



# Disabled Parking Bay Application Form

## 1) Applicant Details

Name:

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Address:

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Postcode:

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Telephone:

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Email:

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Are you a current Blue Badge Holder?

Yes

No

**If No – In order to apply for a disabled bay, you need to have a valid Blue Badge.**  
Please contact the Blue Badge Team on (01273) 296270 if you wish to apply for a Blue Badge.

Blue Badge serial number:

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Blue Badge expiry date:

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Payment Method:    Online Payment     Payment by Phone

## 2) Vehicle Details

Do you drive the vehicle yourself?

Yes

No

**If No**, does another person in your household drive for you?    Yes     No   
What is their name and relationship to you?

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If you are not the driver of the vehicle, please provide a cover letter detailing the reasons why you cannot be left unattended while the driver parks the vehicle.

**If no vehicle is registered at the property, we regret you do not qualify for a disabled bay.**

What is the make and registration number of the vehicle?

Make/Model:

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Registration:

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### 3) Required Documents

Please supply:

- A copy of the appropriate valid Driving Licence in the current address

And also a copy of **ONE** of the following: (showing applicant's name and address)

- Vehicle Registration Document (V5c)
- Insurance Certificate
- Mobility Car Agreement
- Hire/Lease Agreement

### 4) Parking

Do you have off street parking facilities? Yes  No

Applicants must not have access to off street parking facilities, such as a vehicle hardstand or a garage. Where off street parking exists, applicants will be required to explain why this is not suitable or provide proof, such as a Tenancy Agreement, Property Deeds, or other, to show that this facility is not available for use.

We will try to install the disabled bay as close to your property as possible, taking into account road safety and traffic movement in the area, but if you have a preferred site, please feel free to explain why and/or draw a diagram in the area below to help us.

### 5) Declaration

I certify that the information supplied is true and accurate.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Please note:** Any person knowingly making a false statement for the purposes of obtaining a disabled parking bay may be liable for prosecution and the immediate withdrawal of the bay.

## Disabled Parking Bay privacy notice

We are committed to protecting your personal information.

The council is the data controller for purposes of the Data Protection Act (2018), and The General Data Protection Regulation (EU) 2016/679 ("GDPR") and is also registered as a data controller with the Information Commissioner's Office (ICO).

As a data controller, we have a responsibility to make sure you know why and how your personal information is being collected. This is according to relevant data protection law.

The primary laws which govern how Brighton & Hove City Council collects and use personal information (known as data) about you are:

General Data Protection Regulation (GDPR) [www.privacy-regulation.eu/en/index.htm](http://www.privacy-regulation.eu/en/index.htm) and Data Protection Act (DPA) 2018 [www.legislation.gov.uk/ukpga/2018/12/contents/enacted](http://www.legislation.gov.uk/ukpga/2018/12/contents/enacted)

### Why we collect your data and who we share your data with

We are collecting your data for the purpose of assessing eligibility for an Access Protection Marking. These are white lines across a legally dropped kerb.

We will only make your information available to those who need to know, so they can perform their council role.

### How long we will keep your data and How we store your data

We will hold your data for 7 years after the access protection marking has been implemented, except in cases where legal proceedings may require it to be kept longer.

We will store your information on electronic databases and document management systems.

### Your rights

Check your rights in relation to your personal information [www.brighton-hove.gov.uk/about-website/privacy-and-data](http://www.brighton-hove.gov.uk/about-website/privacy-and-data)

If you want to discuss any of your data protection rights, you can:

phone 01273 295 959 or send an email to [data.protection@brighton-hove.gov.uk](mailto:data.protection@brighton-hove.gov.uk)

### Information Commissioners Office (ICO)

The ICO is the national regulator with responsibility for ensuring compliance with data protection.

We would prefer you to contact us first with any concerns, but you can also contact the Information Commissioner to make a complaint:

by phone: 0303 123 1113, by post: Wycliffe House, Water Lane, Wilmslow, SK9 5AF

### Our lawful basis for collecting your data

Our lawful basis for collecting your data under GDPR article 6 is performance of a contract.

This privacy notice will be subject to review when there is a change.