

## **Application for a Residential Disabled Parking Bay – Guidance Notes (July 2019)**

### **Important information before completing an application**

Please note that residential disabled parking bays are **ONLY** provided where an applicant can demonstrate that they have mobility issues which mean they are unable to comfortably walk or propel a wheelchair to the nearest available parking.

Residential disabled parking bays **ARE NOT** provided for convenience simply because the applicant wants a bay outside their property to prevent other people parking there.

Even where an application does satisfy the ‘eligibility’ criteria it may not be possible to provide the bay directly outside the applicant’s property and other Blue Badge holders will be able to park in it at any time.

Please take a few minutes to read the information below as it contains important information relating to your application.

### **Residential disabled parking bays may be permitted where they:**

- Are provided solely to address access issues.
- Provide on-street parking for eligible disabled people near to their home subject to meeting specific highway conditions.
- Are not person specific and may be used by any Blue Badge holder regardless of where they live.
- Require a Traffic Regulation Order to be created before they can be installed.
- Are outlined on the road with white lines and a traffic sign.

### **Residential disabled parking bays will not be permitted where there are:**

- Adequate off-street parking facilities available.
- Waiting restrictions in place outside of their property, including double/single yellow lines, clearways / bus stop clearways and school zig-zig road markings.

### **Cost**

- There is no cost to the applicant for provision of a residential disabled parking bay, however, the number of bays that can be provided in any year will be limited by the funding available.
- If a pathway or dropped kerb is required to access the residential disabled parking bay the funding of such works will be the responsibility of the applicant in consultation with the Council. The Council will not meet the cost of this element of the works.

### **Assessment**

All requests for a residential disabled parking bay will be subject to a two stage assessment process.

### **Stage 1- Assessment against the applicant ‘eligibility’ criteria**

The Council will assess eligibility on the following criteria; an application will be declined if the criteria are not met. The applicant must be:

- The Blue Badge holder
- The driver of the vehicle (evidence of driver's licence and vehicle ownership will be required).
- Requesting a disabled parking bay for the same address as their Blue Badge has been issued.
- Unable or virtually unable to walk or propel a wheelchair for a comfortable distance outside the home – estimation of comfortable walking distance required.
- Unable to access suitable off-street parking, for example a driveway, garage or parking place provided by a housing association or social landlord.
- Unable to regularly park their vehicle on the public highway within a comfortable distance of their household

If you do not meet all of these criteria, but feel that your case is exceptional, please contact our Customer Service Centre on 01609 780780. Our advisors will be able to assess your eligibility and advise you on whether to proceed with an application.

### **Stage 2- Assessment of the proposed location against the 'highway specific conditions'**

The Council will make their decision as to whether to recommend a residential disabled parking bay on the following highway specific conditions. The application may be denied if one or more of the following exist:

- Highway Officers believe that there is reasonable evidence to suggest that the driver can regularly park their vehicle within a comfortable distance of their household either off-street or on-street.
- The request is for highway that is not maintainable at public expense.
- The driver has access to suitable off-street parking, for example a driveway or garage. The suitability of the off-street parking facility will be considered in line with Department for Transport guidance, specifically:
  - whether it is located on firm and level ground
  - whether the gradient is reasonable
  - whether there is space to enable the disabled driver to get into the car easily and safely
- Waiting restrictions (for example double/single yellow lines, clearways / bus stop clearways and school keep clear road markings) are already in place or have been proposed in the requested location.
- The request is within a Controlled Parking Zone.
- Access or visibility would be impaired by the parking bay.
- The road is not wide enough to allow the free flow of traffic when a vehicle is parked in the bay.
- The location is listed in the Highway Code as a place where vehicles should not be parked.
- The road has a speed limit over 30mph.
- The current number of disabled parking bays installed is higher than 10% of the total number of residential properties or 10% of the number of parking spaces in the street, whichever is higher i.e. 40 houses = maximum number of 4 Disabled Bays in that street.

N.B If either the stage 1 or stage 2 criteria are not satisfied then the request will be declined.

### **Removal of Residential Disabled Parking Bays**

- If you no longer require a residential disabled parking bay due to a change of personal circumstances, please notify the Council as soon as you can so that we can arrange for it to be removed.
- The Council has the authority to remove any residential disabled parking bay in future if any of the eligibility criteria or highway specific conditions are no longer satisfied or appropriate.

### **Complaints**

- Complaints will be dealt with in line with the Council complaints procedure.
- The Council reserve the right to investigate potential abuse of the Residential Disabled Parking Bay policy as appropriate.

