



## 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 [disabledpersonsparkingplaces@edinburgh.gov.uk](mailto:disabledpersonsparkingplaces@edinburgh.gov.uk) 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.