



Blue Badge Application Form

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility.

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

Section 1 – Information about you

If you are completing the form on behalf of a child who is under 16 years of age, please provide their details in appropriate sections and sign the form on their behalf.

If you are applying on behalf of an organisation that cares for and transports disabled people then please do not complete Section 1. You only need to complete Sections 6 and 7.

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

Title: (Mr, Mrs, Miss, Ms)					
First names (in full):					
Surname:					
Name at birth:					
Gender:	Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>	<input type="checkbox"/>
Date of Birth (DD/MM/YYYY):					
Place of Birth (Town and Country):					
National Insurance Number/Child Registration Number: (National Insurance Numbers start with two letters, followed by six numbers then another letter. Child Registration Numbers are issued to people under the age of 16 – see					

section 1 of the accompanying guidance notes)							
Driving Licence Number: (If you hold a driving licence)							
Current address and contact details:							
	Postcode:						
	Home Tel: Mobile Tel:						
	Email:						
Previous address, if different in the last three years:							
	Postcode:						
Do you currently hold a Blue Badge?	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="text-align: right; width: 50%;">Yes:</td> <td style="width: 10%;"></td> <td style="text-align: center; width: 5%;"></td> <td style="text-align: left; width: 50%;">No:</td> <td style="width: 10%;"></td> <td style="width: 5%;"></td> </tr> </table>	Yes:			No:		
Yes:			No:				
If you already have a Blue Badge:	Which local authority issued you with the badge?						
	What is the serial number on the current badge?						
	What is the expiry date of the current badge?						
Proof of your address, dated within the last 3 months: We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following	Either: I give consent to the local authority to check my personal details on the local authority's Council Tax database so that I do not need to submit proof of my address:						
	Or: I have enclosed a Council Tax bill bearing my name and address, dated within the last 3 months:						
	Or: I do not pay Council Tax, am over the age of 18 and give consent to the local authority to check my address on the electoral role:						

options and provide original documentation:	Or: I do not pay Council Tax, am under the age of 16 and give consent to the local authority to check school records to confirm my address.		
Proof of your identity You must attach a certified photocopy of one of the following as proof of your identity:	Birth certificate/adoption certificate:		
	Marriage / Divorce certificate Civil Partnership/Dissolution certificate		
	Valid driving licence		
	Passport		
We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge.			
Photographs	<p>Please enclose two recent passport-style photographs of yourself (if you are the applicant) or of the person applying for a Blue Badge (if you are applying on their behalf). The photograph needs to show your, or their, full face so that the holder can be easily identified and 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.</p> <p>Please ensure that name is on the back of the photograph and you complete Section 7(b) of the application form to confirm that the photograph is a true likeness.</p>		
Badge issue fee (where applicable)	<p>Do not send any payment now, once an application is successful we will require payment of £10 by cheque, made payable to the London Borough of Hounslow.</p> <p>See section 1 of the accompanying Guidance Note</p>		
Payment will only be taken if your application for a Blue Badge is successful. You will only be issued with a Blue Badge once your payment has been received.			

Section 2 – Questions for ‘without further assessment’ applicants

These questions are intended for people who may qualify for a Blue Badge automatically because they are severely sight impaired (Blind), receive the Higher Rate Mobility Component of Disability Living Allowance, receive the War Pensioner’s Mobility Supplement or receive a qualifying award under the Armed Forces and Reserve Forces (Compensation) Scheme.

If you are unsure whether these questions apply to you, then please consult Section 2 of the guidance notes enclosed with this application form.

2a) People who are severely sight impaired (blind)

Are you registered as blind (severely sight impaired)?	Yes:		No:	
If YES, please state which local authority you are registered with:				
If YES, do you give consent to us to check the local authority’s register of blind people to see whether your disability is already known to the council?	Yes:		No:	
If NO, then please indicate whether you have enclosed a copy of your Certificate of Vision Impairment (CVI) or a BD8 form, signed by a Consultant Ophthalmologist and that you wish to be registered as blind.	Yes:		No:	

2b) People who receive the Higher Rate Mobility Component of Disability Living Allowance

Do you receive the <u>Higher Rate</u> Mobility Component of Disability Living Allowance?	Yes:		No:	
If YES, have you been awarded this benefit indefinitely?	Yes:		No:	
If NO, when is your award of this benefit due to end?				

If you are in receipt of the Higher Rate Mobility Component of Disability Living Allowance, you must enclose an original letter of entitlement to this benefit issued within the last twelve months or an original copy of your annual updating letter.

Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

I have enclosed proof of my award for the Higher Rate Mobility Component of Disability Living Allowance	Yes:		No:	
2c) People who receive the War Pensioner's Mobility Supplement				
Do you receive the War Pensioner's Mobility Supplement?	Yes:		No:	
<p>If you are in receipt of the War Pensioner's Mobility Supplement you must enclose an original letter of entitlement to this benefit. You should have an award letter from the Service Personnel and Veterans Agency (SPVA). If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.</p>				
2d) People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme				
Do you receive a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1 – 8 (inclusive) and have been certified by the SPVA as having a permanent and substantial disability which causes inability to walk or very considerable difficulty walking?	Yes:		No:	
<p>If you are in receipt of the above mentioned awards under the Armed Forces and Reserve Forces (Compensation) Scheme, the Service Personnel and Veterans Agency (SPVA) will issue you with a letter 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 copy 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.</p>				

Section 3 – Questions for ‘subject to further assessment’ applicants with walking difficulties. These questions are intended for people who have answered NO to all of the questions in Section 2I. Please note that you will only qualify for a Blue Badge under this criterion if you, or the person on whose behalf you are applying, are over two years of age and:

- **have a permanent and substantial disability which means you are unable to walk; or you have very considerable difficulty in walking;**

If you are unsure whether these questions apply to you, then please consult the guidance notes enclosed with this application form.

Under this criterion Blue Badges are only issued to people who are unable to walk at all, or who demonstrate very considerable difficulty in walking due to a permanent and substantial disability.

Please describe: <ul style="list-style-type: none"> • Any medical conditions / disabilities which affect your walking. • If you know them please state the medical terms for the condition you have been diagnosed with. 	Medical conditions / disabilities	
Please describe: <ul style="list-style-type: none"> • Any surgeries, courses of treatment or specialist clinics you have undergone in relation to each medical condition / disability you have mentioned. • Please state when you underwent any relevant surgery or treatment. 	Surgeries / courses of treatment / specialist clinics	Dates you received this treatment
What medication	Medication	Dosage

<p>do you currently take in relation to the conditions / disabilities you described above?</p>				
<p>Are you currently taking any pain relief in relation to the medical conditions / disabilities you mentioned above?</p>	<p>Yes (please explain what you are taking and how frequently you need it, below):</p>		<p>No:</p>	
<p>Are you currently... (Please tick whichever statements apply to you and provide further details in the space below)</p>		<p>Awaiting surgery in relation to the conditions described above?</p>		
		<p>Recuperating from surgery in relation to the conditions described above?</p>		
		<p>Awaiting treatment for any of the conditions described above?</p>		
		<p>Managing your condition/disability since you have been advised it is not expected to improve any further?</p>		
		<p>None of the above</p>		
<p>Please give details of the healthcare professionals, or specialists (including your GP) who have been treating you in relation to the conditions /</p>	<p>Name</p>	<p>Job title</p>	<p>Hospital / Health Centre</p>	<p>Telephone number</p>

disabilities described above...				
Do you anticipate that your condition will improve in the next 3 years? (Tick as appropriate)	Yes:		No:	
If you ticked YES, please describe how much you expect your condition to improve...				
How do the conditions/ disabilities you described above affect your ability to walk?				
Please tick whichever of the following statements describe your general walking ability: (Please tick whichever options apply to you)	<input type="checkbox"/>	I am able to walk well, including recreational walks		
	<input type="checkbox"/>	I am able to walk around the supermarket to do my own shopping		
	<input type="checkbox"/>	I am able to walk and can use public transport for some of my local trips		
	<input type="checkbox"/>	I am able to walk, but struggle with longer distances or hills		
	<input type="checkbox"/>	I am able to walk, but get breathless if I walk for more than a few minutes		
	<input type="checkbox"/>	I am able to walk, but find it too painful to walk for more than a few minutes		
	<input type="checkbox"/>	I am able to walk but use a wheelchair for longer trips outside the home		
	<input type="checkbox"/>	I am able to walk around my home, but am unable to climb the stairs		
	<input type="checkbox"/>	I am unable to walk at all		
<input type="checkbox"/>	Other (please describe below)			

