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Rhondda Cynon Taf Community and Children's Services

Guidance Notes for Completion of Parking Bay Self-Assessment Application Form

Guidance Notes for Completion of Self-Assessment Application Form.

PLEASE USE THIS GUIDE AS REFERENCE WHEN COMPLETING THE ATTACHED SELF ASSESSMENT APPLICATION FORM.

The Self Assessment form is a document that is designed to provide important background information on your circumstances. It will be used in the initial stages of the assessment process to ensure key criteria are met. You should provide as much detailed information as possible.

Section 1 - Applicant information

If you are completing this form on behalf of an applicant who is under 16 or who is unable to complete the form himself or herself, please provide their details below and in appropriate sections and sign the form on their behalf.

Section 2 & 3 – Basic Criteria

Q1 – all applicants must be the current holder of a Disabled Persons Blue Badge. Without a badge, the applicant will NOT qualify for a Parking Bay under this Scheme.

Q2 – This question identifies who is the main driver of the main vehicle being used to transport the applicant. In cases where the applicant is not the driver, it should be noted that disabled passengers will not normally qualify as it is not unreasonable to expect that, in most cases, an able-bodied driver should double park if necessary, only for as long as it is necessary to pick up or to set down the disabled passenger and remove the vehicle afterwards.

Q3 – Where the applicant is the passenger, they need to rely on another person who also resides at the same address and who parks their car outside their property. If the main driver does not reside at the same property as the applicant, then the application will NOT be considered for a Parking Bay regardless of how frequently the driver visits or for how long they stay.

Section 4 - Accessible off-road parking and Traffic Prohibitions

Q4 – If there are any traffic prohibitions in place which prevent parking outside the property (eg double yellow lines) then it will not be possible for a Parking Bay to be provided. **This is vital information and we will return the form to you if this question is not fully answered.**

Section 5 – Mobility Equipment

Q5 – The applicant should give details of the nature of their disability and include specific information around how this condition affects their ability to reach and use the car.

Q6 – This question is designed to give background information to the Assessor on the extent to which the applicant's disability affects their ability to drive or be transported. If applicable, please provide details of the adaptations that have been made to the vehicle.

Q7 – Please tick the box(es) that describe any equipment that the applicant currently uses. Should the applicant not use any such equipment, please tick the 'Do Not Use' box and give details of the equipment in the area adjacent.

Q8 – This identifies whether a medical professional recommended the use of the equipment or whether the applicant purchased it for themselves. Please tick as applicable – if relevant, include the name of the GP / medical professional that prescribed the equipment.

Q9 – Please indicate whether any support is required to assist the applicant in/out of the car. If applicable, please use the space provided to give details of the person who provides support as well as the nature and extent of this support.

Q10 – This information will be used to assess the extent to which the driver is able to provide support to the applicant, based on the nature and extent of their own disability.

Q11 – Once again, this information will be used to determine the extent to which the driver is able to assist the applicant if transporting any specialist equipment

Q12 – This will be used to assess whether there are any other options aside from a parking bay that could be utilised to improve the parking situation.

Section 6 – Current Parking

Q13 – Give a detailed answer to describe the type of parking difficulty the applicant is experiencing. This may include problems such as being unable to park outside the property due to living near shops or schools. Also include a description of the frequency that this problem arises, such as 'late afternoon and evening throughout the weekdays' or 'throughout the day at weekends'.

Section 7 - Access

Q14 – This relates to the access to the applicant's house. Where there are steps to the property, please include the number of steps that have to be navigated.

Q15 – When answering this question, the applicant should include all activities that are affected by having to access the car and not just the three questions that are included.

Section 8 – Further information

Q16 – This is the applicant's opportunity to include any other relevant information that may not have been covered in the previous questions. Please ensure that the information relates to the mobility / location issues being experienced in relation to accessing the car.