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**ADVISORY DISABLED PARKING BAY**

**NOTES FOR GUIDANCE AND APPLICATION FORM**

Advisory disabled parking bays are marked as white lines on public residential roads and are intended to provide a parking space for [blue badge holders](http://edit.suffolk.gov.uk/%5bsitetree_link,id=4006%5d) close to their home if they do not have off-street parking facilities and regularly find it difficult to park close to their residential address. A valid disabled badge should be displayed while the vehicle is in the bay.

Please read the Notes for Guidance section below (pages 1- 4) before completing the Application Form (page 5 onwards). You will be asked to declare that you have read and understood the guidance notes before submitting your application.

**Notes for Guidance:**

**Applying for an advisory disabled parking bay**

You can apply for an advisory disabled parking bay if you meet the following criteria.

* You hold a **current blue badge** registered at the address to which the application relates.
* Your blue badge **will not expire within** **6 months** of the date when you submit your application for an advisory disabled parking bay - *If it does, you will need to renew it before applying.*
* The road where you want the disabled parking bay **must be a public residential road** and not on private land. Requests for parking bays on housing association or private land should be referred to the land owner who would have to both approve and fund the marking - you can find out whether your road is maintainable by Suffolk County Council on our website: <https://www.suffolk.gov.uk/roads-and-transport/road-adoption/streets-maintained-by-suffolk-county-council/>
* As a blue badge holder, you **regularly drive a vehicle**, **or are** **regularly a passenger** in a vehicle which is **registered at the address to which the application relates** – *you will need to send a copy of a DVLA vehicle registration document or proof of a Motability vehicle showing the same address as the application address with your application.*
* You **don’t have another place to park** for example driveway, garage, carport, allocated parking.
* The proposed location of the advisory bay would be **directly outside the residence of the Blue Badge holder**
* There is **significant demand for parking** on the road and parking space in a suitable location close to the address of the blue badge holder **is not available for most of the day.**
* The **speed limit** on the road is **30mph or less**
* The proposed bay **would not be opposite or within 10 metres (32 feet) of a junction.**
* The proposed bay **would not be within a turning head of a cul-de-sac** and is not **regularly used as a turning point**
* There are **no other road markings** such as yellow lines, white zig-zags, bus stop, cycle lanes, “keep clear”, box markings, etc.
* There is **enough space** on the road for an advisory disabled parking bay - bays are around 6.6 metres long and 2.7-3.6 metres wide.
* There is **a minimum of 5.1 metres carriageway width** to enable cars to pass without mounting the kerb on the opposite side of the road or obstructing driveways
* The **vehicle can park wholly within the bay markings on the carriageway** without mounting the footpath or obstructing other highway users.
* The permanent parking of a vehicle on the road **will have no safety implications or seriously affect other users of the highway** for example on a bend or brow of a hill which would create a “blind spot” for other traffic

**I am not a Blue Badge holder, can I apply?**

No, you can’t. But if the driver of the vehicle lives at the same address as you and has a blue badge registered at the address where you want the bay, we will consider your application.

**I don’t own a vehicle or drive – can I apply?**

Only if you have a blue badge registered to the address where you want the bay and the driver of the vehicle using the bay lives at the same address.

**I have regular visits from carers and ambulance visits – can I apply?**

No, advisory disabled parking bays are only provided for the blue badge holder, not visitors.

**I have a driveway/garage, but parked vehicles often stop me from using it – can I apply?**

No, we will not provide an advisory disabled parking bay if you have options to park on your own driveway or in a garage.

**I have a residents’ parking permit – can I have a bay, and if so, do I need to display the permit and my blue badge?**

Yes, you can, and you will need to display both your blue badge and the permit.

**Do I need a permit to use the bay?**

No, unless it is in a parking permit area when you must display your blue badge as well as your parking permit.

**Who can use advisory disabled parking bays?**

Advisory disabled parking bays can be used by any disabled driver/blue badge holder – they are not for the exclusive use of the person who has applied for the bay and do not guarantee the availability of that space for the applicant.

