

## Applying for an Advisory Disabled Persons Parking Bay

*We receive many requests for bays and in order to ensure that each one is assessed in a uniform way an application form has been prepared. Although there are a number of different criteria listed, we understand that each situation is unique and will therefore assess each case individually.*

### **Please Read the Information Below Before Completing the Form**

**The following criteria apply to all applicants:**

- **You must be a current Blue Badge holder.**
- **You must have a severe mobility issue.**
- **You must be a car owner/driver, or live with a car owner/driver.**
- **You should not have off-street parking, for example a driveway or garage** (if you have these facilities but are unable to use them, please explain why at the end of the form)
- **Your road should be an adopted public highway; in most cases we cannot install bays on private roads.**

It is not always possible to provide a bay due to the proposed location being situated near a junction, bend or where there is restricted width of the carriageway as this would compromise road safety. Other locations where it is not possible to provide a bay include areas where there are already a large number of bays installed, where there are parking restrictions in place or within a Residents Parking Zone.

Please note this type of bay is advisory only and may be used by any other driver, including non-Blue Badge holders. This bay is unenforceable and relies on the goodwill of other drivers to leave the bay clear for those who require it. We recommend discussing the possible installation of a bay near your property with your neighbours prior to completing an application.

If you satisfy the above criteria and wish to apply for a bay please complete the application form in full and return it to the address above, including a recent proof of address (e.g. a utility bill dated within the last 6 months) and a copy of the vehicle V5 document. Once a decision has been made you will be notified of the outcome by post or email within 6 weeks. Failure to complete this form in full or to include relevant documentation may delay the processing of your application.

If you have any questions or wish to discuss the application process then please contact us using the details on the left hand side of the Advisory Disabled Persons Parking Bays web page.