

APPLICATION FORM FOR A DISABLED BAY



Who can apply?

If you are the driver of the vehicle:

- You must be a resident of the borough and have a valid blue badge
- Your disability must be related to a permanent mobility problem that makes it severely difficult to walk
- You must have a vehicle registered to, and kept at the badge holder's address
- You must not have any available off street parking (eg drive or garage)
- There must be no parking restrictions (eg double/single yellow lines etc) near where the bay is required
- You are frequently unable to park within a reasonable distance near to the property where the bay is being requested

If you are the passenger of the vehicle, in addition to the above:

- You must require physical assistance and constant supervision from the driver of the vehicle when entering and leaving the vehicle
- The driver of the vehicle should be the only person available to provide this supervision
- The driver must also live at the same address as you
- Boarding and alighting on the highway would cause a serious impediment to passing traffic

Disabled Parking Bay Application Form

Your Details		
Title:	Surname:	Forename:
Date of Birth:	Age:	Phone Number:
Address:		Postcode:
Email:		
For your Blue Badge, please state: (1) Serial Number (2) Expiry date (3) Issuing authority	(1)	(2)
Do you have off-street parking? (such as a drive or garage)	Yes	
	No	
Are you a permanent resident at the above address?	Yes	
	No	

Vehicle details	
Vehicle Registration Number	
Please provide a copy of the Vehicle Registration Document (V5C) or proof of Motability vehicle	Enclosed (please tick)
If you are not the registered keeper, please state their relationship to you	

Please enclose a copy of your driving licence or your driver's	
--	--

Your Disability

Please state below why you feel a disabled bay should be provided:

What is the nature of your disability?

How does your disability affect your mobility?

Do you use public transport?	Bus	Train	Underground
How often do use public transport?			
Do you drive?	Yes		No
Please tick all that apply for the following questions:	Always	Sometimes	Never
Do you use a wheelchair?			
Do you use a scooter?			
Do you use a stick(s)?			
Do you use a frame?			
Do you use crutches?			

Please tell us anything you would like us to consider when assessing your application:

Your Declaration

Being a blue badge holder does not automatically make you eligible for a disabled parking bay, each application is assessed on individual circumstances. All applications are subject to a technical and safety assessment of the highway.

This application may lead to further enquiries to confirm the facts given. Obtaining a parking facility using false information may lead to legal action.

Ealing Council has no legal obligation to provide disabled persons parking facility but we are committed to assisting blue badge holders where possible.

I confirm that I have read and understood the criteria for this application and I declare that all the information given in this application is correct.

Signature:

Print Name:

Date:

Please send completed form to:

Ealing Council
Customer Service Support (DPB)
Perceval House, 1st floor SW
14-16 Uxbridge Road
Ealing
W5 2HL

Or

Email csprocessing@ealing.gov.uk

Privacy notice – Customer services – Disabled bay applications

Ealing Council operates in accordance with The Road Traffic Regulation Act 1984

What kind of information does Ealing Council have about me?

We would need to collect and process personal information for adults and children such as name, date of birth, address, driving licence and special category information such as, vehicle registration details, disability and / or special educational needs. Further information that may be required is whether you are in receipt of benefits, and medical information.

What do you do with information about me?

The information collected is used to determine whether the implementation of a disabled bay is applicable. Your information will only be shared with our contractor Dependability, if you require an assessment to determine eligibility for a disabled bay.

Details of your application are stored and reviewed periodically in line with the renewal of your blue badge to ensure the disabled bay is still required.

How do I know the information about me is kept safely?

All the information we collect is stored securely on our IT systems and manual filing systems. We have strict procedures for the way this is done. Any and all information about you is treated as confidential and with respect. There are also clear rules and guidance about storing, recording and sharing information which staff receive training on.

We take information sharing very seriously. Appropriate council and health staff are DBS (Disclosure and Barring Service) checked. Any member of staff who is found to be breaking the rules will be dealt with through appropriate disciplinary procedures.

Are the records confidential?

All Ealing Council employees have a duty of care in accordance with our Data Protection policy. This includes respecting that right to confidentiality.

For how long are records held?

There are different rules for different documents and/or information kept by the council. We are required by law to keep records for varying lengths of time depending on individual circumstances.

Don't you need my permission to keep and share information about me?

We would need your consent if the LA's legal basis for collecting and processing your personal information is consent.

Although your information is confidential, we may have to share information about you/your family without your permission. These reasons are:

- To protect you from harm, neglect, abuse or significant threat
- When you may need urgent medical treatment
- To prevent or detect a crime
- To comply with a legal obligation

You can withdraw your consent by contacting the Customer Service Support team at csprocessing@ealing.gov.uk or telephone 0208 825 8161

Are there any laws applicable in the processing and protection of my information?

There are a number of laws which allow for the protection, collection and processing of your personal information for this purpose, such as:

- The General Data Protection Regulations and The Data Protection Bill 2018
- The Road Traffic Regulation Act 1984, under Section 6

Can I see the information you have collected about me/my family?

Yes, you can request a copy of the information held. This is called a subject access request under the *Data Protection Bill 2018* and General Data Protection Regulations which contain certain rights of individuals and their personal data. For more information regarding your rights, please see the LA's corporate Privacy Notice at https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement

Who should I contact if I want further information or to complain about the use of my personal information?

Please see the LA's website for more information on how we use your information at https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement

The Council's Data Protection Officer is Mrs L. Cox, whom you can contact on: dataprotection@ealing.gov.uk or telephone 0208 825 5124 during office hours.