

## Blue Badge Application Form - Guidance Notes

### Personal details

You will be asked for some personal details to help us deal quickly with your application. It will also help to prevent fraud. This will include:

- your National Insurance Number or Child Reference Number for applicants under 16 years old (which can be found on your Child Benefit award letter)
- your driving licence number if you have a driving licence
- your surname at birth or your surname on an Adoption Certificate
- details of the town and country where you were born

### Badge details

If you already have a Blue Badge, you will be asked to supply the badge number, expiry date and the name of the issuing local authority. These can all be found on the front of the badge.

### Vehicle details

You will be asked to provide the Vehicle Registration Numbers of the three vehicles in which you are most likely to use a Blue Badge.

### Proofs of address and identity

#### Identity:

If your application is approved you will be required to provide evidence of your identity, by supplying a certified copy of **one** of the following:

- your birth/adoption certificate
- marriage/divorce certificate
- civil partnership/dissolution certificate
- valid driving licence or passport.

A certified copy is a photocopy of a document that has been verified as being true by a person who holds a certain position of responsibility.

The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature, printed name and occupation.

#### Address:

If your application is approved you will be required to provide evidence of your identity, by supplying a copy of **one** of the following:

- Council Tax bill bearing my name and address, dated with the last 12 months

- Award letter from Service Personnel and Veterans Agency
- Benefit award letter from the Department for Work and Pensions
- Confirmation letter from Social Services or another local authority service that the person is resident
- Valid driving licence
- Housing benefit (or other type of benefit) award letter dated within the last 12 months
- Pensions letter from The Pension Service

Any original documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed by the issuing authority.

### **Registered as blind (Severely Sight Impaired)**

If you are registered as severely sight impaired (blind), you will be asked to state the name of the local authority or borough with which you are registered. In many cases, you will be registered with the same authority to which the application for a badge is being made. If this is not the case, local authorities will check with the named authority that you are registered as severely sight impaired.

The formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are severely sight impaired (blind). However, registration is voluntary.

### **In receipt of the Higher Rate of the Mobility Component of the Disability Living Allowance**

If you receive the Higher Rate of the Mobility Component of the Disability Living Allowance (HRMCDLA), you should have had an award notice letter from the Pension, Disability and Carers Service (PDCS). You will also have been sent an annual uprating letter stating your entitlement. A copy of this uprating letter can be used as proof of receipt of HRMCDLA if your award letter is more than 12 months old.

If you have lost your HRMCDLA award letter or your uprating letter, then please contact the PDCS for a current award letter by:

- Telephone: 08457 123 456
- Textphone: 08457 22 44 33

### **In receipt of a War Pensioner's Mobility Supplement**

You should have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. You must enclose a copy of this letter as proof of entitlement as requested.

If you have lost this letter, then the Agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

### **In receipt of a tariff within 1-8 (inclusive) of the Armed Forces Compensation Scheme**

You will have been issued with a letter from the Service Personnel and Veterans Agency confirming the level of your award and also confirming that you have been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. You must enclose a copy of this letter as proof of entitlement as requested.

If you have lost this letter, then the Agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

### **Applicants with walking difficulties**

Applicants are asked to describe the nature of their disability and give an estimate of the maximum distance they can walk without assistance or severe discomfort. It can be difficult to accurately work out the distance you can walk. There are several things that can help you:

- Ask someone to walk with you and pace the distance you walk.
- The average adult step is just under 1 metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres (or 100 yards).
- The average double-decker bus is about 11 metres (or 12 yards) long.
- A tennis court is about 24 metres (or 26 yards) long.
- A full-size football pitch is about 100 metres (or 110 yards) long.

If you still find it difficult to work out the distance you can walk in metres, please note:

- The number of steps you can take, and how long, in minutes, it would take you to walk this distance.
- About your walking speed.
- The way that you walk, for example, shuffling or small steps etc.

We may ask you to have a mobility assessment with an Occupational Therapist in order to determine whether you meet the eligibility criteria.

