

**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)

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

**BLUE BADGE DETAILS**

Badge No.	
Date of Expiry	
Issuing Council	

- ❖ As part of the application processed, your Blue Badge details will need to be verified.

Have you enclosed a copy of the letter sent to you by the Blue Badge section?	YES/NO
Do you give permission for us to contact the Blue Badge Section to verify your details?	YES/NO
Does the premises have off-street parking facilities? E.g. garage or driveway	YES/NO

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 full address - <b><i>ALL PAGES OF THE POLICY ARE REQUIRED</i></b>	<input type="checkbox"/>
CERTIFICATE OF MOTOR INSURANCE	<input type="checkbox"/>

- ❖ **Please DO NOT send in the V5C (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 that if this application is approved, the bay is advisory only, it is not an offence for other motorists to park within the bay, and no formal enforcement can be carried out if non blue badge vehicles park within the bay.

Additionally, although the bay would be intended for one individual it may also be used by other disabled drivers.

I will inform South Gloucestershire Council should the bay be no longer required.

**Signature:**

**Date:**

**RETURNING FORM:**

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

- 1) 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)
- 2) Email: [transportservices@southglos.gov.uk](mailto:transportservices@southglos.gov.uk) FAO Place Engineering / Assess & Decide team
  - **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.**

- 3) Post:

South Gloucestershire Council,  
 Department for Place,  
 Place Engineering (Assess & Decide),  
 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.**