

Application Guidelines for an Advisory Disabled Persons Parking Bay

Please read the following carefully before filling in an application form

These guidelines are issued to assist in completing the enclosed application form. The application form must be submitted before any request can be assessed and approval granted.

The Basic Criteria for the Provision of an Advisory Disabled Person's Parking Bay

In order for the application to be assessed, the Council uses the following criteria to decide if the location is suitable for the installation of an Advisory Disabled Person's Parking Bay. A bay may be installed if: -

- a) You possess a Blue Badge that has been awarded for life or an indefinite period.
- b) You have been awarded the Mobility Component of Disability Living Allowance **or** Attendance Allowance both at the Higher Rate **or** the Enhanced Rate of the Personal Independence Payment (PIP).
- c) The main vehicle in which your blue badge is used is kept at the application address.
- d) It is difficult to park on the road near to, not necessarily outside, your property.
- e) You do not have an off-street parking facility on your own land, and it is not reasonably possible to provide one.
- f) There are no waiting restrictions or bus stops fronting your property and you do not reside in a residents parking area.
- g) A disabled parking bay doesn't already exist at the property. Only one bay per property will be permitted.
- h) Vehicle access, in particular emergency vehicles, and visibility would **not** be impaired by the provision of an Advisory Disabled Parking Persons Parking Bay.
- i) There are no road humps or other traffic calming features directly outside your property.
- j) The requested location of the parking bay is not listed in the Highway Code as a place where vehicles should not be parked.
- k) The road has a speed limit of 30 mph or less.
- l) The current number of Advisory Disabled Person's Parking Bays installed is lower than 10% of the total number of residential properties within a clearly defined block of houses within a road, ie, 20 houses = maximum of 2 disabled bays at that location.

Please be aware, if one or more of the above criteria is not met, your application may be rejected.

General Notes

- a) The disabled bays installed at the front of an applicant's property are **ADVISORY** in the Borough of St Helens, which means they are not legally enforceable. **The Council and Merseyside Police will not act as a mediator in neighbourhood disputes** and if the bay is deemed to be causing a problem after installation, arrangements may be made for its removal.
- b) An Advisory Disabled Persons Parking Bay will be designated by road markings with the wording "DISABLED", it cannot be reserved for the exclusive use of the applicant and may be used by any other Blue Badge Holder. Bay markings will usually be to the frontage of your property only and will not be installed to encroach onto neighbouring properties without having their consent to do so. Signage will not be provided.

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- c) A consultation may be carried out with immediate residents and their views could be taken into consideration in making a decision.
- d) St Helens Council's Parking Services Department and/or Merseyside Police will be consulted, if deemed necessary, in order to obtain their views, which will be taken into consideration in making a decision.
- e) The occurrence of existing parking on the public highway does not automatically mean it is possible to install an Advisory Disabled Person's Parking Bay, as the Highway Authority may not wish to endorse parking at the particular location.
- f) If a Parking Bay is installed, it will be reviewed at regular periods by the Council to establish if the need for the bay still exists, if it has created any problems, or if it is being misused. The bay may be removed following any such review.

An Eligibility Review will also be carried out and this will determine whether or not the bay is still in regular use by a vehicle kept at the address of the **original** applicant. It will consist of an "Eligibility Form" which will be sent out to the property from which the application was originally made. St Helens Council will then require the signature of the original applicant, stating that they still require the bay outside their home. The signature will be compared with that on record. If the applicant returns this Eligibility Pack within the time period stated in the letter with supporting documentation, the bay would remain. If the form is not returned the bay will be removed.

- g) If you leave the residence after a bay is installed, it is your responsibility to inform the Council so that the bay can be removed.
- h) If your location currently has the maximum number of bays permitted (10% of the total number of houses within a clearly defined block of houses within your road) your application may be deferred. However, the Council operate a "first come, first serve" system and if an existing bay is removed following a review, the next approved application for a bay may be installed. If your application is denied solely for this reason, the Council will keep your application on file until such a time a bay can be installed.

How long will it take?

- The **assessment** of an application and decision may take up to **6 weeks**.
- If the application is **successful**, it may take a further **4 weeks** for the road markings to be put in place.

If you have any queries regarding these guidelines, please telephone 01744 676398 or e-mail traffic@sthelens.gov.uk.

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Place Services, Engineering Division, Traffic Engineering

Privacy Notice – Disabled Bays Applications

The Council as the data controller has to collect personal data in order to assess an application for an Advisory Disabled Persons Parking Bay on street. To process an application, your personal data will be collected, processed, and retained in order to carry out the performance of a contract between the Council and the Applicant to process the application for an Advisory Disabled Persons Parking Bay

The Council will use the personal data it collects (including the vehicle registration mark) to assist in the assessment of an application for an Advisory Disabled Persons Parking Bay and to issue any other related correspondence, including eligibility reviews and requests for lining renewal/removal of a bay.

Personal information in relation to the application of an Advisory Disabled Persons Parking Bay will be used by the Council's Traffic Engineering Section including in the instances of applications going through an Appeal process.

Any personal data held, will be retained for as long as necessary in compliance with St Helens Councils retention policy, albeit this will be indefinitely to ensure that a valid application has been received previously before renewing lining or issuing eligibility reviews.

Your Data Rights

In relation to the personal data that the Council may hold about you, you have the right to request to:

- Be **informed**, have **access** or **rectify** incorrect information. You also have the right to object to or restrict the processing of your data.
- Under Data Protection law, verification of your identity is required and an explanation will be provided giving reasons as to why a request is not to be carried out.

Contact and Further Information

If you are concerned about how the Council is using the information provided, and you wish to receive a copy of your data, or believe the information we hold is inaccurate please contact us at: dataprotection@sthelens.gov.uk, or via the Information Commissioner's Office (www.ico.gov.uk).
