

Blue Badge Application Form - Guidance Notes (Child – Under the Age of 3)

Personal details

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

- The Child Registration Number for applicants (which can be found on your Child Benefit award letter)
- The driving licence number of the parent/guardian if they 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 the applicant already has 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 the applicant is most likely to use a Blue Badge.

Proof of address and identity

Identity:

If the application is approved you will be required to provide evidence of the applicant's identity, by supplying a photocopy of **one** of the following:

- Your birth/adoption certificate

Address:

If the 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 the parent/guardian name and address, dated with the last 12 months

- Benefit award letter from the Department for Work and Pensions bearing the parent/guardian name and address, dated within the last 12 months
- Confirmation letter from Children's Services or another local authority service that the person is resident
- Valid driving licence bearing the parent/guardian name and address
- Housing benefit (or other type of benefit) award letter dated within the last 12 months bearing the parent/guardian name and address
- Pensions letter from The Pension Service bearing the parent/guardian name and address

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.

Section 2 - 'subject to further assessment'

Please complete this section on behalf of:

- Children 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 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.

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

NCC 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 how this can be provided.

Digital photographs

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 the applicant's 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.