### **Applicants with disability in both arms**

Please complete this section if you have a severe disability in both arms. You will need to show that you drive a vehicle regularly, that you have a severe disability in both arms and that you are unable to operate, or have considerable difficulty operating, all or some types of on-street parking equipment. You will need to satisfy all three conditions above in order to obtain a badge. We may make arrangements to meet applicants applying under this criterion.

### **Applicants under the age of three**

Please complete this section on behalf of:

- children under three years of age who have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; or
- children under three years of age who have a medical condition which means that they need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

A parent or guardian must apply on behalf of a child under the age of three.

The list of bulky medical equipment referred to above may include:

- ventilators
- suction machines
- feed pumps
- parenteral equipment
- syringe drivers
- oxygen administration equipment
- continuous oxygen saturation monitoring equipment
- casts and associated medical equipment for the correction of hip dysplasia

We may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- tracheostomies
- severe epilepsy/fitting
- highly unstable diabetes
- terminal illnesses that prevent children from spending any more than brief moments outside and who need a quick route home

Please note that the above lists are not exhaustive to allow for new advances in technology and treatment equipment.

### **Applications from Organisations**

An organisational badge may be issued to organisations whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually. Eligible disabled persons are defined as a person who is over two years old and:

- receives the Higher Rate of the Mobility Component of the Disability Living Allowance; or

- is registered blind (severely sight impaired); or
- receives a War Pensioner's Mobility Supplement; or
- receives a lump sum benefit under the Armed Forces and Reserved Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and has been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter; or
- has a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

In addition, eligibility covers children under the age of three who fall within either or both of the following descriptions:

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty;
- a child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given.

Organisational Badges will therefore only be issued to an organisation which both:

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for a individual Blue Badge; and
- Has a clear need for an organisational badge rather than using the personal Blue Badges of people it is transporting.

## **Declarations**

Mandatory declarations must be completed by all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read and understand these declarations, since not ticking those that are relevant to your applicant may result in us being unable to accept your Blue Badge application.

## **Payment**

Your local authority will only issue successful applicants with a Blue Badge once payment of the required fee (if any) has been received. You will be informed at the end of the application what fee is payable and how this can be provided. Please note, cash as payment is not accepted.

## **Digital photographs and logos**

### **Photos**

You will also need to provide a passport style photograph as this will appear on the back of the badge. The photograph can be submitted with your on-line application if you have a digital photograph that can be uploaded. Alternatively,

you can send a signed photograph to your local authority. The photograph must be the same standard as those supplied for use on passports and if posted your name should be shown clearly on the back

The Blue Badge will include a digital photograph which will form part of the badge design. The digital photograph will also be stored on the national database for identification and enforcement purposes.

Photographs used for Blue Badges are expected to be in accordance with passport standards. Further details of these requirements can be found here:-

[http://www.direct.gov.uk/en/TravelAndTransport/Passports/Applicationinformation/DG\\_174152](http://www.direct.gov.uk/en/TravelAndTransport/Passports/Applicationinformation/DG_174152)

In order to ensure consistency of approach, there are some additional criteria that will apply to digital photographs uploaded onto BBIS. These are as follows;

- Photographs should be in colour
- The permitted image types for the photograph are .JPG or .GIF
- The maximum size of the image is 200kb.
- The dimensions of the photograph on the badge will be 274 pixels (wide) x 354 pixels (high) @ 200dpi (depth of pixels per inch)

This equates to 1.37 inches (wide) by 1.77 inches (high) or 35mm (wide) by 45mm (high)

### **Organisation logos**

You will be asked to supply the company logo of your organisation if you are applying for an organisational badge. The criteria for these are largely the same as those for photo on individual's badges.

- Images can be in colour or black + white (in accordance with the company logo)
- The permitted image format is .JPG or .GIF
- The maximum size of the image is 200kb.
- The dimensions of the logo/image on the badge will be 274 pixels (wide) x 354 pixels (high) @ 200dpi (depth of pixels per inch)  
This equates to 1.37 inches (wide) by 1.77 inches (high) or 35mm (wide) by 45mm (high)
- The same rules regarding aspect ratios apply as for photos.