

Blue Badge

Application Form - Guidance Notes

What sections of the application form should I complete?

Individual applications:

Section 1 – Information about the applicant (**ALL APPLICANTS**)

Applicants who **automatically qualify** for a blue badge.

Section 2 – Applicants automatically qualify for a blue badge because they:

- Receive higher rate of the mobility component of Disability Living Allowance or from June 2013 receive Personal Independence Payment (PIP).
- Are registered blind (severely sight impaired), or if they wish to be registered blind and have a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist which states that they are severely sight impaired (blind).
- Receive the War Pensioner's Mobility Supplement.
- Receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive).

Applicants who **do not** automatically qualify for a blue badge must complete **at least one (all that apply)** of the following sections:

Section 3 – If the applicant has a permanent and substantial disability which causes inability to walk or the experience considerable difficulty in walking.

Section 4 - If the applicant is a driver who has a severe disability in both arms and is unable to operate, or has considerable difficulty operating, all or some types of on-street parking equipment.

Section 5 - If the applicant is a child under the age of 3 and must be accompanied by bulky medical equipment or needs to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

Section 7 – Declarations and signatures (**ALL APPLICANTS**)

Organisational applicants:

Section 6 – Applying for an organisational blue badge

Section 7 – Declarations and signatures (**ALL APPLICANTS**)

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Section 1 - Information about you

This section should be completed by **all individual applicants** for a Blue Badge. It does not need to be completed if you are applying for an Organisational 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.

There are questions for those who have already held a Blue Badge or who have a Blue Badge which is due to expire shortly. Applicants should note that only one badge will be valid for one applicant at the same time. The serial number can be found on the front of the badge.

Proof of your identity and address

Identity:

A certified photocopy of **one** of the following must be submitted with your application:

- 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 over 18 years of age who has known you for at least two years.

The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name and occupation alongside this information.

Address:

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

You will not need to submit your Council Tax bill if you have ticked the appropriate box in Section 1, which gives your consent for the local authority to check your address on their Council Tax records or electoral register.

If you are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

Blue badge issue fee:

All blue badges cost £10. The easiest way to pay is to enclose a cheque (payable to Ealing Council) with your application. Customers who do not submit a cheque will be contacted to take a debit / credit card payment over the telephone. If your application is unsuccessful a full refund will be provided.

Other information:

You should also provide the vehicle registration numbers of up to 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.

Section 2 – Questions for applicants who ‘automatically qualify’ for a blue badge

You will be automatically eligible for a badge if you are more than two years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria in section 2. You must provide the appropriate documentation to prove eligibility under one of the criteria.

From the date a complete application and ALL supporting documentation is received, applications that automatically qualify for a blue badge can take up to 21 working days to process.

Section 2a

Please complete this section if you are registered as severely sight impaired (blind) and state the name of the local authority or borough with which you are registered. If you are not registered with the same authority to which the application for a badge is being made we will check with the named authority that you are registered as severely sight impaired (blind).

The current 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.

Section 2b

Please complete this section if you receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA) or from June 2013 receive Personal Independence Payment (PIP). Please provide proof of entitlement. You will 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. This uprating letter can be used as proof of receipt of HRMCDLA if your award letter is not 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
- Email: DCPU.Customer-Services@dpw.gsi.gov.uk

This helpline is open from 7.30am to 6.30pm Monday to Friday.

Section 2c

Please complete this section if you receive a War Pensioner's Mobility Supplement (WPMS). You should have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. You must enclose the original of this letter as proof of entitlement.

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

Section 2d

Please complete this section if you receive a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and have been assessed and certified by the Service Personnel and Veterans Agency as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. 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 the original of this letter as proof of entitlement.

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

Section 3 – Questions for applicants who do not automatically qualify and require further assessment

Section 3 is to be completed if the questions in Section 2 do not apply to you and if you have a permanent and substantial disability which means you cannot walk or you experience considerable difficulty walking. A permanent disability is one that is likely to last for the duration of your life. Medical conditions such as asthma, autism, psychological / behavioural problems, Crohn's disease / incontinent conditions and Myalgic Encephalomyelitis (M.E.) are not in themselves a qualification for a badge. People with these conditions may be eligible under this criterion, but only if they are unable to walk or have very considerable difficulty in walking, in addition to their condition.

Applications that require further assessment may need to be referred to a third party and can take up to **42 working days** to process. This processing time begins from the date a complete application and ALL supporting documentation is received.

You are asked to describe the nature of your disability and give an estimate of the maximum distance that you can walk without assistance from another person 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 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 tell us:

- 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.

Your local authority may ask you to have a mobility assessment with a medical professional, such as a physiotherapist or occupational therapist, in order to determine whether you meet the eligibility criteria. You may have had a mobility assessment in the last 12 months which covered your walking ability and you can give details of this in the final box of Section 3.

Section 4 – Questions for applicants with disabilities in both arms who do not automatically qualify and require further assessment

Section 4 should be completed by applicants who 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. Local authorities may make arrangements to meet applicants applying under this criterion.

Section 5 – Questions for applicants under the age of three who do not automatically qualify and require further assessment

Section 5 should be completed 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; and
- casts and associated medical equipment for the correction of hip dysplasia.

A local authority 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; and
- 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.

Section 6 – Organisational badges

Please complete this section if you are representing an organisation applying for an organisational badge. 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. An eligible disabled person is defined as a person who is over two years old and:

- Receives the Higher Rate of the Mobility Component of 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 an individual blue badge; and
- Has a clear need for an organisational badge rather than using the personal blue badges of people it is transporting.

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Services Department) rather than to individual staff members.

All employees of the organisation who will be using the badge should be reminded that they must only use the badge for the purposes of transporting disabled people in their care who meet one or more of the eligibility criteria for a badge. These employees should be reminded that if they use the badge to take advantage of the concessions when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000.

It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge. Such operators are, of course, able to use an individual's Blue Badge when carrying that person as a passenger.

Section 7 – Declarations and signatures

All individual and organisational applicants must complete this section.

Section 7a): 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 application may result in your local authority being unable to accept your Blue Badge application.

Section 7b): You may wish to tick the optional declarations in order to speed up your application and improve the service you receive from your local authority. In doing so, you will be providing specific consent to your authority to allow them to share information about you with relevant departments and service providers within the authority.

Section 7c): Please use the checklist to ensure that you have enclosed ALL supporting documentation required. **Incomplete applications cannot be processed and will experience a delay.**

All applicants must sign and date the form prior to submitting it.

If you have completed the form on behalf of an applicants who is unable to complete the form themselves or is under 16 you **must** provide your contact details. The local authority may need to contact you to verify details included in the application. Not providing contact details could result in a delay in processing the application.

A local authority 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. The leaflet can be viewed at <http://www.dft.gov.uk/topics/access/blue-badge/>

Please send your completed form in the post to:

Ealing BBA
P O Box 68276
London
W5 9LQ

Ealing Council is committed to processing complete blue badge applications which are received with all necessary supporting documentation within the following timescales:

- 21 working days for applications that automatically qualify for a blue badge
- 42 working days for applications that do not automatically qualify and require further assessment.

Ealing Council is not able to provide a status update on your blue badge application unless the processing times outlined above have passed. Incomplete applications will experience a delay in being processed. Please ensure you allow enough time for your application to be processed before the expiry date of your existing badge.