The information below states what we need from you to enable the application for a Disabled Persons Parking Space to be processed.

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| **To qualify for a disabled persons parking space you must comply with the following 4 points. We cannot progress your application without this information and we will return it to the applicant.** |
| 1. have a valid blue badge, with at least 3 months before expiry date; 2. have a vehicle registered at the address; 3. have a vehicle that is suitable for your needs; 4. not have use of a driveway, access or garage at the property, or alternative parking facilities adjacent to, your address. |

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| **If the above information is provided a site assessment will be undertaken to establish if a bay can be safely provided close to the address. It is not always possible to approve a bay application. Examples of this are noted below.** |
| 1. the bay would be located within 15 metres of a junction. 2. the bay would be located within a turning facility. 3. the bay would be likely to cause an obstruction. 4. the bay is not on a road which the Roads Authority maintains. (If so, a request should be made direct to those who have management responsibilities for these areas like a housing association or factor) |

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| **How Long Does the Process Take?** |
| **Step 1 – Installation of a Courtesy Bay (this takes 3 months)**  From date of receipt of valid application and supporting evidence and where an appropriate location can be identified, a courtesy bay will be marked.  This timescale allows for site assessment, marking of courtesy bay. It allows for adverse weather events and parked cars preventing the marking of the bays.  **NOTE*:*** *A courtesy bay has no legal standing and cannot be enforced.*  The bay will be marked at the closest appropriate point on the public road network to the address of the applicant.  **If we need further information we will contact you to discuss the application.** |

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| **Step 2 – TRO conclusion (9 – 15 months).**  This will depend on objections received from neighbours and other road users.   * In order to allow the bays to be legally enforced the council will promote a Traffic Regulation Order (TRO), which is a lengthy statutory process. * The order will be advertised in the local paper and allows people to object to the location of the bay. * If the order is successfully made the applicant will be advised by letter. * At this point, the disabled bay can legally be enforced by parking attendants. * The disabled bay is not for the sole use of the applicant as it can be used by anyone who displays a valid blue badge. * Your blue badge will have to be displayed at all times when the vehicle is parked within the disabled bay.   **The Council no longer provides a supplementary signpost at the bay.** |

**NORTH LANARKSHIRE COUNCIL**

**DISABLED PERSON’S PARKING SPACE**

* New disabled bay application
* Request to refurbish existing bay

*If the request is to refurbish then the applicant should provide a description or sketch of where the existing bay is located*

**VEHICLE DETAILS**

**All applications must be supported with a copy of a valid Vehicle Registration Document (V5c) or correspondence indicating an agreement from leasing company such as Motability. The application will be returned if this is not provided**.

|  |  |
| --- | --- |
| Is the vehicle registered at  the blue badge holders address? (This is essential) | **YES/NO** |

|  |  |
| --- | --- |
| VALID BLUE BADGE SERIAL NO. |  |

**BLUE BADGE HOLDERS DETAILS**

|  |  |
| --- | --- |
| NAME |  |
| ADDRESS |  |
| TOWN |  |
| POST CODE |  |
| TELEPHONE NO. |  |
| EMAIL ADDRESS |  |

We will contact you using the method of original communication, however if you have provided an email address, we will contact you by email. We recognise this may not always be the blue badge holder.

|  |  |
| --- | --- |
| WHO SHOULD WE CONTACT? | BLUE BADGE HOLDER YES/NO  OTHER (see below) |
| NAME, ADDRESS, TELEPHONE NO. |  |
| SIGNED | DATE |

**Privacy Statement for Disabled Persons Parking Place**

**Who we are:**

North Lanarkshire Council is a local authority established under the Local Government etc. (Scotland) Act 1994. Our main office is in Civic Centre, Windmillhill Street, Motherwell, ML1 1AB.

**Why do we need your personal information and what do we do with it?**

You are giving us your personal information to allow us to process the Disabled Persons Parking Place application. We also use your information where required, contact you by post, email or telephone and to maintain our records.

**Legal Basis for using your information:**

We provide this service to you as part of our statutory function as your local authority. Processing your personal information is necessary for the performance of a task carried out in the public interest by the council. If you do not provide us with the information, we have asked for then we will not be able to provide this service to you.

**Who do we share this information with?**

The information you supply will not be used for any other purpose or shared with any other organisation.

**How long do we keep your information for?**

We only keep your personal information for the minimum period of time necessary. Sometimes this time period is set out in the law, but in most cases it is based on the business need. We maintain a records retention and disposal schedule which sets out how long we hold different types of information for. You can view this on our website or you can request a hard copy from the contact address stated above.

**Your rights under data protection law:**

* *Request access to your information* – you have the right to request a copy of the personal information that we hold about you.
* *Request a correction to your information* – we want to make sure that your personal information is accurate, complete and up to date. Therefore, you may ask us to correct any personal information about you that you believe does not meet these standards.

* *Request the restriction of processing* – this enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

* Request the transfer of your information to another party.

* *Deletion of your information* – you have the right to ask us to delete personal information about you were:

* 1. you think that we no longer need to hold the information for the purposes for which it was originally obtained
  2. you have a genuine objection to our use of your personal information
  3. our use of your personal information is contrary to law or our other legal obligations

Data Protection Officer

Our Data Protection Officer (DPO) is the Head of Business for Legal and Democratic Solutions. The DPO oversees compliance with this privacy statement. If you have any questions about this privacy statement or how we handle your personal information the DPO can be contacted by post at Civic Centre, Windmillhill Street, Motherwell or by email at:

[dataprotection@northlan.gov.uk](mailto:dataprotection@northlan.gov.uk)

Information Commissioner’s Office

You also have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues. You can raise the matter with the Information Commissioner’s Office, who can be contacted at Information Commissioner’s Office, 45 Melville Street, Edinburgh, EH3 7HL or by email to casework@ico.org.uk.