WOKINGHAM
BOROUGH COUNCIL

Disabled Bays Policy and Procedure

Policy Statement 2

Scope Of The Policy 2

Disabled Persons Parking Bays 3

Related Legislation and Guidance 4

Disabled Bay Application Process 5

Service Standards 6

Document Control 6

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Policy Statement

Wokingham Borough Council shall consider disabled bay applications from residents to support with their access requirements.

Scope of the Policy

This policy relates to disabled bay markings and the application process.

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Disabled Persons Parking Bays

To assist residents with mobility impairments who struggle with walking and lack access to appropriate off-street parking, a disabled parking bay road marking may be provided at no cost to the resident by Wokingham Borough Council. This initiative is designed to help those with limited mobility park closer to their home, especially in areas with high demand for on-street parking. Please note that disabled parking bays are available for use by any Blue Badge holder and are not reserved for specific individuals, or the applicant



Most disabled bays in residential areas are advisory, which means they cannot be enforced. A disabled bay must be included in a Traffic Regulation Order (TRO) to enable it to be enforced, and there is a relatively expensive and lengthy legal process to include a bay in such an Order, including public consultation. The presence of an upright sign, “Disabled badge holders only”, distinguishes an enforceable bay from an advisory one. Many disabled bays are well respected and do not need to be enforced and therefore are not included in a TRO. In town centre areas, roads with particularly high demand for parking and in Controlled Parking Zones, it will be necessary to include the bay in a TRO.

To be respected and to maximise use of the road space in areas where there is high demand for parking, the disabled bay should be in continual use. Disabled bays cannot therefore, be provided for the purpose of reserving a parking space for the Blue Badge holder’s visitors or to enable visitors to pick them up or drop them off.

A disabled bay may be removed if it is not seen to be in regular use or if the applicant no longer meets the criteria above (in which case a letter will be sent to the applicant to advise them). Reviews may be undertaken periodically to check if disabled bays are still required and that applicants still meet the criteria.

If there are already several disabled bays on a residential street, and it can be demonstrated that this is impacting the ability of non-Blue Badge holders to find parking near their homes, any new application for a disabled bay will prompt a review of the usage of existing bays. This review will assess whether the current disabled bays meet the demand in the area and whether an additional bay is needed. If it is determined that the existing provision is

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sufficient, no further bays will be added unless the applicant submits a letter from their doctor confirming that they are unable to walk to the nearest disabled bay.

Disabled parking bays cannot be installed in the following locations:

- on private land (for example land maintained by a housing association or that is not a public road)
- on a bend, brow of a hill, close to a junction, or within a turning area in use
- where parking is not allowed in front of your address (such as marked bus stops, yellow lines or zig zags)
- on a verge, speed hump or other uneven surface
- where the road is too narrow
- outside other residents' houses (in most circumstances)
- where you would need to cross a busy road to access the bay.
- Where the bay would otherwise result in a road safety or congestion risk

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Related Legislation and Guidance

Road Traffic Regulation Act 1984 Section	Provision
Sections 1, 2 and 4	Prohibition and restriction of waiting, one-way streets, prohibition of entry and left or right turns, or other specified movements
Sections 32, 35	Provision of parking places on roads without payment, including disabled persons' parking places
Sections 32, 35, 45, 46, 49, 51, 53	Provision and regulation of parking places on road with payment

Legislation and other guidance

- Road Traffic Regulation Act 1984
- Transport orders guidance - GOV.UK
- Highways Act 1980
- Acquisition of Land Act 1981
- New Roads and Street Works Act 1991
- Town and Country Planning Act 1990
- Road Traffic Regulation Act 1984

Disabled Bay Application Process

If all the following describe you, then you can apply for a disabled parking bay to be installed close to your home:

- You currently use a blue badge disabled parking permit.
- You receive the higher rate of the mobility component of the Disability Living Allowance.
- Your car is registered at your property.
- You don't have a driveway or access to parking close by, including a residents permit parking scheme

Applications can me made via the Wokingham Borough Council website at: Apply for a disabled parking bay

Applicants are expected to take steps to amend existing garages and hard standings, which may be presently used for storage of other vehicles or goods or by have an unsuitable layout for parking, usable as a parking place in lieu of applying for a disabled persons parking bay. Applications will be considered on the following grounds:

- There must be a suitable safe location on theroad for the vehicle to park where it will not give rise to undue congestion or be detrimental to road safety.

- Markings will not be provided where their use will result in a contravention of an existing parking restriction, the Highway Code or any other Wokingham Borough Council policy.

- If a marking is required in front of another person's property it may be necessary to consult the occupiers.

Applicants are expected to notify the Council should the bay no longer be required. Should the marking be damaged or removed as a result of oad works, it will be replaced by the organisation responsible for the works. However, should the bay require replacing due to normal wear and tear, the applicant is expected to re-apply so the Council can be sure that the installation of the bay remains warranted. In the event that circumstances require parking restrictions to be installed where the bay is located, the council will endeavour to contact the applicant give them the opportunity to share their views.

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Service Standards

Regarding applications for disabled parking bays, residents will be informed of the outcome within three months of receipt of a complete submission. Applications that do not contain all required information or do not include required associated documentation will be refused and the applicant will be required to reapply.

The decision of the investigating officer will be final. Any disputes regarding the validity of this decision can be made via the Council's formal complaints process.

The time taken to mark the bay on the road will depend on various factors including the wEather.. It is not cost-effective to carry out small-scale road marking work individually, so a disabled bay may not be marked until other road works are scheduled in the area. With these factors in mind, a disabled bay will usually be marked within twelve weeks of notifying the resident that their application was successful.

Document Control

This policy and procedure is owned by the Highways and Transport Department.

Version	Date	Changes	Reviewer	Review Date
V0.1	14/01/2025	Initial policy	Jennifer Gale	
V0.2	15/07/2025	Draft release	Edward Day	

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