



**HERTFORDSHIRE COUNTY COUNCIL**  
**ENVIRONMENT & INFRASTRUCTURE DEPARTMENT**  
**DISABLED PARKING BAYS**

**What is a disabled parking bay?**

A disabled parking bay is an area marked out on the public road that provides parking for blue badge holders. They are installed on residential roads to assist blue badge holders to park close to their homes where there is a heavy demand for parking throughout the day. These bays are advisory only and cannot be enforced if someone without a blue badge parks in them. They can be used by any blue badge holder. This service is provided free of charge for those meeting the criteria.

Disabled parking bays with an associated sign can be legally enforced. These are usually near shopping centres, stations and public buildings. We do not install this type of bay.

**Can I get a disabled parking bay?**

You can get a disabled parking bay if:

- You are a blue badge holder
- You regularly drive your car or you are a regular passenger in a car registered at your home
- You don't have another place to park e.g. a driveway or garage
- You frequently find it difficult to park close to your house throughout the day

You will need to provide copies of the following documents with your application:

- A photocopy of your blue badge
- A photocopy of the driving licence of the driver of the vehicle
- A photocopy of the vehicle registration document (V5) or proof of motability vehicle

**When we receive your application, we will check that:**

- Your blue badge has not expired

- If your badge expires within the next 3 months, you will need to renew it before applying for a disabled parking bay
- The vehicle is registered to your house and kept at the badge holder's address
- It is safe to mark a bay near your house i.e. it does not adversely affect free pedestrian or vehicle movement or restrict visibility.
- No more than 10% of the available parking in the street is for disabled parking
- You do not have another place to park
- There is a significant demand for parking in the road
- There are no legal restrictions to marking a bay such as yellow lines

## **Frequently Asked Questions**

### **How long will my application take?**

We will assess your application within around 3 weeks. Please be aware that we only paint bays between May and October. They are painted in batches or when other white lining is being undertaken in the area. You may need to wait for the bay to be marked particularly if you apply during the autumn/winter.

### **I don't have a vehicle myself but my friends and family regularly call to take me out. Can I have an advisory bay for them to use?**

No. A bay will only be provided if you have a vehicle or you are a passenger in a vehicle registered at the property.

### **Can I have a bay if I have frequent ambulance or carer visits?**

No. The bays are only intended to provide a parking space for drivers displaying a valid Blue Badge.

### **I have a driveway but my vehicle is too large to park on it. Can I still apply for a disabled parking bay?**

We will consider each case on its merits. If you can make alterations to your property to make your driveway accessible to you, we will expect you to do that instead.

### **There is more than one vehicle and more than one Blue Badge holder at the address. Can we have more than one disabled parking bay?**

We will consider each case on its merits. In some cases, if the property has two blue badge holders who drive separate vehicles which are both registered to the same address, we may provide two disabled parking bays provided that all other criteria is met. We will not provide more than two bays per household.

### **Other people are parking in the bay. What can I do?**

The bay is not for your exclusive use and can be used by anyone displaying a blue badge. The County Council is unable to enforce against misuse of the bay by those not displaying a blue badge and relies on the goodwill of other drivers.

### **An existing disabled parking bay has faded and needs re-marking. What can I do?**

You will need to apply again. This is because we need to check that your circumstances have not changed and that you are still entitled to a bay.

### **Can I appeal if my application has been refused?**

You can appeal but you will need to set out the reasons in writing why you consider that we have not applied the criteria correctly. If you do not do this, we will not consider your appeal. We cannot accept appeals because you do not agree with the criteria.

Email: [cschighways@hertfordshire.gov.uk](mailto:cschighways@hertfordshire.gov.uk)

Or Write to: Highways, PO Box 153, Abel Smith House, Gunnels Wood Road, Stevenage, SG1 2ST

Should you appeal and the refusal is upheld that decision will be final and no further correspondence can be considered.

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## HERTFORDSHIRE COUNTY COUNCIL

### APPLICATION FOR A DISABLED PARKING BAY

**Before completing this form, please remember:**

- You must have a current and valid **Blue Badge**
- You must not have **any useable available off street parking** e.g. drive/garage/allocated parking
- You must have a **vehicle registered to and kept at the badge holder's address**
- You must complete all parts of this form

#### **Part 1 – Applicant's details**

Last Name:

First Name:

Address:

Postcode:

Date of Birth:

Email Address:

Blue Badge Number:

Expiry Date of Badge:

Blue Badge Issuing Authority:

Is the Blue Badge Issue to You: Yes/No

If No, Who is it registered to and what is their relationship to You?

#### **Part 2 – Type of application**

Is this application for a new bay? Yes/No

Is this application for remarking an existing bay? Yes/No

### **Part 3 – Vehicle details**

Vehicle Make:

Vehicle Model:

Vehicle Colour:

Vehicle Registration:

Are you the driver of the vehicle? Yes/No

Please provide the name and address of the driver, if not the applicant:

Do you have facilities for off street parking e.g. drive or garage? Yes/No

Please detail below where do you normally park the vehicle:

### **Part 3 – Location details**

Please provide a sketch below of the location where you think we should put the new bay. If you want an existing bay to be remarked, please provide details of the location of the existing bay:

Please list below days and times when you experience parking problems and any other information that you think may be helpful in considering your application:

#### **Part 4 – Declaration**

**Your application will not be considered unless you have agreed to and answered all of the following statements:**

I am a disabled driver: **Yes/No**

I am a disabled passenger: **Yes/No**

The vehicle is permanently based at the above address: **Yes/No**

The driver of this vehicle is a resident at the above address: **Yes/No**

It is frequently impossible to park the vehicle on the public highway within a reasonable distance of my home: **Yes/No**

I confirm that I do not have alternative useable parking facilities (e.g. garage, driveway, allocated parking, rented lock-up): **Yes/No**

I have enclosed copies of all of the required documents: **Yes/No**

I acknowledge that any blue badge holder can use this bay and it is not for my sole use: **Yes/No**

I agree to notify Hertfordshire County Council of any change in my circumstances and that the bay may be removed if I no longer meet the criteria: **Yes/No**

**Please sign and date this form below to certify that the answers that you have given on this form are correct:**

Signed:

Print Name:

Date:

Please return this form along with a copy of your Blue Badge, vehicle registration document (V5) or proof of motability vehicle and a copy of the driving licence of the driver to the address shown below:

Highways  
PO Box 153  
Abel Smith House  
Gunnels Wood Road

Stevenage  
Hertfordshire  
SG1 2ST

If you have any questions about your application, please contact us:

✉ [cschighways@hertfordshire.gov.uk](mailto:cschighways@hertfordshire.gov.uk)  [www.hertfordshire.gov.uk](http://www.hertfordshire.gov.uk)

☎ 0300 123 4047

**Please note:**

Some district and borough councils deal with their own applications and so you will need to apply directly to them. This includes any requests for re-marking of bays. These are listed below:

Broxbourne Borough Council ([www.broxbourne.gov.uk](http://www.broxbourne.gov.uk))

St Albans District Council ([www.stalbans.gov.uk](http://www.stalbans.gov.uk))

Three Rivers District Council ([www.threerivers.gov.uk](http://www.threerivers.gov.uk))

Watford Borough Council ([www.watford.gov.uk](http://www.watford.gov.uk))