

Sefton Council Disabled Parking Place – Application Form

Please take some time to complete the following form. It is vital you return the fully completed form as soon as possible so we can process your application without further delay. **All fields within this form need to be completed to process your application.**

Your form and **copies of supportive documentation** should be returned by e-mail, this is our preferred method of receiving your application. This method avoids any loss of documentation and speeds up the application process:

E-mail: traffic.management@sefton.gov.uk

We also recognise that email can be sometimes difficult to access so you can also send your forms and supportive documentation through to the postal addresses below. Please note this will take longer to assess your application, and we hold no responsibility for any loss of the application or associated paperwork:

Postal address: [Sefton Council](#)
[Highway Safety Team](#)
[Magdalen House](#)
[30 Trinity Road](#)
[Bootle L20 3NJ](#)

You cannot be considered for a disabled residents parking bay if:

- You do not hold a blue badge
- The applicant and designated driver do not live at the address below
- The vehicle is not registered at the address below in Section 1
- You already have a drive, garage or alternative off-street parking or there is space within the property boundary of the address to provide a parking space.
- There is not a parking problem outside your property on a regular basis. Site assessments will be undertaken to establish the extent of parking problems near to your property.

Please do not proceed if any of the above applies to this application.

1. Applicant's Name and Address (Blue Badge Holder)

Full name:

Permanent address:

Postcode:

Tel No:

Please give details of your blue badge:

Date of expiry:

Serial Number:

Please enclose/attach a **photocopy** of both sides of your blue badge, this can also be emailed as a scanned version or as a clear digital photo. **Please do not send the original Blue Badge.**

2. Vehicle Details

Is the vehicle registered at the address above? Answer: Yes No

(If the answer is No, please do not proceed – your application will not be accepted)

Vehicle registration:

Model and make:

Is the designated driver resident at the applicant's address? We may ask for proof of residency.

Answer: Yes No

(If the answer is No, please do not proceed – your application will not be accepted)

Name of the designated driver:

Relationship of designated driver to the applicant:

Please enclose/attach a photocopy of the vehicle registration document V5 (or a copy of the Motability Contract Hire agreement if applicable) This can also be as a scanned version or as a clear digital photo. **Please do not send the original document**

Check List:

Is a clear photocopy, scanned version, or clear digital photo of both sides of your blue badge attached for section 1?

Answer Yes

Is a clear photocopy, scanned version, or clear digital photo of your vehicle registration document V5 or Motability Contract Hire agreement attached for section 2?

Answer Yes

Has section 4 been signed by the applicant?

Answer Yes

If you have answered yes to all the above, please save this document and then email the **completed application form, copies of your V5 or Hire Agreement and a copy of both sides of your Blue Badge** to:

traffic.management@sefton.gov.uk

Once we have received your completed form and supportive documentation your application will be assessed and if necessary, site surveys will be undertaken to establish if there is a requirement for a disabled parking place. You will be contacted regarding your application via email when assessments have been completed.

PLEASE NOTE ANY SUCCESSFUL APPLICATION CAN TAKE UPTO 9 MONTHS BEFORE THE PARKING BAY IS IMPLEMENTED OUTSIDE YOUR PROPERTY