



Disabled Residents' Parking Application

Important: Please read the application notes on the next page before completing this form.

Part 1: Personal details of Blue Badge holder

Part 2: Vehicle details

<p>Title (Mr/Mrs/Ms/Miss).....</p> <p>Surname.....</p> <p>First name(s).....</p> <p>Address.....</p> <p>.....</p> <p>Postcode.....</p> <p>Tel/mobile.....</p> <p>Email</p>	<p>Registration mark.....</p> <p>Make & model.....</p> <p>Name of registered keeper (if different from that provided in Part 1)</p> <p>.....</p> <p>.....</p> <p>N.B. Person whose vehicle this is must also be resident at the address provided in Part 1</p>
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Part 3: Permit evidence – please enclose with this application (tick appropriate boxes)

<p>Proof of residency</p> <p>Proof of residency will be confirmed by checking the Blue Badge database. A permit will only be issued if the Blue Badge address matches that provided in part 1:</p> <p><input type="checkbox"/> Please tick that you agree for us to check the database</p>	<p>Proof of vehicle ownership</p> <p>A photocopy of one of the following showing name, address and vehicle registration as provided in parts 1 and 2:</p> <p><input type="checkbox"/> Vehicle registration document (FULL)</p> <p><input type="checkbox"/> Hiring/Leasing Agreement</p> <p><input type="checkbox"/> Letter from Employer (company car)</p> <p><input type="checkbox"/> V11 Car tax renewal</p> <p><input type="checkbox"/> Motability agreement</p>
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Please send copies of your documents and not the originals. Any documents sent with your application are non-returnable. We cannot be held responsible for the loss of original documents that are sent to us.

Part 4: Do you already have a disabled bay? (If yes, go to Part 7 on next page) **YES / NO**

Part 5: Does your property have off-street parking e.g. driveway or rear access? **YES / NO**

Part 6: A disabled bay will not normally be granted if there is evidence that off-street parking is available. If you answered "YES" to the previous question, but are unable to use your property's off-street parking, please briefly explain why here so that your application can be considered:



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Part 7: Declaration (of the Blue Badge holder)

- The address shown in Part 1 is my usual place of residence i.e. I reside at this address for four or more nights per week for more than 27 weeks of the year.

- The vehicle length does not exceed 5.25 metres. (See note 2, below)

- I shall immediately surrender the permit to the Council in the event of **either** of the following occurring:
 - I cease to reside at the address identified in part 1;
 - The Council withdraws the permit or it ceases to be valid for any other reason.

- I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.

- All the information I have given in this application is correct.

It is an offence for a person knowingly to make a false statement for the purpose of obtaining a permit.

Signed..... **Date**.....

Print name.....

If you are not the Blue Badge holder, please initial to confirm you are an authorised representative:

Part 8: Disabled Residents' Parking application notes

1. Any person who has one or more outstanding Penalty Charge Notices (PCNs) with the London Borough of Hounslow will not qualify for a permit, until such time as the PCNs are paid in full. This excludes cases that are at appeal with the London Tribunals.

2. If the overall length of the vehicle exceeds 5.25 metres, you will not be eligible for a permit, as it will not fit into a disabled parking bay.

3. Please complete all relevant sections of this form and ensure that all the relevant documentation is attached. If the form is incomplete or not all relevant documentation is attached, your application may be delayed.

4. Disabled Residents' Parking Permits only allow the holder to park in the corresponding Disabled Parking Permit bay (i.e. the Disabled Parking Permit number must match that which is stated on the sign for the bay).

5. A Disabled Residents' Parking Permit may be withdrawn if it is used whilst your Blue Badge is displayed in another vehicle parked in the same street.

6. If there is not currently a disabled bay for your residence, and Council officers believe the necessary criteria have been met to grant one, a Notice of Intent to do so will be publicly advertised for 21 days to provide local residents with their legal right to make any comments or objections. If objections are received to the proposed disabled bay, these objections must be properly considered by Council officers and local Councillors to determine whether the bay should go ahead.
7. The process of providing a disabled bay is unfortunately quite time consuming even if there are no objections, and typically takes 3 to 4 months. Where the application does not require a new disabled bay, the process is much faster, and you can usually expect to receive your Disabled Residents' Parking Permit within 28 days.

Completed applications and supporting documents should ideally be emailed to traffic@hounslow.gov.uk
Alternatively, they may also be posted to the address below:

**London Borough of Hounslow
Traffic, Transport & Environmental
Strategy
Chief Executive's Department
3rd Floor, Hounslow House
7 Bath Road
TW3 3EB**