## Application for a Residential Disabled Parking Bay

### Section 1: Applicant/ Location Details

1.1	<b>Applicant Details</b>			
	<b>Title</b>		<b>Name</b>	
	<b>Telephone</b>		<b>Email</b>	

1.2	<b>Address of property where residential disabled parking bay is required</b>		
	<b>House number/name</b>	<b>Address 1</b>	
	<b>Address 2</b>	<b>Address 3</b>	
	<b>Town</b>	<b>Postcode</b>	

### Section 2: Eligibility Assessment

2.1	Do you use mobility equipment to walk? If yes what type of equipment is used?
	Have any adaptations been made to the property you live in? If yes please provide details.
	Approximately how far are you able to comfortably walk or propel a wheelchair?
	Please outline in the space below the reason for your request for a residential disabled parking bay

2.2	<b>Blue Badge</b>	<b>Yes</b>	<b>No</b>
	Are you a Blue Badge holder <b>and</b> the driver <b>and</b> owner of the vehicle which you require a residential disabled parking bay for?	<input type="checkbox"/>	<input type="checkbox"/>
	Are you requesting a disabled parking bay for the same address to which your Blue Badge is issued?	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>If you have answered no to either of the questions in 2.2 above, you are unlikely to be eligible for a residential disabled parking bay. This is because it is expected that a non-disabled driver or carer is able to drop off a disabled person and then park the vehicle elsewhere.</b></p> <p><b>If you think that your case is exceptional, for example because the Blue Badge holder is not safe to be left alone, please outline your reasons in the space below or contact our Customer Service Centre on 01609 780780</b></p>			
<p></p>			

2.3	Access	Yes	No
	<p>Are there ever occasions when you are not able to park your vehicle on the public highway within the distance that you can comfortably walk or propel a wheelchair?</p> <p>If yes please provide details of the nature of the problem i.e. time of the day, days of the week etc.</p>	<input type="checkbox"/>	<input type="checkbox"/>
	Do you have access to off-street parking? Please note this includes any parking provided by a housing association or social landlord.	<input type="checkbox"/>	<input type="checkbox"/>
	Is your vehicle equipped with a disabled ramp at the rear of the vehicle?	<input type="checkbox"/>	<input type="checkbox"/>
	<p><b>If you think that your case is exceptional, for example the off-street parking you have access to is not suitable, please outline your reasons in the space below or contact our Customer Service Centre on 01609 780780.</b></p>		

### **Section 3: Declarations**

3.1		Yes	No
	The information I have given on this form is true and complete.	<input type="checkbox"/>	<input type="checkbox"/>
	I understand that the disabled parking bay is <b>not</b> for my sole use and may be used by other Blue Badge holders.	<input type="checkbox"/>	<input type="checkbox"/>
	I confirm that I am a Blue Badge holder <b>and</b> the driver and owner of the vehicle which I require a residential disabled parking bay for.	<input type="checkbox"/>	<input type="checkbox"/>
	I understand that if any pathways or dropped kerbs are required to access the on-street parking bay, the funding of these works will be my responsibility and will be arranged in consultation with the Council. The cost of this element of the works will not be met by the Council.	<input type="checkbox"/>	<input type="checkbox"/>
	I understand that although I may meet the eligibility criteria, my request for a residential disabled parking bay will be declined if specific highway conditions are not met.	<input type="checkbox"/>	<input type="checkbox"/>
	I accept the decision of the Council to provide the appropriate length of parking bay.	<input type="checkbox"/>	<input type="checkbox"/>
	I have enclosed evidence to show that I am the driver and owner of the vehicle for which a residential disabled parking is required.	<input type="checkbox"/>	<input type="checkbox"/>
	I understand that in order to process my application the Council needs to verify my eligibility. I understand that to do this the information I have given on this form will be checked against the Blue Badge database. I understand that information may also need to be shared with and sought from Social Services, the Primary Care Trust and/or my General Practitioner to establish my eligibility.	<input type="checkbox"/>	<input type="checkbox"/>

	<p>I understand that the Council will not further disclose information about me unless the law permits, however should objections be received to the Traffic Regulation Order process, required to introduce the bay, then my address will be made public on the Council's website and will be made available to the relevant Committee tasked with determining the application.</p>		
	<p>The Council's Data Protection Policy can be found <a href="https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection">https://www.northyorks.gov.uk/your-council/transparency-freedom-information-and-data-protection</a>          You have the right to request a copy of the information the Council holds about you by writing to Data Management Officer, County Hall, Northallerton, North Yorkshire, DL7 8AL.</p>		

3.2	<b>Name</b>	
	<b>Signed</b>	
	<b>Date</b>	

### **Application Checklist**

- Have you enclosed evidence that you are a Blue Badge Holder, the driver and the owner of the vehicle registered at the same address as your Blue Badge is registered?
- Have you completed all the questions?
- Have you signed and dated the application?

### **Completed Applications**

**Please return all completed application forms to:**

- Email: [Customer.services@northyorks.gov.uk](mailto:Customer.services@northyorks.gov.uk)
- Post: Customer Service Centre  
North Yorkshire Council  
County Hall  
Northallerton  
North Yorkshire  
DL7 8AD

### **Enquiries**

**For any enquiries in relation to residential disabled parking bays please:**

- See our webpage: [www.northyorks.gov.uk/disabledparking](http://www.northyorks.gov.uk/disabledparking)
- Email: [Customer.services@northyorks.gov.uk](mailto:Customer.services@northyorks.gov.uk)
- Telephone: 01609 780780