Are you able to walk outside without help? (Please tick the option which applies to you)	<input type="checkbox"/>	Yes	<input type="checkbox"/> No (please describe the help you need in the space below...
Where, in your local area, can you comfortably walk to from your home? (Please state a specific location or landmark which could be found on a map, e.g. a shop, street address or park)			
Please tick the box that best describes the way you walk:	<input type="checkbox"/>	Normal	No specific problems with walking
	<input type="checkbox"/>	Adequate	For example, you walk with a slight limp.
	<input type="checkbox"/>	Poor	For example, you walk with a heavy limp, a stiff leg or shuffle, or have problems with balance
	<input type="checkbox"/>	Extremely poor	For example, you drag your leg, stagger, swing through two crutches or need physical support.
	<input type="checkbox"/>	Other	If there is not a box that describes the way you walk, please tell us in your own words about the way you walk in the space provided below:
Do you use any	<input type="checkbox"/>	1 elbow crutch	<input type="checkbox"/> 2 elbow crutches

of the following when you are walking? (Please tick whichever options apply to you)	<input type="checkbox"/>	1 walking stick	<input type="checkbox"/>	2 walking sticks
	<input type="checkbox"/>	Walking frame (Zimmer frame)	<input type="checkbox"/>	Rollator
	<input type="checkbox"/>	Wheelchair	<input type="checkbox"/>	Powered wheelchair
	<input type="checkbox"/>	Other (please describe in the space below)		
Were your walking aids... (Please tick whichever options apply to you)	<input type="checkbox"/>	Purchased privately by me	<input type="checkbox"/>	Prescribed by a healthcare professional
	<input type="checkbox"/>	Provided by Social Services	<input type="checkbox"/>	Other (please describe below):
How far would you estimate you are able to walk before you feel severe discomfort? (Please state the distance in metres or yards using whichever measure is best for you.)	<input type="text"/>	: metres	<input type="text"/>	: yards
	When answering this question please note that: <ul style="list-style-type: none"> • The average adult step is just less than one metre, which is 1.1 yards or 3 feet and 4 inches. • If you walk alongside someone and they take 100 steps you would have walked roughly 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. 			
Roughly how much time would you estimate it takes you to walk this distance?	<input type="text"/>	: minutes		
Are you able to continue walking after a short rest?	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No

If you can continue, roughly how long (in minutes) are you able to walk for in total?		: minutes		
Please answer 'Yes' or 'No' to each of the following questions by ticking the relevant box:			Yes	No
	Are you troubled by shortness of breath when hurrying on level ground or walking up a slight hill?			
	Do you get short of breath walking with other people of your own age on level ground?			
	Do you have to stop for breath when walking at your own pace on level ground?			
	Do you get too breathless to leave your home, or after dressing?			

Section 4 – Questions for ‘subject to further assessment’ applicants with a disability in both arms.

These questions are intended for people who have answered NO to all of the questions in Section 2 and 3. Please note that you will only qualify for a Blue Badge under this criterion if you, or the person on whose behalf you are applying, are over two years of age and:

- **drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, parking meters.**

If you are unsure whether these questions apply to you, then please consult the guidance notes enclosed with this application form.

Under this criterion Blue Badges are only issued to a person who meets all of the following: (a) drives a vehicle regularly; (b) has a severe disability in both arms; and (c) is unable to operate, or has considerable difficulty in operating, all or some types of parking meter’.

Do you drive regularly ?	Yes:		No:	
Do you have a severe disability in both arms ?	Yes:		No:	
Please describe your medical condition				
Are you unable to operate, or have considerable difficulty operating a parking meter or pay and display machine due to your upper limb disability?	Yes:		No:	
If yes, please describe the difficulties you have with operating parking meters and pay and display machines.				
Do you drive a specially adapted vehicle ?	Yes:		No:	

If yes, **please describe how the vehicle has been adapted for you,** and enclose a copy of your insurance details verifying this adaptation

Section 5 – Questions for ‘subject to further assessment’ applicants under the age of three

These questions are intended for children under the age of three who may be eligible for a Blue Badge because:

- **They have a condition requiring the transportation of bulky medical equipment at all times.**
- **They must always be kept near a motor vehicle on account of a condition so that they can, if necessary, be treated for that condition in the vehicle or taken quickly in the vehicle to a place where they can be so treated.**

If you are unsure whether these questions apply to your child, then please consult the guidance notes enclosed with this application form.

