Supporting letter: disability priority or concession request for a dropped kerb

This template is general information, not legal advice. Councils' requirements differ: check your own council's dropped kerb page and application form before you send anything, and change the wording to fit your situation.

Important: councils decide for themselves whether to offer any discount, fee waiver, relaxed criteria or priority for disabled applicants, and many offer none. This letter asks the council to consider your circumstances; it doesn't create a right to a concession.

[Your name]
[Your address]
[Postcode]
[Email / phone]

[Date]

[Highway authority name], [dropped kerb / vehicle crossing team]
[Address or email from the council's website]

Dropped kerb application at [property address]: request to consider disability circumstances [reference, if you have one]

Dear [name or Sir or Madam],

I am applying [or: have applied on (date)] for a dropped kerb (vehicle crossing) at the address above. I am writing to explain why off-street parking is important for [me / my (relationship), (name)], who lives here and is disabled, and to ask whether the council can take this into account.

About the disabled person and why off-street parking matters:

- [e.g. 'I use a wheelchair and need space beside the car to transfer, which isn't possible on the road outside']
- [e.g. 'I can only walk a few metres; the nearest place to park on the street is often (distance) away']
- [e.g. 'I need to charge my electric Motability car / mobility scooter at home']
- [e.g. 'Carers / district nurses visit (frequency) and need level, safe access to the door']

Please could you tell me whether the council offers, or would consider, any of the following (delete what doesn't apply):

- a reduced or waived application fee, or a discount on construction, for Blue Badge holders or disabled residents;
- relaxing any criteria that my property doesn't fully meet, for example [parking-area depth / width / verge length], because of the disabled person's needs;
- a wider crossing or hardstanding to allow for wheelchair access, for example [width] metres;
- prioritising the inspection or works, because [reason, e.g. hospital discharge date / progressive condition];
- an alternative, such as a disabled parking bay, if a dropped kerb isn't possible.

I enclose: [copy of both sides of the Blue Badge] [proof the badge holder lives at this address, e.g. utility bill dated within 3 months or benefit award letter] [occupational therapist / GP / other professional letter] [site plan and photos] [landlord's consent, if I rent].

[If you are also applying for a Disabled Facilities Grant: 'I have applied to (district / council) for a Disabled Facilities Grant, reference (ref), which may fund the hardstanding and crossing. Please let me know if you need anything from the grants team.']

Thank you for considering this. Please let me know if you need more information or would like to visit.

Yours sincerely,
[Your name]

Optional: supporting statement from a professional

I, [name], [occupational therapist / GP / physiotherapist / social worker / other], [registration number, if any], of [organisation], know [disabled person's name] in a professional capacity. In my view, off-street parking at [address] would [e.g. 'enable safe transfers from wheelchair to car' / 'reduce the risk of falls' / 'support them to live independently'] because [brief reason].

Signed: _____ Name: _____
Role and organisation: _____ Date: _____
Contact details: _____

More about Blue Badge concessions, grants and disabled bays:
droppedkerbguide.co.uk/dropped-kerb-disabled-access