



APPLICATION FOR RESIDENT DISABLED PARKING BAY

Please read the accompanying 'Notes for Disabled Parking Bay Application' and complete all sections of this application form (use block capitals). Return the completed application together with the supporting documents (see Section 6) and £20 application fee to: **Parking Policy Hertsmere Borough Council, Elstree Way, Borehamwood, WD6 1WA**

SECTION 1 – Details of Disabled Badge Holder

Name:	Title:	Forename(s):	Surname:
Address:			
			Postcode:
Are you the vehicle driver?			YES / NO
If NO, please provide details of the driver including address			
Are you the vehicle passenger?			YES / NO
Are you in receipt of the Mobility Component of Disability Living Allowance or Personal Independence Payment?			YES / NO

SECTION 2 – Details of Disabled Badge

Badge Issued to:	
Serial number:	
Expiry Date:	

SECTION 3 – Details of Vehicle

Registration No:			
Make and Model:			
Is the vehicle permanently based at the above address?			YES / NO
Is the vehicle required for frequent use by the Applicant?			YES / NO

SECTION 4 – Parking Situation

Do you have access to off-street parking facilities (e.g. driveway, garage, rented lock-up, etc.)?			YES / NO
If 'yes', please give details including estimated distance from your home.			
When is it difficult to find a parking space close to your home?	Weekdays daytime	☐	
	Weekdays evenings	☐	
	Weekends	☐	
Other times (please give details):			

SECTION 5 – To be completed by a Doctor, District Nurse or Health Visitor

In my opinion, it is extremely difficult or impossible for the Applicant to walk more than a short distance to his/her vehicle due to disability and I therefore recommend that consideration should be given to the provision of a Disabled Parking Bay close to his/her home.

Please state the nature of the disability:

.....

Signed: Name:

Qualification:

Organisation and Contact Address:

.....

Tel No:

Official stamp of Medical Practitioner

SECTION 6 – Supporting Documents (to be enclosed with this application)

Please provide:

- A copy of the vehicle registration document (vehicle must be registered at the address of the Applicant)
- Proof of permanent residency at the address listed in Section 1 (e.g. recent utility bill, council tax letter)
- A copy of both sides of the Disabled Badge

SECTION 7 – Declaration

I wish to apply for a resident disabled parking space. I am a permanent resident of Hertsmere and 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 that, if this application is successful the disabled parking bay is not guaranteed for my use only.

Signed: 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 or administering public funds for these purposes. For more information insert "Data Protection" in the search box at www.hertsmere.gov.uk



Notes about application for a disable 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)

General Information

Hertsmere Borough Council operates a Disable Person's Parking Place scheme only in Controlled Parking Zones (CPZ), e.g. where there are already parking restrictions, 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. Where there is no CPZ, applications should be directed to Hertfordshire County Council.

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 provision of a disabled parking bay can cost Hertsmere Borough Council up to £3,000.00. This will be provided at no cost to the applicant. However, a minimal administration charge of £20 is levied in order to process the application. Applications will not be processed until payment of the administration fee has been received. You can pay for the disabled bay application fee in one of the following ways:

- Debit/Credit Card online. Visit **Hertsmere.gov.uk** and click "Pay it Online". Select "Disabled bay application fees". Choose "Disabled Bay Application Fee" from the dropdown list. Please use your address as the Reference.
- Cheque made payable to Hertsmere Borough Council.

The Council cannot guarantee that an application for a disabled bay will be successful or that a successful application will result in its installation outside the applicant's property, although the Council will aim to locate bays as close as is practicably possible.

Criteria for the introduction of disabled bays within Controlled Parking Zones.

The applicant must be a blue badge holder and should normally be the driver of the vehicle. All applications are considered on an individual basis.

The Council will only consider installing a bay where the following criteria are met:

- There is room to provide such a bay;
- There is no existing driveway;
- There are no communal disabled parking spaces available to that property;
- There is no garage or other off-street parking for use of the household whether on the property or nearby, capable of being accessed by a disabled driver and/or passenger;
- No more than 10% of the available nearby parking is already reserved for disabled use;
- 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.