

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 Shepway District 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 the Portfolio Holder for Environment Services. If no objections are received then the process will continue.

- If the Portfolio Holder upholds 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 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.