

DISABLED PERSON'S PARKING PERMIT

Guidance Notes for Applicants.

Torbay Council offer a car park permit for Blue Badge Holders for those who have reduced mobility to enable them to park in Torbay Council pay and display car parks. **This does not include Lower Union Lane pay on exit car park.** The permit will show the vehicle registration number and may only be used in one designated vehicle. The permit is only valid for this vehicle, and any changes of registrations requiring a replacement permit will cost an admin fee of £20.00 per change.

Following a review of the cost of administering the scheme including the purchase of stationary, printing and compliance of the scheme, the Council has made the decision to set an administration charge for the issuing of the Disabled Persons Parking Permit. This charge has been set by members at **£45.00** for a permit. Payment can be made by cheque or postal order.

Please see below for the eligibility criteria and how to apply:-

Eligibility Criteria

1. You have a current valid Blue Badge.
2. You must be in receipt of one of the following benefits:-

Mobility component of Disability Living Allowance (higher rate) or PIP enhanced rate - recently dated proof is required, not more than 12 months old showing that you are currently in receipt of this entitlement.

Mobility supplement of a War Pension - recently dated proof is required – not more than 12 months old that you are currently in receipt of this entitlement.

It is unusual for applicants not in receipt of one of the above benefits to receive a Disabled Person's Parking Permit. Applicants who are over the age at which the above allowances will be paid may apply for a permit if your doctor or a healthcare professional is willing to confirm in writing the following two things with regard to your mobility:-

(OVER 65 YEARS OF AGE)

- (a) That your reduced mobility is in no way related to your age.
- (b) How the disability affects your mobility and the problems you experience.

Please note that any fee charged for supplying this information is to be met by you the applicant.

Permits are renewed annually, and proof of entitlement dated within the last 12 months will be required each year. Applicants previously issued with a permit will not automatically be eligible for a renewed permit.

Please allow 15 working days for the issuing of this permit.



**APPLICATION FOR A
DISABLED PERSON'S PARKING PERMIT.**

Please complete this form, sign the declaration on the reverse and return with all the necessary documentation to:-

DPP Permit Section, Parking Services, PO Box 422, Torquay, TQ2 5WU

Section 1 – Your Details	
Title:-	Mr/Mrs/Miss/Ms:
Forename(s)	
Surname	
Address	
Email Address	
Tel Number(s)	
Date of Birth	

Section 2 – Vehicle Registration Details	
Registration	

Section 3A – Documentary Evidence – please send black and white photocopy and NOT the original.	
<input type="checkbox"/>	Copy of both sides of the Blue Badge.

Section 3B – Evidence of Eligibility – please tick the relevant box and supply a black and white photocopy of your evidence.	
<input type="checkbox"/>	Disability Living Allowance Higher Rate or PIP enhanced rate – Mobility component

War Pension – Mobility supplement

Evidence, i.e. letter clearly indicating mobility problems are not age related and how your disability affects your mobility and the problems you experience.

Section 4 – Payment.

Have you enclosed your cheque/postal order for £45.00
(Made payable to Torbay Council.)

PLEASE NOTE: No cash payments will be accepted.

Please sign the Declaration below:-

Declaration

- **I declare that I meet the Disabled Person's Permit requirements as outlined in this application.**
- **I understand the permit can only be used when I am in the vehicle.**
- **I understand misuse will lead to any permit issued being withdrawn.**
- **I confirm I will notify Torbay Council immediately should any of the details above change.**

Signed _____ **Dated** _____

CHECKLIST

Have you enclosed the following:-

1. Copy of the Blue Badge required in 3A
2. Copy of the evidence required in 3B
3. Cheque/Postal order for £45.00, made payable to Torbay Council.

The information you provide to us on this form will be used to assess and administer your application for a Disabled Persons Parking Permit. The information that is provided may be disclosed to other relevant Council departments and will be used for automatic detection of outstanding enforcement notices. It may also be disclosed to other external parties such as Torbay Care Trust for the administration of the Blue Badge Scheme or for related purposes, such as debt recovery or as required by law. Disclosures required under relevant legislation do not require your consent. Your data will be processed in accordance with the UK Data Protection Act 1998. For information regarding your personal data ONLY please contact the Information Governance Team on 01803 201201