

Tel: 0344 800 8020

## Blue Badge Application Form Lost/Stolen/Replacement Badge

Please complete all relevant sections of the application and supply photocopies of the appropriate documents to confirm your address, identity and evidence of eligibility. When completing this form you may find the accompanying guidance notes helpful.

Norfolk County Council may refuse to issue a badge if you do not provide all of the information required.

If you require this application form in an alternative version we can provide it in other languages, large print, Braille or CD. Please contact us by telephoning 0344 800 8020.

**Section 1 – Information about the applicant**

If you are completing the form on behalf of an applicant who is under 16, or who is unable to complete the form themselves, please provide details in appropriate sections and sign the form on their behalf.

Further guidance on completing this section can be found in Section 1 of the accompanying guidance notes.

**Title** (Mr, Mrs, Miss, Ms, Other):

**First names** (in full):

**Surname:**

**Surname at Birth:**

**Gender:** Male  Female

**Date of Birth** (DD/MM/YYYY):   /   /

**Place of Birth:**

Town:

Country:

**Current Address and Contact Details (in full):**

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Postcode:

Home Tel:

Mobile Tel:

Email:

**Have you moved address since the original badge was issued?** Yes  No

**If you have moved address since the original badge was issued we will require proof of your new address, dated within the last 12 months:**

We need to check that you are a resident in the Norfolk County Council area before we can process your application. Please select one of the following options and provide photocopies of original documentation where relevant.

<input type="checkbox"/>	I have enclosed a photocopy of my Council Tax bill bearing my name and address, dated within the last 12 months
<input type="checkbox"/>	I have enclosed a photocopy of my medical prescription list which includes my name and address, and is dated within the last 12 months
<input type="checkbox"/>	I have enclosed a photocopy of a medical appointment letter with my name and address, dated within the last 12 months
<input type="checkbox"/>	If you have none of the above, please provide a photocopy of an original mortgage letter/statement from a bank or building society/utility bill which is dated within the last 12 months

**Has your badge been lost or stolen?** Yes  No

If yes please provide the Lost Property or Crime Reference number provided for you by The Police:

If no please provide the reason for the request for a Replacement Badge:

For damaged or defaced badges, the badge which is being replaced must be enclosed.

**Photographs:** Please enclose one passport-style photograph of the applicant taken within the last 6 months. The photograph needs to show the applicant's full face on a **light** background so that the holder can be easily identified. No one else should be in the photograph. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle.

Please ensure that the applicant's name is on the back of the photograph and that you complete Section 2(a) of this form to confirm the photograph is a true likeness.

Enclose **cheque or postal order** for £10 made payable to Norfolk County Council (please make sure Cheques are signed). PLEASE DO NOT SEND CASH.

## Section 2 – Declarations and Signatures

These questions should be answered by all applicants for a Blue Badge.

### 2a) Mandatory declarations about the information you have provided and the application process

- Please read the following declarations thoroughly.
- Please tick all relevant boxes to indicate that you have read and understood each declaration.
- Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.
- Providing fraudulent information may result in prosecution and a fine.

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. Any medical information that you have supplied to support this application is deemed, under the Data Protection Act, to be “sensitive personal data” and will only be disclosed to third parties as necessary for the operation and administration of the Blue Badge scheme, and to other Government Departments or agencies, to validate proof of entitlement or as otherwise required by law.

### Declarations to be completed by all applicants

<input type="checkbox"/>	I confirm that, as far as I know, the details I have provided are complete and accurate. I realise that you may take action against me if I have provided false information in this application form.
<input type="checkbox"/>	I confirm that the photograph I have submitted with my application is a true likeness.
<input type="checkbox"/>	I understand that I must not hold more than one valid Blue Badge at any time and if my current badge is found, I will return it to Norfolk County Council Blue Badge Unit.

### 2b) – Your signature against the declarations in section 2a and 2b

<b>Your signature:</b>	
<b>Date of application:</b>	(DD/MM/YYYY) <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Please print your name here:</b>	
<b>If signing on behalf of a child please state relationship:</b>	

### Return Postage

Clients are asked to take special care when returning applications – particularly when returning them in larger than normal envelopes (normal A5 envelopes measure 23cm x 16cm); **to please ensure that the correct postage is applied to the envelope** as Norfolk County Council cannot accept any additional costs incurred due to ‘**under-stamping**’. Failure to apply the correct postage may result in your application and documents being returned directly to you via Royal Mail.

# Blue Badge Application Form – Replacement Badge

## Guidance Notes

### What sections of the application form should I complete?

All sections of the form must be completed.

### Section 1 – Information about you

This section should be completed by all applicants for a Blue Badge. All fields should be filled in.

If you are applying for a Blue Badge on behalf of someone under the age of 16, then you will need to provide their Child Registration Number. This can be found on Child Benefit documentation.

### Proof of your address

If you have moved address since your last badge was issued, proof of your new address is required.

Proof of address should be in the form of a copy of a Council Tax bill bearing your name and address.

If you are not the Council Tax bill payer or the application is for a child or young person under the age of 16, please provide evidence of address using one of the alternative documents listed in Section 1.

### Crime Reference Number

A lost or stolen badge must be reported to the police and a crime reference number obtained. The lost/stolen badge details will also be given to enforcement officers and if the badge is used, the user could be prosecuted and fined up to £1000.

If the badge is found it must be returned to the issuing office on the badge.

Your application cannot be processed without this information.

### Damaged badges/other reasons for badge replacement

For damaged/replacement badges, the original badge must be returned with your application before the new badge can be issued.

The replacement badge can take up to 5 days to be processed.

### Blue Badge Issue Fee

The issue fee for a replacement Blue Badge is £10. Cheques or postal orders should be made payable to Norfolk County Council. PLEASE DO NOT SEND CASH THROUGH THE POST.

## **Other information**

You should also provide the Vehicle Registration Number of the three vehicles in which you are most likely to use a Blue Badge if your application is successful. This information helps local authorities with their enforcement of the Blue Badge scheme rules, but please note that you can use a Blue Badge in other vehicles too.

**Please note that the badge will be issued with the same expiry date as the original badge.**

## **Section 2 – Declarations and signatures**

Section 2a): The relevant 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 your local authority being unable to accept your Blue Badge application.

Section 2b): Please ensure you provide all information requested to enable your application to be processed. All applicants must sign and date the form prior to submitting.

Norfolk County Council may refuse to issue a badge if they have reason to believe that the applicant is not who they claim to be or that the badge would be used by someone other than the person to whom it has been issued.

If your badge application is successful, the leaflet “The Blue Badge scheme – rights and responsibilities in England” will be sent to you with the badge. This leaflet explains the rules of the scheme and how you should use the badge properly.