

## H-Bar Application Form

<b><u>Applicants Details</u></b>	
<b><u>Name</u></b>	
<b><u>Address</u></b>	
<b><u>Contact number</u></b>	
<b><u>Email Address</u></b>	
<b><u>H-Bar Assessment Fee</u></b> - £119.10 (Payment due before assessment - non- refundable)	
<b><u>Blue Badge Holders are exempt</u></b> The assessment for Blue Badge holders will be carried out free of charge providing the Blue Badge holder resides at the dwelling for which the H-bar marking is requested. By signing the declaration, you confirm that permission is given to Bedford Borough Council to verify the Blue Badge information supplied on this form with the Authority that issued the Blue Badge.	
<b><u>H- Bar Installation Fee</u></b> - £142.85 (payment due before installation)	
Before submitting your application form, please telephone Bedford Borough Council on 01234 718040 to pay any applicable fee by debit or credit card and obtain your payment reference numbers. Please email your completed form to Traffic.Management@bedford.gov.uk	
<b>Assessment Payment Reference</b>	
<b>Installation Payment Reference</b>	
<b><u>Blue Badge Details</u></b>	
<b><u>Name of Badge Holder</u></b>	
<b><u>Issued By (Authority)</u></b>	
<b><u>Badge Number</u></b>	<b><u>Expiry Date</u></b>
<b><u>Declaration</u></b> I confirm that I have read the information sheet and understood the criteria for an H-bar marking. I give permission to Bedford Borough Council to carry out an assessment to install the H-Bar road marking outside my dwelling. I confirm that I understand that Bedford Borough Council will normally carry out the necessary work within 20 working days. I also understand that this work may be delayed due to circumstances beyond the council's/contractor's control, e.g. adverse weather conditions, parked vehicles, pandemic. Please sign the declaration to confirm acceptance of the criteria and the fees.	
<b><u>Signature</u></b>	<b><u>Date</u></b>

## **Driveway Protection Road Marking (H-Bar) - Information Sheet**

H-bar markings are advisory road markings only and have no legal basis upon which parking enforcement can be carried out.

However, it is an offence to park in front of dropped kerbs. If a vehicle blocks a driveway, the resident can request parking enforcement by contacting Bedford Borough Council's Parking Services on 01234 718040. An enforcement officer will then visit the site and issue a Penalty Charge Notice (PCN) for the offence, subject to available resources.

Before the H-bar marking application can be considered, we must carry out an assessment for suitability. Your property must have an existing dropped kerb and driveway which leads to a place where a vehicle can be stored off the public highway, otherwise your application will be declined.

Bedford Borough Council charges for carrying out assessments and for undertaking the necessary work involved with installing any subsequent H-bar marking. Please see the table below for current fees.

### **Fees**

H-bar assessment **£119.10 (non-refundable)** **Blue Badge holders Free of charge**

H-bar marking (**all applications**) **£142.85**

Please note that Blue Badge holders are exempt from the H-bar assessment fee, but the Blue Badge holder must reside at the dwelling for which the H-bar marking is requested, and consent must be given for us to consult with the Authority that issued the Blue Badge.

### **The Assessment**

An assessment will usually be carried out within 10 working days of receiving a completed application together with the appropriate assessment fee.

Please note that we are unable to accept cheques or cash payments for fees, so please telephone Bedford Borough Council on 01234 718040 to pay the assessment fee (if applicable) by debit or credit card.

The assessment fee (if applicable) should be paid prior to submitting your application to us, as you will be given a payment reference which you will need to include on your completed application form. (Blue Badge holders should write n/a on the form in place of the reference).

We must be satisfied that your vehicle is to be stored off the public highway. If this cannot be demonstrated the application will be declined.

We will contact you after the assessment has been carried out to let you know whether your application has been successful. If successful you will be required to pay the installation fee before the H- Bar marking can be carried out.

### **Installation of the H-bar Marking**

Following receipt of your payment for the installation of the H-bar marking, we will endeavor to complete the work within 20 working days. However, this will be subject to appropriate working conditions, e.g. good weather and the area being clear of parked vehicles.

Please note that the H-bar marking cannot be relocated. So, in the event that you move house, for example, a new application and new fee payment(s) would be required if you wanted an H-bar outside your new property.

### **Maintenance**

Bedford Borough Council will be responsible for all future maintenance of the H-bar marking.