<p>Are you applying on behalf of a child under the age of three who has a condition requiring transportation of bulky medical equipment at all times?</p>	<p>Yes:</p>		<p>No:</p>	
<p>If YES, please state what type of equipment is required</p>				
<p>Are you applying on behalf of a child under the age of three that suffers from a condition that requires that they must be always kept near a motor vehicle so that they can, if necessary, be treated for that condition on the vehicle or be taken quickly in the vehicle to a place where they can be treated?</p>	<p>Yes:</p>		<p>No:</p>	
<p>If YES, please describe the child's medical condition</p>				

Please enclose a letter from a healthcare professional that has been involved in your child's treatment (for example your GP or paediatrician) giving details of the child's medical condition and the type of medical equipment they need, or provide the healthcare professional's contact details below:

Section 6 – Applying for an Organisational Blue Badge

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (e.g. minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see Section 6 of the accompanying guidance note for a list of the eligibility criteria prescribed in the regulations that govern the scheme.

An 'organisation' is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person's badge may be issued.

Organisational badges will therefore only be issued to an organisation which:

- 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 individual Blue Badges of people it is transporting.

Organisational badges should **only** be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge – and must not be used for the employee's benefit when they are carrying out other business on behalf of the organisation. 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.

If you are unsure about how to answer these questions, then please consult the guidance notes enclosed with this application form.

Name of organisation:				
Main contact name				
Address				
Postcode				
Telephone				
Email				
Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?	Yes:	<input type="checkbox"/>	No:	<input type="checkbox"/>

See Section 6 of the accompanying guidance note for a list of the eligibility criteria				
If YES, please give details of the nature of this care				
As part of that care, does your organisation provide them with transportation?	Yes:		No:	
If YES, please give details of the types of vehicles used and how often they are used to transport disabled people:	Type of vehicle	Frequency used to transport disabled people		
Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?	Yes:		No:	
If YES, please give details and attach a photocopy of the tax disc(s) to this application				
How many disabled people are in the care of your organisation?		: people		
How many of these people are already in receipt of a Blue Badge as individuals?		: people		
How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals (see description of eligible disabled people in the accompanying guidance note)?		: people		

Charity Number of your organisation: (if applicable)		
Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for...		
How often do you envisage your organisation will use the Blue Badge?		
If you already have an organisational Blue Badge:	What is the serial number on the current badge(s)?	
	What is the expiry date of the current badge(s)?	
How many organisational badges are you applying for? (Please note that your organisation will be required to pay the badge issue fee for each Organisational Badge that is issued)		
Please provide the Vehicle Registration Numbers of the vehicles in which you intend to use the Blue Badge:		

Badge issue fee
(where applicable)

Do not send any payment now, once an application is successful we will require payment of £10 by cheque, made payable to the London Borough of Hounslow.

See section 1 of the accompanying Guidance Note

Payment will only be taken if your organisation's application for a Blue Badge is successful. Your organisation will only be issued with a Blue Badge once your payment has been received.

Section 7 – Further information, declarations and signatures
 These questions are intended to be answered by all applicants for a Blue Badge

7a) Further information

<p>Is there anything else you can add that you think is relevant in support of your application for a Blue Badge?</p>	
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7b) Mandatory declarations about the information you have provided and the application process

<p>Please read the following declarations.</p> <p>Please tick each one in the white box provided to indicate that you have read, understand and agree with each declaration.</p> <p>Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.</p>	<p>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.</p>		
	<p>I confirm that the photographs I have submitted with my application are a true likeness.</p>		
	<p>I confirm that I do not currently hold a Blue Disabled Person's Parking Badge that has been issued by a different local authority.</p>		
	<p>I understand that I must promptly inform my local issuing authority of any changes that may affect my entitlement to a badge.</p>		
	<p>I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.</p>		
	<p>I understand that the medical information I have supplied to support this application is deemed to be "sensitive personal data" and I consent to its disclosure only to a third party who is responsible for the operation and administration of the Blue Badge scheme and other Government Departments or agencies, to validate proof of entitlement.</p>		
	<p>I agree to the local authority contacting an accredited healthcare professional if necessary, for the purpose of obtaining further information in support of my application.</p>		
	<p>I understand that I may be required to undertake a mobility assessment with a healthcare professional who is independent of my existing care and treatment, in order to determine my eligibility for a Blue Badge.</p>		
	<p>I agree that, if my application is successful, I will not allow any other person to use the badge for their benefit and I agree that I will use the badge in accordance with the</p>		

