# Disabled parking exemption in Cornwall Council car parks

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

- By post to **Parking Services, PO Box 664, Truro, TR1 9DH**
- Or you can pay by cash or debit/credit card payment at a One Stop Shop. They will provide you with a receipt to attach to your form. Once you have all the relevant supporting documents you can then submit this at the One stop shop to be passed on to Parking Services.

**Please note: You will not be registered and able to park for free until you have a confirmation email or correspondence from us. This may take up to 10 days if the postal service is being used.**

## 1. Your details

(NB: This needs to be the details of the registered keeper of the vehicle). It is an offence not to inform the DVLA of a change of keeper or the vehicle or change of the registered keepers address. Only one vehicle can be registered per person.

<table>
<thead>
<tr>
<th>Title: Mr [ ] Mrs [ ] Miss [ ] Ms [ ]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Forename(s):</td>
</tr>
<tr>
<td>Surname:</td>
</tr>
<tr>
<td>Address:</td>
</tr>
<tr>
<td>Email:</td>
</tr>
<tr>
<td>Tel no: [ ] Mobile: [ ]</td>
</tr>
</tbody>
</table>

## 2. Vehicle registration details

– Only vehicles registered as ‘Disabled’ on the vehicle registration document (V5C) can be added to the scheme. Hire, courtesy and rental vehicles cannot be added. If you have a Motability vehicle they will provide a copy of the registration certificate (V5C). Please telephone them on **0300 456 4566** or go online to [www.motability.co.uk/cars-and-wavs/customer-area/request-copy-of-v5c](http://www.motability.co.uk/cars-and-wavs/customer-area/request-copy-of-v5c) to obtain a copy.

<table>
<thead>
<tr>
<th>Vehicle registration no:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Vehicle make:</td>
</tr>
<tr>
<td>Vehicle colour:</td>
</tr>
<tr>
<td>Current tax expiry date:</td>
</tr>
</tbody>
</table>
3. Evidence of eligibility – Please tick the relevant box and provide a copy of your evidence.

Please do not send original documents as we will not be able to return them.

- [ ] V5 Document relating to the vehicle shown above
- [ ] New vehicles Motability confirmation letter showing new registration number

4. Payment

- [ ] I have enclosed a cheque/postal order for £10 (made payable to Cornwall Council.)

- [ ] I have already made a telephone payment on Date: 

  Cornwall Council Reference number:

- [ ] Cash payment made - One Stop Shop receipt attached.

Please sign the Declaration below:

Declaration

- I declare that I meet the Disabled Persons parking exemption scheme requirements as outlined in this application.
- I understand the exemption can only be used in conjunction with an appropriate and valid disabled person’s blue badge.
- I understand misuse will lead to any exemption issued being withdrawn.
- I confirm I will notify Cornwall Council immediately should any of the details above change.

Signed: 
Dated: 

Checklist

Have you enclosed the following:

1. Copy of the vehicles V5 or Motability confirmation
2. Payment or receipt as appropriate

Data Protection Act 1998 Privacy Notice

The information you provide on this form will be used by Cornwall Council’s Parking Services to assess and administer your application for a Disabled Person’s Parking ‘exemption’. The information provided may also be disclosed to our own and other local authority Blue Badge administration teams, the Police, Cornwall Council Audit Services, and the DVLA for the purposes of the prevention and detection of fraud.

The Council is under a duty to protect the public fund it administers and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also be required to share this information with other organisations responsible for auditing or administering public funds for these purposes.

Your information will be held securely on our password protected network and will then be destroyed in a secure manner in accordance with Cornwall Council’s Record Retention Guidelines. We will not share your data with any other third party or use it for marketing or any purpose other than those stated. For further information, please check our Data Protection pages which can be found at www.cornwall.gov.uk.