



## GUIDANCE NOTES TO ACCOMPANY AN 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 call Parking Services on 01322 343434 or email [parking.services@dartford.gov.uk](mailto:parking.services@dartford.gov.uk)

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, *Dartford Borough 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 or the enhanced rate of the mobility component for personal independence payment (PIP) (photocopy showing confirmation of allowance should also be attached) or a similar alternative benefit such as Attendance Allowance or an applicable War Pension, along with photocopy of vehicular registration documents.
3. The applicant or the driver should be the person needing a space.
4. Before a bay is granted, checks are made to confirm that it is justified:
  - The applicant must have a current and valid blue badge and should receive the higher rate of mobility component of the Disability Living Allowance, the enhanced rate of the mobility component for personal independence payment (PIP) or an equivalent benefit. (Attendance Allowance – Any or War Pension)

***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 a bay can be technically provided (issues such as safety, width of carriageway which should be 6300mm minimum, 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 considered.)
- Adjoining and opposite neighbours and emergency services may be consulted.

5. **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.**

6. **NA**

7. A Disabled Persons Parking Bay is installed with the backing of a Traffic Regulation Order. This is a legal document that allows enforcement to be carried out should a vehicle that does not display a blue badge. These orders may take between 6 months – 1 year to implement.

The Bay will be audited and assessed on a regular basis to ensure all criteria are still met. If the bay is no longer justified due to a change in circumstances, it may be removed.

8. If any circumstances change at any time, please email [parking.services@dartford.gov.uk](mailto:parking.services@dartford.gov.uk)

***Any exception to the above criteria should be stated in writing and accompany this application.***

**PLEASE NOTE: THIS BAY MAY ONLY BE PARKED IN BY VEHICLES DISPLAYING A CURRENT BLUE BADGE. MISUSE OF THE BAY COULD LEAD TO A FIXED PENALTY NOTICE BEING ISSUED AND THE REMOVAL OF THE BAY.**