APPLICATION FOR DISABLED PERSONS PARKING BAY

Please read the attached notes and conditions before completing this form. Complete parts I to III before returning this form.

TO BE COMPLETED IN BLOCK CAPITALS

PART ONE – PARTICULARS OF APPLICANT

<table>
<thead>
<tr>
<th>Title</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>Forenames in full</td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Post Code</td>
<td></td>
</tr>
<tr>
<td>Telephone Number</td>
<td></td>
</tr>
<tr>
<td><strong>Blue Badge Number</strong> <em>(Enclose photocopy)</em></td>
<td></td>
</tr>
<tr>
<td>------------------------------------------</td>
<td></td>
</tr>
<tr>
<td><strong>Blue Badge Expiry Date</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Blue Badge Issuing Authority</strong></td>
<td></td>
</tr>
<tr>
<td><strong>Is the Blue Badge issued to you</strong></td>
<td></td>
</tr>
<tr>
<td><strong>If no</strong> who is it registered to and what is their relationship to you</td>
<td></td>
</tr>
<tr>
<td><strong>Are you in receipt of Disability Living Allowance or Attendance Allowance and for how long?</strong> <em>(Enclose Proof showing benefit received, name and address.)</em></td>
<td></td>
</tr>
<tr>
<td><strong>If yes</strong> what component and rate</td>
<td></td>
</tr>
</tbody>
</table>

**PART TWO – PARTICULARS OF VEHICLE**

<table>
<thead>
<tr>
<th><strong>Are you the registered keeper?</strong> <em>(Please include a copy of the vehicle registration document or Motorbility Hire Agreement)</em></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Are you the main driver of the vehicle?</strong> <em>(Please include a copy of your vehicle insurance document)</em></td>
</tr>
<tr>
<td>*<em>Do you have facilities for off-street parking i.e. Do you own, rent or have use of a garage, hard standing etc. (shared or individual)</em></td>
</tr>
<tr>
<td><strong>Do you experience frequent problems parking within walking distance of your property?</strong></td>
</tr>
<tr>
<td><strong>Where is the vehicle usually kept?</strong></td>
</tr>
</tbody>
</table>
PART THREE TO BE COMPLETED BY ALL APPLICANTS

1. I declare that all the information I have given in this application is correct.

2. I have enclosed all copies of documentation as required:
   - Blue Badge (including number and photograph)
   - Copy of Vehicle Registration Document / Motorbility Hire Agreement.
   - Insurance Certificate
   - UK driving licence
   - Proof of receipt of benefits

3. I acknowledge that any Blue Badge holder can use the bay, without restriction.

4. I understand that it may be necessary for further information to be requested from the blue badge team at Kent County Council and I therefore give my permission.

5. I agree, where possible, to have a plate notifying the use of the space on my property.

6. I understand that the bay will be regularly reviewed and removed if I no longer meet the required criteria. If my circumstances alter, I will notify you immediately.

7. I agree to my information being used as explained below.

8. I have read and understood the attached notes.

Privacy Notice

Folkestone & Hythe District Council is the data controller for any personal information collected in this form. Your information will be used to administer the Disabled Persons Parking Bay Scheme, and processing is being conducted relying upon the public interest legal basis. Your address details may be disclosed as part of the local consultation process to partners acting on the Council’s behalf in the administration of the scheme. Your details may also be shared with Kent County Council as the highways authority.

Your information will be retained as long as you are in need of a disabled parking bay at the property, plus 6 years (or appropriate period.) For more information about your data protection rights please see the Council’s data protection pages, which can be found at [www.folkestone-hythe.gov.uk](http://www.folkestone-hythe.gov.uk) or contact the Data Protection Officer at, The Data Protection Officer, Folkestone & Hythe district Council, Civic Centre, Castle Hill Avenue, Folkestone CT20 2QY.

