**Advisory Disabled Person’s**

**Parking Bays**

**How to apply**

This document explains how a disabled person, or a carer living at the same address, can apply for an advisory disabled person’s parking bay to be placed close to their home.

**What is an Advisory Disabled Person’s Parking Bay?**

* The purpose of an advisory disabled person’s parking bay is to make other drivers aware that a particular space is needed by a person with mobility difficulties.
* The bay is not for the sole use of the person who applied for it - it can be used by any driver of a vehicle displaying a valid Blue Badge permit.
* Unlike yellow lines, an advisory disabled person’s parking bay painted in yellow is not legally enforceable. Neither the City Council nor the Police have enforcement powers with respect to this type of disabled persons parking bay.

**Do I qualify?**

* You must be a member of Sheffield City Council’s Blue Badge disabled person’s car parking scheme and have qualified for the badge because of impaired mobility.
* The vehicle that will be using the bay must be registered at the property and the driver must be yourself or someone else residing at the property.
* The property must be your main place of residence and not have suitable off-road parking (e.g. a driveway or garage).
* You must not have the use of a garage away from your property.

**How much does it cost?**

* All applicants are required to make a first payment of **£110**. This is a non-refundable application assessment fee.
* If your application is successful, you will then be asked to make a second payment of **£142** to cover the cost of providing the bay marking.
* A further charge will apply if the road marking requires repainting in the future. This charge is currently **£142** for a Disabled Bay marking, but may be subject to change.

**How long does it take?**

* Please note that due to current workload and resource issues there may be delays in processing applications. It may take up to 12 weeks to process an application and then up to a further 12 weeks for our contractor to paint the road marking. Where possible we will try to complete the process sooner.

**Important Notes – Please read carefully and retain for future reference**

* Your application **must** be accompanied by a **£110** assessment fee and a copy of the vehicle’s V5C registration certificate or for a motability vehicle a copy of your insurance document. **Your application will not be considered without copies of this document.**
* A member of the Council’s Traffic Regulations team will visit your property to check that there is a suitable, safe place to put the bay.
* The decision to approve or reject your application for a disabled persons parking bay road marking will be made entirely at the discretion of Sheffield City Council. Completion of the application form does not guarantee that a marking will be provided.
* Markings will only be provided on the Public Highway. We cannot provide bays on car parks, or other off road areas.
* Should the marking require repainting please contact Traffic Regulations on (0114) 273 6894. You are responsible for the cost of repainting the marking.
* The cost of repainting is normally the same as providing a new marking, minus the assessment fee.
* Your vehicle must display your blue badge whilst parked in the bay.
* Misuse of a disabled person’s bay may result in its removal. In such circumstances there will be no refund of any payments made.
* In the event of an unsuccessful application your assessment fee will not be returned to you. However, you can appeal against the decision to the Scheme Design Team Manager.
* To apply:

1. Fill in the application form
2. Provide a copy of the vehicle’s V5C registration certificate or for a motability vehicle a copy of your insurance document
3. Indicate what payment method you would like to use.

Cheque (please enclose)

Debit Card (we will contact you with the telephone number)

Internet (we will contact you with the link)

1. Send documents to:

Traffic Regulations

Howden House

1 Union Street

Sheffield

S1 2SH

Should you require further information or wish to discuss your application please telephone (0114) 273 6894 or email [traffic.regs@sheffield.gov.uk](mailto:traffic.regs@sheffield.gov.uk)

**Data Privacy**

The information we collect is required in order to determine eligibility for an advisory bay marking and is in accordance with the Council’s Policy for Advisory Markings. Your contact information will be retained in case we need to contact you, solely in relation to the bay. It will not be used for other purposes.

Other information that you provide will be retained for 12 months after installation of the marking and will then be deleted.

To help you, we would like to give your contact details to the road marking contractor so that they can contact you before the marking is installed. We will need your permission to do this. The contractor will delete that information after 12 months. **Application for advisory Disabled Person’s Parking Bay:**

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| Name of Blue Badge Holder: | | |
| Address  Postcode | | |
| Telephone No. | Email address | |
| Is this your main place of residence? | | Yes / No |
| Does your property have a drive or other off-street parking, or do you have use of a garage away from your property?  If YES please explain why you are unable to use these facilities at the end of this form. | | Yes / No |
| Are you a member of the Council’s Blue Badge disabled person’s car parking scheme and qualify for your badge because of impaired mobility? | | Yes / No |
| Please give your Blue Badge number and expiry date | | |
| **Include a copy of your V5C registration certificate or for a motability vehicle a copy of your insurance document. (Please do not send original documents as they cannot be returned to you).** | | |
| Is the vehicle that will park regularly in the marking registered as belonging to either you or somebody living at your property? | | Yes / No |
| Does the driver of the vehicle reside at your property?  If the driver is not the blue badge holder provide name and relationship to you: | | Yes / No |
| Your application cannot be processed until a **£110** assessment fee has been paid. Please note we cannot accept payment by credit card.  - **Debit Card payment** – we will contact you to arrange payment once your form has been received.  - **Internet payment** – we will email you with a link to make the payment once your form has been received.  - **Cheques** made payable to Sheffield City Council should be sent with the application form. | | *Please tick payment method –*  *Debit*    *Internet*        *Cheque* |

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| **PERSONAL INFORMATION CONSENT**  By ticking this box, I agree that I am happy for my contact information to be shared with the road marking contractor. | *Please tick* |
| I understand that by signing and returning this form I am giving consent for the Council to retain my personal information. Please note that this information will not be shared outside the Council, unless you have agreed to it, when it will only be provided to the road marking contractor.  [Privacy notice (sheffield.gov.uk)](https://www.sheffield.gov.uk/utilities/footer-links/privacy-notice.html)  <https://www.sheffield.gov.uk/utilities/footer-links/privacy-notice.html> | |
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