

## Application for a Disabled Persons' Parking Place

This application form is for a qualifying person who does not have the opportunity to park off the road, to request the installation of a disabled on-street parking place, as prescribed under the Disabled Persons' Parking Places (Scotland) Act 2009, outside their premises.

A **qualifying person** is an individual or organisation who holds a disabled persons badge and whose address is the same as the registered address of the registered keeper of the vehicle (in accordance with Section 43C(1) of the Vehicle Excise and Registration Act 1994) for the carriage of the individual or for an organisation to carry disabled persons.

To comply with the Act, the Council must be satisfied that the applicant is a qualifying person and, if possible, identify a suitable parking place from which there is convenient access. The Council will start the statutory procedures and install a disabled parking place which will only become enforceable when a traffic order is made. If we do not have the power to make a traffic order or if there are other reasons for not proceeding, then we will explain this to the applicant. If the statutory procedure is not completed, then the Council will remove the bay, road markings and signs.

There is no charge for this service. Should the applicant reside in the Controlled Parking Zone then an exempt permit may be available. You can find more information on parking permits and apply online at: <a href="https://www.edinburgh.gov.uk/parkingpermits">https://www.edinburgh.gov.uk/parkingpermits</a>.

| Name  |                   |      |                 |        |
|---|-------------------|------|-----------------|--------|
| Address   |                   |      |                 |        |
| Postcode  | Telephone Number  |      |                 |        |
| Is this address your main and permanent residence?              |                   |      |                 | Yes/No |
| Do you reside within the Controlled Parking Zone?               |                   |      |                 | Yes/No |
| Do you have a garage, drive-in or other off-road parking space? |                   |      |                 | Yes/No |
| Do you have a disabled persons' badge (blue badge)?             |                   |      |                 | Yes/No |
| If Yes,   | Number            |      | Expiry Date     |        |
|   | Issuing Authority |      |                 |        |
| Vehicle Details   | Make Co           | lour | Registration No |        |
| Are you normally the driver of the vehicle?                     |                   |      |                 | Yes/No |
| Is the vehicle registered to the above detailed address?        |                   |      |                 | Yes/No |
| Is the vehicle kept at the above address?                       |                   |      |                 | Yes/No |
| Does the driver reside at the above detailed address?           |                   |      |                 | Yes/No |
| Signed  |                   |      | Dated           |        |

Disabled Persons Parking Places

Parking Operations, Clocktower, Unit 1 Flassches Yard, South Gyle Crescent, Edinburgh, ĒH12 9LB E-mail <u>disabledpersonsparkingplaces@edinburgh.gov.uk</u>



## **Guidance Notes**

- 1. Whenever possible, it is a requirement that the Blue Badge holder signs the application form, to confirm that the information submitted is accurate.
- 2. Please ensure you submit copies of the vehicle registration (V5C) document and the Council tax record for the driver of the vehicle with your completed application.
- 3. Your application may be rejected should false information be provided. In cases where false information has come to light after the installation of a disabled persons' parking place, then the Council may take steps to remove the parking place.
- 4. In certain circumstances if your Blue Badge expires within 6 months of the date of application, then the Council may not progress the application until a new Blue Badge has been issued. In such circumstances you should reapply once you have been reissued with a new Blue Badge.
- 5. The registered keeper of the vehicle is the person in whose name the vehicle is registered to under the Vehicle Excise and Registration Act 1994 at the time the application for a disabled persons' parking place is made. The registered address of the registered keeper is the address recorded at the time in the record kept under the Act with respect to that vehicle as being that person's address, (i.e. the vehicle must be registered to and the driver must be living at the address of the person making the application).
- 6. If you move home, then you should contact the Council in order that it can assess if the disabled persons' parking place requires to be retained at that location. Please email us at <a href="mailto:disabledpersonsparkingplaces@edinburgh.gov.uk">disabledpersonsparkingplaces@edinburgh.gov.uk</a> or write to us at the address overleaf.
- 7. When applications for a disabled persons' parking place are unsuccessful, the Council will write to you explaining the reasons for its decision.
- 8. Once a disabled persons' parking place is installed on the road it will only become enforceable once a Traffic Regulation Order (TRO) has progressed and an appropriate sign is installed. The TRO process can take up to 12 months to progress, or even longer in cases where objections are received.