

**SECTION 3b –** Vehicle(s) details

|  |  |
| --- | --- |
| Name of Keeper / Owner / Driver |  |
| Vehicle Registration Number (VRN) |  |
| Address where vehicle is registered |  |
| Postcode |  |

**SECTION 4** – Parking situation

|  |  |
| --- | --- |
| Do you have any of the following? (Please tick as appropriate) | |
| Garage |  |
| Driveway |  |
| Other off-street parking |  |
| If you selected any of the above, what is the estimated distance from your  home? | Less than 50 Metres  More than 50 metres but less than 100 metres  More than 100 metres |
| When do you find it difficult to find a  parking space close to your home?  (Choose appropriate) | Choose an item. |

**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 use the space below the declaration.

**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.

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](http://www.stalbans.gov.uk)

**Use this space to provide us with any information you feel will be useful in support of your application**

**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 886100 and ask for the parking development team.

The Parking Development Team

St Albans City and District Council

Civic Centre

St Peters Street

St Albans, AL1 3JE