**What happens if other people park in the bay?**

Advisory disabled parking bays are not enforceable – if someone parks in the bay with or without a blue badge, Suffolk Highways or the Police will not be able to get the vehicle moved or take any other enforcement action.

**Do I need to tell my neighbours I’m applying for an advisory disabled parking bay?**

As part of completing the application form, you will be asked to confirm you have informed the residents of neighbouring properties (next to and opposite the application address) that you are applying for an advisory disabled parking bay. This is because a bay marking will reduce the amount of available on-street parking for other residents.

**I am unable to park entirely on the carriageway due to road width or current parking conditions, can I still apply?**

As part of the assessment of your application, the current parking conditions are considered at the requested location of the advisory disabled parking bay. If the vehicle that will make use of the bay is unable to park entirely within the boundaries of the markings without obstructing vehicles parking opposite or vehicles requiring to navigate around the parked vehicle onto a footpath to do so, your application will be refused.

**Why can’t I apply if my blue badge will expire within 6 months?**

One of the criteria we use to assess applications for an advisory disabled parking bay is that a blue badge holder lives at the address where the bay would be marked, and we may not have time to assess and apply the marking if the blue badge expires in 6 months or less of the date the application and assessment fee is received.

**How will you assess my application?**

When we receive your application, we will check that:

* all required sections of the application form have been completed;
* you have provided a copy of a DVLA vehicle registration document or proof of a Motability vehicle showing the same address as the application address;
* the application address is on a public road and not on private land;
* the blue badge is registered at the address to which the application relates;
* the blue badge is valid for a period longer than 6 months of the date we receive your application;
* the vehicle is registered to and kept at the blue badge holder’s address;
* the criteria set out in the Notes for Guidance are met based on the information provided in the application form

**How long does the process take?**

We will write to you with the outcome of our assessment once this is complete – this will usually be within 8 weeks of receiving your completed application and all requested documents.

It can take up to 6 months between the application being approved and a parking bay being marked on the road, though in some cases it might be longer.

**What happens if you do not approve my application?**

Sometimes Suffolk Highways may not be able to provide an advisory disabled parking bay because of local planning or traffic considerations, even though the application meets the criteria. If your application is unsuccessful, the reason(s) why the application has not been agreed will be outlined in writing.

We reserve the right to refuse to implement the marking where we do not think it is suitable or where it is suspected that it will cause tensions within communities. Similarly, we can remove the marking should it be shown to cause community tensions.

**What happens if I don’t agree with your decision not to approve my application?**

If you disagree with our decision, you can write to us setting out the reasons why you consider that we have not applied the criteria correctly. Your application will then be reviewed in the light of the reasons you have put forward and we will write to you again following further consideration.

Email: [customer.service@suffolk.gov.uk](mailto:customer.service@suffolk.gov.uk); or write to:

Suffolk Highways, Safety & Speed Management Team, Phoenix House, Ipswich IP1 5NP

**What happens if roadworks cover up the bay?**

If Suffolk Highways is planning roadworks at the location of the proposed advisory parking bay within 12 months of the date we approve the bay, we will suggest that the marking should not be applied until those works takes place.

If an existing advisory disabled parking bay is removed following resurfacing or surface dressing work, including by roadworks undertaken by a utility company, a new application will be required.

**What happens if the bay markings fade?**

If an existing advisory disabled parking bay requires renewal because of fading or erosion of the lining, a new application will be required.

**What happens if traffic or parking conditions change?**

Suffolk Highways reserves the right to remove advisory disabled parking bays should traffic, or parking conditions change.

**I have a question which isn’t answered in the Notes for Guidance – where can I find more information?**

You can email [customer.service@suffolk.gov.uk](mailto:customer.service@suffolk.gov.uk) or phone 0345 606 6171 to speak to one of our staff who will do their best to help.

