



Nottinghamshire  
County Council

# Special Access Permit Application

- Please read the 'Special Access Permit Guidelines' before completing this form.  
To download the guidelines visit: [www.nottinghamshire.gov.uk/specialaccess](http://www.nottinghamshire.gov.uk/specialaccess)
- Your application cannot be considered without:
  - (a) a signed passport size photograph taken within the last 6 months
  - (b) documentary evidence of the allowance you are currently claiming (photocopies are acceptable)

**(BLOCK LETTERS PLEASE)**

## PART 1. Personal Details

Mr/Mrs/Miss/Ms \_\_\_\_\_ Surname \_\_\_\_\_

Forenames (in full) \_\_\_\_\_

Date of birth \_\_\_\_\_ Address \_\_\_\_\_

Postcode \_\_\_\_\_ Telephone Number \_\_\_\_\_

email Address \_\_\_\_\_

## PART 2. Allowance

Please tick the relevant box

Is this a      New Application         Renewal  

Do you claim      Disability Living Allowance (Mobility Component)         Motability     
War Pensioners Mobility         No Benefit  

\*individuals who are over 65 years old and have severe difficulty in walking may qualify. We will ask for further medical information to support your application.

## PART 3. Declaration

I declare all information given in this application is correct and understand that a false statement may render me liable to prosecution.

I understand that any misuse of the permit will lead to its invalidation and withdrawal.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Existing permit number (if applicable) \_\_\_\_\_

Now send this form to the address below, you will need to enclose:

- CURRENT Documentary evidence of the allowance you are claiming (photocopies are acceptable).
- A SIGNED recent passport size photograph.

The above information will be treated as confidential.

### FOR OFFICE USE

Documentary Evidence \_\_\_\_\_ Expiry \_\_\_\_\_

Permit No. \_\_\_\_\_ Category 4 \_\_\_\_\_

Comments \_\_\_\_\_



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### Contacting us

phone **01623 434942**  
post **Central Processing Unit**  
**PO Box 9452**  
**Nottingham NG15 5BR**  
internet **www.nottinghamshire.gov.uk**  
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Please recycled when you have finished  
with this publication.



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# Special Access Permit Guidelines

The Special Access Scheme is a concession granted to persons who have particular mobility difficulties to allow vehicular access to pedestrian areas in Nottinghamshire.

## Who can have a permit?

You are entitled to a permit if you receive any of the following as a result of a disability:

- Free road tax for your own or someone else's car
- The higher rate of the mobility component of Disability Living Allowance
- Motability.
- War Pensioner's Mobility Supplement

If you receive any of these benefits please return a photocopy of either:

- A Vehicle Excise Duty Exemption Certificate; or
- An official letter confirming an award of the higher rate of the mobility component of Disability Living Allowance dated for the current year; or
- An official letter confirming an award of War Pensioner's Mobility Supplement

If you do not receive any of the above allowances but experience considerable difficulty in walking you may still qualify for a permit if over 65yrs. We will need your permission to contact your family doctor for the purpose of obtaining medical information to support your application. The necessary forms will be sent to you once we have received your completed application form.

## Where and how to use the permit

- A Special Access Permit is valid for all Special Access Schemes in Nottinghamshire. Facilities for access vary from scheme to scheme. Details are included in this leaflet.
- The Special Access Permit must be clearly displayed on the nearside window when entering into and while in the pedestrian area. You should remove it at all other times.
- On the rear of each permit is a photograph of the holder, this must be shown if requested by a Civil Enforcement Officer or Police Officer.
- Holders of a Special Access Permit can park in the pedestrian area for a maximum of three hours.

## Your duties as a permit holder

The purpose of the scheme is to allow you to visit shops and other places of interest. You should use the permit with care and attention to the rules.

### The following constitute misuse of a permit:

- Allowing other people to use the permit
- Remaining in the vehicle, parked in a pedestrian zone, while your driver or other passenger undertakes shopping etc.
- Using a permit which has expired.

## Points to remember

The permit is provided free of charge, and can be withdrawn at any time by Nottinghamshire County Council.

## European blue badge (disabled) scheme

Parking benefits provided by the Blue Badge Scheme are not affected by this scheme. A Special Access Permit cannot be used in place of a Blue Badge or vice versa. For further information on the Blue Badge scheme contact 08449 808080.

### When in the pedestrian zone:

- Pedestrians have right of way.
- Only park in the pedestrian area if absolutely necessary.
- Permit holders may park for a maximum of three hours.
- Never park where it would cause an obstruction or danger to pedestrians.
- Drive slowly.
- Watch out - especially for children.

## Renewing your permit

### You will need a new permit:

- If your permit expires.
- If you change your name or address you should let us know.

## Where to apply

### Application forms are available from:

Nottinghamshire County Council  
Central Processing Unit  
P O Box 9452  
NOTTINGHAM  
NG15 5BR

Please mark your envelope; 'Special Access Permits'

For more information call **01623 434942**

## Special access schemes in Nottinghamshire

### Beeston Town Centre

High Road - Special Access Permit holders only.

### Retford Town Centre

Carolgate - Special Access Permit holders only.

### Worksop Town Centre

#### Bridge Street, Bridge Place

Special Access Permit holders at any time.

Blue Badge holders - before 10am or after 3.30pm

Mon to Sat - all day Sunday.

### Arnold Town Centre

#### Front Street, Market Place

Special Access Permit holders at any time.

Blue Badge holders - before 10am or after 4pm Mon

to Sat - all day Sunday.

### Mansfield Town Centre

**Stockwell Gate** (Rosemary St - Queen St)

**Leeming Street** (Clumber St - Market Place)

**Church Street** (Market Place - White Hart St)

**Westgate** (St John St - Regent St) **Saturday.**

**(market stalls). Park in marked spaces only**

**Queen Street** Blue Badge Holders (At Any Time)

**Park in marked spaces only**

**Service Area D** (behind Four Seasons Centre nr

Debenhams) No Blue or Special Access Permit

Parking. **No access Wednesday/Thursday, Friday or**

**Saturday**

### Newark Town Centre

**Stodman Street** - Middle Gate to Market Place

**Bridge Street** -whole length

**Market Place** - East side Bridge St. to White Hart Yard.

**Carter Gate** - Lombard Street to Barnby Gate

**Marked spaces only**

Special Access Permit holders only. Parking in these

areas only.

### West Bridgford Town Centre

**Central Avenue - Tudor Square to Bridgford Road**

**Junction.** Special Access Permit holders only at any

time.

*NB Holders of a Blue Badge only may not enter these pedestrian areas, except where specified above.*

*However parking for Blue Badge holders will generally be found in close proximity to these areas.*

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## WARNING

ANY PERSON KNOWINGLY MAKING A FALSE STATEMENT TO FRAUDULENTLY OBTAIN A PERMIT IS LIABLE TO A FINE NOT EXCEEDING £2,500 (SECTION 115/2 ROAD TRAFFIC REGULATION ACT 1984).