Details of any unsuccessful application will be retained by the Council for a period of 3 months following service of notification to the applicant. Application details and supporting documents will then be destroyed. This process allows the applicant time to appeal to Kent County Council and for the necessary documents to be shared with a Kent County Council Officer to facilitate the appeal. Any communication received after that period will therefore be treated as a new application.
This application should now be returned to
Transportation, Folkestone & Hythe District Council, Civic Centre, Castle Hill Avenue,
Folkestone CT20 2QY  DPPB.Consultation@folkestone-hythe.gov.uk

PART IV TO BE COMPLETED BY THE TRANSPORTATION MANAGER OR HIS
REPRESENTATIVE

I APPROVE this application.

Signed:
Date:

I REJECT this application.

Please state reason:

Signed:
Date:

For TRANSPORTATION use only

Copies of documents enclosed:

Neighbours consulted:

Objections:

Interim Bay request made
APPLICATION FOR DISABLED PERSON’S PARKING BAY

Please read these notes before you fill in the application form, as they will give you important information concerning the system. If you require this information in any other format, please notify Transportation.

1. Kent County Council, as traffic authority, has the power to designate part of the highway as an on-street parking place and control the type of vehicle and the terms and conditions of its use under the Road Traffic Regulation Act 1984, Sections 32 and 35.

2. Therefore, Folkestone & Hythe District Council, acting on behalf of Kent County Council can provide special parking bays on streets for disabled people who have substantial difficulties in walking and parking in the vicinity of their property. Applicants should have a current and valid blue badge (photocopy showing number and issuing authority should be attached to this application) and receive higher rate disability living allowance (photocopy showing confirmation of allowance should also be attached) or a similar alternative benefit along with photocopy of vehicular registration documents.

3. The applicant should be the driver of the vehicle needing a space, however;

Any exception to this should be stated in writing and accompany this application.

All exceptions will be referred to the Transportation Manager or his representative for consideration and recommendation.

PLEASE NOTE: THIS BAY MAY ONLY BE PARKED IN WHEN TRANSPORTING A REGISTERED DISABLED PERSON/S. MISUSE OF THE BAY COULD LEAD TO A FIXED PENALTY NOTICE BEING ISSUED AND THE REMOVAL OF THE BAY.

4. Before a bay is granted, checks are made to confirm that it is justified:
   - You must have a current and valid blue badge and you should receive the higher rate of mobility component of the Disability Living Allowance or an equivalent benefit.

NB: Acceptable proof of benefits must show your name and address.

Any exceptions to these circumstances should be stated, in writing and accompany this form.
• The highway conditions will be assessed by an Engineer to establish whether or not a bay can be technically provided (issues such as safety, width of carriageway, number of vehicles using or parking in the road, proximity to a junction, the number of other disabled parking bays in the vicinity and the availability of off-street parking will be taken into account.)

• Adjoining and opposite neighbours and emergency services will be informally consulted.

5. If objections are received at this stage, the proposals will be put before an authorised Council Committee. The Committee will make a decision on the provision and either overrule any objections and confirm that the procedure to make the Legal Traffic Regulation Order (TRO) should go ahead, or uphold the objections. You will be notified of the Committee decision. If the objections are upheld, your application will proceed no further. If the Committee decide to overrule the objections, the procedure to make a legal TRO will commence. This will involve a legal procedure, which includes advertisements in a local newspaper, and a formal consultation to relevant parties. If objections are received at this stage, it will be necessary to report to an authorised Council Committee for a decision on whether to uphold the objections or override them and allow the bay to be introduced. You will be notified at every stage.

6. It must be noted that you will not have exclusive rights to the bay – anyone with a blue badge is legally entitled to park within it.

8. With the bay installed with the backing of a Traffic Regulation Order, it will be assessed periodically using the above criteria, to make sure that the bay is still justified. If the bay is no longer justified, it may be removed.

9. If any circumstances change at any time, please notify Folkestone & Hythe District Council who will arrange for a review of need to take place.

If you are unsure of any information or if you have any queries, please do not hesitate to contact Transportation: DPPB.Consultation@folkestone-hythe.gov.uk