

Please read these notes before you fill in the application form, as they give essential information concerning the system.

If you require this information in any other format, please contact our Customer Service Centre on 01795 417850 or email engineers@swale.gov.uk

1. Kent County Council, as traffic authority, has the power to designate part of the highway as an on-street parking place and control the type of vehicle and the terms and conditions of its use under the Road Traffic Regulation Act 1984, Sections 32 and 35.
 2. Therefore, Swale Borough Council, acting on behalf of Kent County Council, can provide special parking bays on streets for disabled people who have substantial difficulties in walking and parking in the vicinity of their property.
 3. The applicant is normally the driver of the vehicle needing a space, but exceptions are permitted (please explain in your application)
 4. Applicants should have a current and valid blue badge (photocopy showing number and issuing authority should be attached to this application) and receive higher rate disability living allowance or the enhanced rate of the mobility component for personal independence payment (PIP) (photocopy showing confirmation of allowance should also be attached) **or** a similar alternative benefit along with photocopy of vehicular registration documents.
 5. Before granting a bay, we make some checks:
 - That the applicant must have a current and valid blue badge and should receive the higher rate of mobility component of the Disability Living Allowance, the enhanced rate of the mobility component for personal independence payment (PIP) or an equivalent benefit.
- NOTE: ACCEPTABLE PROOF OF BENEFITS MUST SHOW YOUR NAME & ADDRESS.**
- That the highway conditions will be assessed by an Engineer to establish whether a bay can be technically provided (issues such as safety, width of carriageway, number of vehicles using or parking in the road, proximity to a junction, the number of other disabled parking bays in the vicinity and the availability of off-street parking will be considered.)
 - We may consult adjoining and opposite neighbours as well as emergency services, ward members and parish or community council (if applicable).
6. Please note that the applicant does not have exclusive rights to use a bay. The bay will be located on the highway, which is a public resource; any blue badge holder may use the bay if they need to.
 7. Swale Borough Council does not currently charge for applications.
 8. A Disabled Persons Parking Bay will, from the outset or from a point after installation, become part of an amendment to the Traffic Regulation Order. This Order is the legal document that allows for enforcement should a vehicle park in the bay without displaying a disabled badge park or where the vehicle parked in the bay is not being to transport a blue badge holder.
 9. Bays on the highway are not permanent. We regularly audit and assess each bay, to ensure all qualifying criteria remain fulfilled. Bays Where there are no longer any qualifying applicants a bay may be removed.
 10. If any circumstances change at any time, you must inform us via our **Customer Service Centre on 01795 417850 or email engineers@swale.gov.uk**
 11. **Please explain any exception to the above criteria in writing, to accompany this application.**

NOTE: THIS BAY MAY ONLY BE PARKED IN WHEN TRANSPORTING A REGISTERED DISABLED PERSON.

MISUSE OF THE BAY COULD LEAD TO A PENALTY CHARGE NOTICE BEING ISSUED AND THE REMOVAL OF THE BAY.