**Where do I send my application?**

Please keep pages 1- 4 of this document for your records. The completed application form (page 5 onwards) should be **signed and sent with a copy of either of the following:**

* a DVLA vehicle registration document, or
* proof of Motability vehicle

to: [customer.service@suffolk.gov.uk](mailto:customer.service@suffolk.gov.uk); or in writing to:

Suffolk County Council Customer Services

First Floor, 54 Ipswich Street

Stowmarket

Suffolk

IP14 1AD

**We recommend you keep copies of the completed application form and send copies (not originals) of accompanying documents for future reference as we will destroy the supporting documents you send us once we have examined them.**

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**APPLICATION FORM FOR ADVISORY DISABLED PARKING BAY**

Please send **completed application form** **and copy of either a DLVA vehicle registration document or proof of Motability vehicle** by email to: [customer.service@suffolk.gov.uk](mailto:customer.service@suffolk.gov.uk); or in writing to

Suffolk County Council Customer Services

First Floor, 54 Ipswich Street

Stowmarket

Suffolk

IP14 1AD

**We recommend you keep copies of the completed application form and send copies (not originals) of accompanying documents for future reference as we will destroy the supporting documents you send us once we have examined them.**

**Fields marked with \* must be completed to enable the application to be assessed.**

**Where Yes/No questions are asked, please circle the one that applies.**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Section 1 – Type of application** | | | | | | | | |
| \* Is this application for a new advisory parking bay or repainting an existing bay? | | | | | | New Repainting  (Circle the one you are requesting) | | |
| **Section 2 – Blue Badge details** | | | | | | | | |
| \* Blue Badge serial number | | | | | | \* Expiry Date | | |
| **Please note: if the Expiry Date is less than 6 months of the date we receive this application,** you will need to renew it before submitting this application. | | | | | | | | |
| **Section 3 – Blue badge holder details – this will be regarded as the Applicant and Application Address where the advisory parking bay will be marked.** The information provided in this section will be used for all future correspondence about this application. **If you would like correspondence sent to a different address, please also complete Section 7** | | | | | | | | |
| \* Title – please circle the one that applies | | | Mr Mrs Miss Ms Dr  Other (please state) | | | | | |
| \* Last name: | | | | \* Forename(s): | | | | |
| \* Permanent residential address: (property number or name and road name) | | | | | | | | |
| \* Parish/Town | | | | | | \* Postcode | | |
| \* Contact telephone number (if not a mobile, please give area code) | | | | | | | | |
| Email address | |  | | | | | | |
| **Please note: the above Blue Badge holder’s permanent residential address is where we will mark the advisory disabled parking bay, if approved** | | | | | | | | |
| **Section 4 – Vehicle details** | | | | | | | | |
| \* Is a vehicle registered to the Application Address in section 3 above? | | | | | | | | **Yes No** |
| \* Is the vehicle registered to the Application Address kept at that address? | | | | | | | | **Yes No** |
| \* Is the vehicle regularly used by the blue badge holder, as a driver or passenger? | | | | | | | | **Yes No** |
| \* Vehicle make and model | | | | | | | | |
| \* Vehicle registration | | | | | |  | | |
| \* Is the blue badge holder the driver of the vehicle | | | | | | | | **Yes No** |
| \* If No, please provide name of the driver of the vehicle and their relationship to the blue badge holder: | | | | | | | | |
| **Please provide a copy of DVLA vehicle registration document or proof of a Motability vehicle (the document must show the same address as the Application Address).**  **If the vehicle is not registered and kept at the Application Address, we will not provide a disabled parking bay.** | | | | | | | | |
| **Section 5 – Information about the location of the proposed bay** | | | | | | | | |
| \* Does the Application Address have any off-street parking facilities such as a driveway, garage, carport, allocated parking? | | | | | | | | **Yes No** |
| \* Are there any existing road markings at the Application Address eg yellow, zigzag, bus stop | | | | | | | | **Yes No** |
| If Yes, please provide details: | | | | | | | | |
| \* Is the Application Address opposite or close to a junction (within 10 metres (32 feet)) of a junction? | | | | | | | | **Yes No** |
