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# Advisory disabled bay application form

### For new advisory disabled persons parking bay and refreshing existing advisory disabled persons parking bay

**Important information:**

* **Read the** [**Advisory Disabled Parking Bay Policy**](https://beta.southglos.gov.uk/static/b9e00cb78fd0f82754caaf1925a01c05/Disabled-Parking-Bay-Policy.pdf) **on the council website 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.**
* **If your insurance details indicate the vehicle is parked on a driveway or kept in a garage (day or night), the application CANNOT be approved.**
* **You MUST park on the road, and this is stated on your insurance documents to be considered for an advisory disabled bay.**
* **If your property has a garage or a driveway you MUST still complete PART 1 of the Property Information section.**
* **If the proposed bay is to be located fully or partly outside of a neighbour’s frontage or will be placed affecting a number of neighbours frontages, the neighbour(s) will need to be consulted before a decision can be made. If agreement cannot be reached it will not be possible to provide a bay. Experience has shown that it helps if you talk to your neighbour(s) first.**

### Application type

**Tick one box:**

|  |  |
| --- | --- |
| New advisory disabled persons parking bay |  |
| Refreshing an existing (faded) advisory disabled persons parking bay |  |

### Details of Blue Badge holder

(Please fill out in BLOCK CAPITALS)

|  |  |
| --- | --- |
| Mr/Mrs/Miss/Ms/Dr |  |
| Forename(s) |  |
| Surname |  |
| Address |  |
| Postcode |  |
| Telephone (Home) |  |
| Mobile number |  |
| Email address |  |

### Blue Badge details

* **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.**

|  |  |
| --- | --- |
| Badge number |  |
| Date of expiry |  |
| Issuing council |  |

If possible, include a copy of the issuing letter sent to you by the Concessionary Travel team along with your application.

### Property information

* **As part of the application process, we carry out checks for off-street parking facilities (garages and driveways) associated to the property.**
* **This can be checked via HM Land Registry search and/or site visits.**
* **See also point 5 of the Declaration below.**

**Part 1**

|  |  |
| --- | --- |
| **Does the premises have off-street parking facilities? E.g. garage or driveway.**  If YES please complete Part 1 and Part 2 in full  If NO go straight to Part 2 | YES / NO |
| **Please explain why you cannot use the driveway or garage and provide evidence of this:** | |

**Photographic evidence MUST BE PROVIDED showing why the garage or driveway cannot be used, as explained above**, **examples being:**

* **photos showing car within garage but unable to open car doors fully**
* **photos showing the issue(s) stated with parking on the driveway**
* **photos showing the issue(s) why the rear garage can’t be used**

**Part 2**

|  |
| --- |
| **Where is the vehicle normally kept when it is not in use?** |
| **Briefly explain why you require an advisory disabled persons parking bay?** |
| **Where would you potentially like to see a bay located? (if application is approved)**  *If the proposed bay location will affect either a neighbour’s frontage or a number of neighbours frontages, please provide all the properties house number(s) being affected.* |

### Evidence of household vehicle

* **For a bay to be approved evidence is required that your household owns a vehicle, and the vehicle is registered to the SAME ADDRESS as the blue badge holder.**

|  |  |
| --- | --- |
| Name of regular driver of the vehicle |  |
| Address |  |
| 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

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

**The following information and evidence MUST be provided so we can then assess the application:**

**Please tick the boxes to confirm following has been provided:**

|  |  |  |
| --- | --- | --- |
| 1. | Insurance policy – showing address  **all pages of the policy are required for the application to be assessed** |  |
| 2. | Certificate of motor insurance. |  |
| 3. | Vehicle is parked/kept on the road (daytime and overnight) and insurance document states this, to be considered for an advisory disabled bay. |  |
| 4. | Photographic evidence showing why the garage or rear access cannot be used as stated in **‘Property information’** section above. |  |
| 5. | The proposed bay will affect another property, and I have contacted the neighbour(s) confirming that they are happy with the bay being placed outside their property/properties. The council can contact them to confirm this. | Yes  N/A |

### Declaration

|  |
| --- |
| **All the information on the form provided is correct and I understand the following:**   1. A disabled parking bay is advisory only and has no legal standing. 2. It is not an offence for any other motorist to park within the bay and no formal enforcement can be taken if this happens. 3. Because Blue Badges expires after 3 years, once an advisory disabled bay has been in place for 3 years or more, we require you to submit a new application with all the required supporting documentation to make sure you still qualify for a bay. 4. When the bay is no longer required – for example moving home, no longer have a Blue Badge or no longer have a vehicle – I will inform South Gloucestershire Council. 5. We have the right to remove a disabled parking bay if we find that false or misleading information was provided.   **Signature: Date:** |

### To return the form

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

1. Email: [**TechSupportStreetcareBMR@southglos.gov.uk**](mailto:TechSupportStreetcareBMR@southglos.gov.uk)

* **Photographs:**

Check any photographs of documents to ensure that the relevant details are clear and 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.

1. Visiting your local One Stop shop.

Locations:

* [**Kingswood One Stop Shop**](https://beta.southglos.gov.uk/kingswood-one-stop-shop) - Civic Centre, High Street, Kingswood BS15 9TR
* [**Patchway One Stop Shop**](https://beta.southglos.gov.uk/patchway-one-stop-shop) - The Patchway Hub, Rodway Road, Patchway BS34 5PE
* [**Yate One Stop Shop**](https://beta.southglos.gov.uk/yate-one-stop-shop)- Kennedy Way, Yate, BS37 4DQ (access via West Walk)

1. 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**