

APPLICATION FOR NEW ADVISORY DISABLED PERSONS PARKING BAY

AND

APPLICATION FOR REFRESHING EXISTING ADVISORY DISABLED PERSONS PARKING BAY



- ❖ Please read the Advisory Disabled Parking Bay Policy for eligibility before filling out the below form.
- ❖ If you are requesting an existing faded disabled bay be refreshed the below form is required to be filled out in full, with the required evidence provided.

DETAILS OF BLUE BADGE HOLDER (Please fill out in BLOCK CAPITALS)

Mr/Mrs/Miss/Ms/Dr	
Surname	
Forenames	
Address	
Postcode	
Telephone (Home)	
Mobile number	
E-mail address	

BLUE BADGE DETAILS

Badge No.	
Date of Expiry	
Issuing Council	
Have you enclosed a copy of the letter sent to you by the Blue Badge section?	YES <input type="checkbox"/> / NO <input type="checkbox"/>

- ❖ As part of the application process, your blue badge details will be verified with the Concessionary Travel team who issue the blue badges. This is to verify your blue badge is linked to the address you have provided.

PROPERTY INFORMATION

Does the premises have off-street parking facilities? E.g. garage or driveway	YES <input type="checkbox"/> / NO <input type="checkbox"/>
Where is the vehicle normally kept when not in use?	
Briefly indicate why you require an Advisory Disabled Persons Parking Bay?	

EVIDENCE OF HOUSEHOLD VEHICLE

- ❖ **Evidence is required that your household owns a vehicle, and the vehicle is registered to the SAME ADDRESS as the blue badge holders address for a bay to be approved.**

Who is the regular driver of the vehicle	
Name of driver	
Address	
Postcode	
How often does the Blue Badge holder use the vehicle?	
Why is it essential that the vehicle is parked immediately outside of the house?	

CHECKLIST

Please enclose (via post) or attach (via email) a copy of your:

	Please tick
INSURANCE POLICY – SHOWING ADDRESS - ALL PAGES OF THE POLICY ARE REQUIRED	<input type="checkbox"/>
CERTIFICATE OF MOTOR INSURANCE	<input type="checkbox"/>
PHOTOGRAPHIC EVIDENCE SHOWING THE DRIVEWAY OR GARAGE CANNOT BE USED	<input type="checkbox"/>

- ❖ **Please DO NOT send in the V5C log book (Registration Certificate)**
- ❖ **The application cannot be assessed, or a bay granted if the above checklist vehicle documentation is not provided.**
- ❖ **Do not send original documents as they cannot be returned to you.**

DECLARATION

The information on the form provided is correct.

I understand the following:

- That if this application is approved, the bay is advisory only and has no legal standing.
- It is not an offence for other motorists (blue badge and non-blue badge users) to park within the bay and no formal enforcement can be carried out if this happens.
- After an advisory disabled bay has been in place for 3 years or more, we will ask you to submit a new application with all the required supporting documentation. This is because blue badges are valid for 3 years and new checks will be required to make sure you still meet all the required criteria for an advisory disabled parking bay.
- When the bay is no longer required, i.e. moving address, resident/applicant no longer have a blue badge or the property no longer has a vehicle, I will inform South Gloucestershire Council.

Signature:

Date:

RETURNING FORM:

Please return the completed application form and **[copies / attachments of insurance documents indicated on the checklist](#)** either by:

1) Email: **TechSupportStreetcareBMR@southglos.gov.uk**.

- **Photographs:**
please check any photographs of documents to ensure that the relevant details are clear / easily readable. The best way to photograph documents is to place them on a horizontal surface and photograph from vertically above.
- **Scan:**
the application form and relevant documents and attach to email so the documents can be easily read.

2) Visiting your local One Stop shop.

Locations:

- **Kingswood One Stop Shop** - Civic Centre, High Street, Kingswood BS15 9TR
- **Patchway One Stop Shop** - The Patchway Hub, Rodway Road, Patchway BS34 5PE
- **Yate One Stop Shop** - Kennedy Way, Yate, BS37 4DQ (access via West Walk)

3) Post:

**South Gloucestershire Council,
Department for Place,
Tech Support Streetcare BMR,
PO Box 1954,
Bristol
BS37 0DD**

THE APPLICATION CANNOT BE ASSESSED OR A BAY GRANTED UNLESS BOTH THE FULL VEHICLE POLICY AND CERTIFICATE OF MOTOR INSURANCE ARE PROVIDED.