

# 'H' Bar Markings

## Application Form (HM001)



Please read the 'H' mark policy document before completing this application form.

Please complete this form electronically or online and once complete email us at [hbar@solihull.gov.uk](mailto:hbar@solihull.gov.uk)

### 1. Personal Details

Name of applicant(s):

Address of applicant(s):

Email Address and daytime contact telephone number(s):

Address of property/ location involved in request (if different):

### 2. 'H' Mark Request

**2a)** An 'H' bar marking will only be provided on the adopted Public Highway. The provision of 'H' bars is restricted to locations where there are particular difficulties arising from persistent obstruction of accesses caused by parked vehicles where the following criteria apply.

Please tick the following criteria that apply to your request, and provide further details in the box below clearly stating the reason for the request:

- Length of Public Highway subject to Limited Waiting Restrictions.
- Parking is generated by adjacent local facilities, such as shops, public houses, schools etc.
- Private access to at least three or more properties. Please note neighbour agreement will be checked.
- Private access for household where an occupant is in receipt of either the higher or lower rate mobility component of the Disability Living Allowance, or a Doctor's letter confirming that, in the Doctor's opinion, they would have been eligible for the allowance if they were to apply for it and they were under 65 years of age. (*enclosed*)
- Other. Please provide comments in the box below clearly stating the reason for the request.

**2b)** With reference to the guidance of 'H' bar mark sizes in the associated Policy; please complete as appropriate:

- The request is for a new 'H' marking, of approximately  metres
- The request is for an 'H' marking renewal, of approximately  metres
- The request is for the removal of an existing 'H' marking, of approximately  metres

Please note that a standard kerbstone is approximately 0.9m long.

**2c)** Please tick the appropriate box, and provide further details in the box below:

- The request is for an 'H' marking located across my private/shared access.
- The request is for an 'H' marking is not outside my property. Please provide precise location below, then proceed to section **3**.

Further details: Please attach a photograph or street-view where necessary, to aid location identification.

**2d)** Please tick the appropriate box

- The H marking I am requesting does not cross the access to my neighbour's property.
- The H marking I am requesting crosses my neighbour's access at (address).

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and I have their agreement. *Please note agreement will be checked.*

### 3. Payment

There is a standard fee for installing a H bar marking (up to 6m in length) of £87.50. This cost includes both the administration fee and cost to physically carry out the work. For H bar marks longer than 6m please contact us at [hbar@solihull.gov.uk](mailto:hbar@solihull.gov.uk) prior to completing the application fee.

The charges referenced are only charged once an application has been submitted and approved and do not apply in the following instances:

- The applicant is in receipt of higher rate mobility component of the DLA
- The applicant is in receipt of lower rate mobility component of the DLA
- Enclosed is a Doctor's letter confirming that, in the Doctor's opinion, the applicant would be eligible for the allowance if they were to apply for it and was under 65 years of age
- The request is as a result of resurfacing works
- The request is in the general public interest, NOT across a vehicular access

Please tick all that apply

*Please note that the above information will be checked and verified.*

### 4. Confirmation

Once a request for an 'H' marking is made it is assessed against the criteria in the 'H' bar markings policy document. Should the request be made for a private access to two or more properties then the neighboring property will be contacted before a final decision is made. We will then review and let you know within 28 days whether it has been successful. When we contact you, we will send you a plan showing you the proposed extent of the new H Bar, along with a reference number which you can use to pay the application fee online if you wish to proceed.

Once we have received confirmation that the fee has been paid, the works typically take between 6-8 weeks from ordering before they are installed. Please note that if the location is scheduled for resurfacing at a point within the next 3 months, H bar markings will not be laid until after those works have been completed.

**I declare that I have read, understood and agree to the conditions outlined in this form and in the 'H' bar marking policy document. All information I have provided is accurate to the best of my knowledge.**

Supporting documents such as photograph(s), Doctor's letter. Please list below and attach as appropriate.

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Signed: \_\_\_\_\_

Date: \_\_\_\_\_