| \* Is the Application Address within a turning head of a cul-de-sac? | | | | | | | | **Yes No** |
| \* Is the Application Address regularly used as a turning point? | | | | | | | | **Yes No** |
| \* Is the Application Address on a bend or brow of a hill? | | | | | | | | **Yes No** |
| **Section 6 – Parking information** | | | | | | | | |
| \* Please provide days and times when you experience parking problems | | | | | | | | |
| Please provide any other information you think may be helpful in considering your application – use an additional sheet if required. | | | | | | | | |
| **Section 7 – Data Sharing** | | | | | | | | |
| If this application is approved, do you give permission for your contact details to be provided to our lining contractors? | | | | | | | | **Yes No** |
| **Section 8 – Contact Details: Please only complete this section if you would like all correspondence sent to an individual or address different to the Blue Badge holder.** | | | | | | | | |
| \* Title – please circle the one that applies to you: | | | | | Mr Mrs Miss Ms  Other (please state) | | | |
| \* Last name: | | | | |  | | | |
| \* Forename(s): | | | | |  | | | |
| \* Permanent residential address: (property number, road name, parish or town) | | | | | | | | |
| \* Postcode |  | | \* Phone number – if a landline, please provide area code | | | |  | |
| Email address: | | | | | | | | |
| \* Your relationship to the Blue Badge holder: | | | | | | | | |
| **Section 9: Location Information** | | | | | | | | |
| Please use this section to provide information on the exact requested location of the advisory disabled parking bay. You can draw any relevant diagrams, provide images or links to the specified location. If this box is left empty, we may not be able to carry out an assessment if there is no obvious location outside your property. Please use an additional sheet if required. | | | | | | | | |
| **Section 10 Application Check List:** Please tick to tell us the attachments you are sending with this form**. Please note these documents will be destroyed by us once we have examined them so please do not send originals**:  **Copy** of DVLA Registration Document **or**  Proof of a Motability vehicle (the document must show the same address as the  application address) | | | | | | | | |
| **Section 11 – Informing neighbours**  The applicant is responsible for informing the occupants of any properties either side and directly opposite the address of the proposed advisory disabled parking bay. Please complete the fields below to confirm you have done this. | | | | | | | | |
| Name(s) of property occupants informed | | | | | |  | | |
| \*Property addresses of those informed | | | | | |  | | |
| \*Date(s) property occupants informed | | | | | |  | | |
| **Section 12 – Declaration**  **I certify that the information given on this form is accurate and true and that by signing this declaration I am in agreement with all the following statements – please delete any that do not apply to this application.** | | | | | | | | |
| * I have read and understood the Notes for Guidance section of this application form | | | | | | | | |
| * The information I have provided in this application is correct and true | | | | | | | | |
| * It is frequently impossible to park a vehicle on the public highway within a reasonable distance of the address of the Blue Badge holder | | | | | | | | |
| * The residents of any properties either side and directly opposite the address of the proposed advisory disabled parking bay have been informed of this application | | | | | | | | |
| * I understand Suffolk Highways will aim to apply the markings within 6 months, but work may be delayed (for example because of adverse weather) | | | | | | | | |
| * I understand that if Suffolk Highways is undertaking roadworks outside the application address within the next 12 months, they may suggest the markings are not laid until work takes place. | | | | | | | | |
| * I will notify Suffolk Highways of any change in my circumstances and that the bay may be removed if I no longer meet the criteria | | | | | | | | |
| * I understand that Suffolk Highways may at any time remove the marking, including as part of any future traffic management or traffic calming measures that Suffolk Highways may implement in the future | | | | | | | | |
| **Please sign and date the form below to certify that the answers given in this form are accurate and correct.** | | | | | | | | |
| **Signed:** | | | | | | **Print Name:** | | |
| **Date:** | | | | | | | | |