	rules of the scheme as set out in the “Blue Badge scheme: rights and responsibilities” leaflet which will be sent to me with the badge.		
7c) Optional declarations about the information you have provided and the application process			
Please read and tick the following optional declarations that you consent to.	I consent to the local authority checking any information already held by the Council’s Social Care department on the basis that: <ul style="list-style-type: none"> • It can help determine my eligibility for a Blue Badge • It may speed up the processing of my application • It may enable a decision to be made without the need for a mobility assessment 		
Ticking these boxes will help to improve the service we can offer you	I agree to the disclosure of the information included in this form to other council departments/service providers so that I can be informed about other council services that may be of benefit to me		
7d) Checklist of documents you may need to enclose			
Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed because they are relevant to you. We have provided a checklist below to help remind you of what you need to enclose			
Section 1 – Information about you	Proof of your address, dated within the last 3 months (if you have not given consent for us to check Council Tax / Electoral Role / School records)		
	A certified copy of proof of your identity		
	Two passport-style photographs of yourself with your name on the back		
Section 2a – People who are severely sight impaired	A copy of your ophthalmologists report/ CVI/BD8 form (if you have not given us consent to check the blind register)		
Section 2b – People who received the Higher Rate Mobility Component of Disability Living Allowance	An original letter of entitlement for the Higher Rate Mobility Component of Disability Living Allowance issued within the last 12 months or an original copy of your annual uprating letter		
Section 2c – People who receive the War Pensioner’s Mobility Supplement	An original letter of entitlement for the War Pensioner’s Mobility Supplement		
Section 2d – People who receive an award under the Armed Forces and Reserve Forces (Compensation) Scheme	An original award letter confirming receipt of tariffs 1-8 under the Armed Forces and Reserve Forces (Compensation) Scheme, which also certifies that you have a permanent and substantial disability which causes inability to walk or very considerable difficulty walking.		

Section 5 – Children under the age of three	A letter from a healthcare professional that has been involved in the child’s treatment; giving details of condition and type of medical equipment needed.		
Section 6 – Organisational Badge	A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class		

7e) Your signature against the declarations in section 7b and 7c

Your signature:	
Date of application: (DD/MM/YYYY)	
Please print your name here	

Please ensure you sign in the white box in the bottom right corner, it will form an essential part of your badge as proof of identity. The badge cannot be issued if this box is not signed.

Blue Badge Application Form - Guidance Notes

Section 1 - Information about you

This section asks for your personal details including name, date of birth, National Insurance number, address, telephone number and email address (where applicable). 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 is a question for those who already have a Blue Badge which is due to expire shortly. The expiry date should be in the relatively near future, and two badges will not be valid for one applicant at the same time.

Proof of your identity and address

You are required to provide proof of identity and address.

Proof of identity will be in the form of a certified photocopy of your birth/adoption certificate, marriage/divorce certificate, valid driving licence or passport. A photocopy of one form of identity is required to be submitted with your application.

Proof of address will be in the form of an original Council Tax bill bearing your name and address. The original proofs must be submitted with your application and it will be returned at the end of the application process. 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 find proof of your address by cross-checking their Council Tax records, electoral role or school records.

Certified Copies

A certified copy is a photocopy of a document (such as passport or birth certificate) 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. They should also print their name and occupation alongside this information.

Blue Badge Issue Fee

We will only issue successful applicants with a Blue Badge once payment of the required fee of £10 has been requested and received.

Section 2 – Questions for ‘without further assessment’ applicants

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 will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance.

Section 2a): for those registered as severely sight impaired (blind) - you are asked to state the name of the local authority or borough with which you are registered. You should state the county, metropolitan district or London borough council.

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 (blind).

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

Section 2b): for those who receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA). An applicant receiving HRMCDLA will have had an award notice letter from the Pension, Disability and Carers Service (PDCS). In addition, recipients of HRMCDLA are sent an annual uprating letter, stating their entitlement and this letter can be used as proof of receipt of HRMCDLA if the 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
- Email: DCPU.Customer-Services@dwp.gsi.gov.uk

This helpline is open from 7.30am to 6.30pm Monday to Friday, and further details can be found online at:

http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925

Section 2c): for those who receive a War Pensioner’s Mobility Supplement (WPMS). An applicant receiving WPMS will have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

Section 2d): for those who 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 copy 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.

Any 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 3 – Questions for ‘subject to further assessment’ applicants with walking difficulties

Section 3 is to be completed if you have a permanent and substantial disability (i.e. a condition that is likely to last for the duration of your life) which means you cannot walk or which means that you have very considerable difficulty walking. Medical conditions such as autism and psychological / behavioural problems 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. 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 one metre. For example, if the person waling with you took 100 steps, you would have walked about 90 metres.
- A size 9 shoe is about a third of a metre.
- The average double-decker bus is about 11 metres long.
- A full-size football pitch is about 100 metres 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 section 7a (any further information).

Section 4 – Questions for ‘subject to further assessment’ applicants with disabilities in both arms

Section 4 is for applicants over the age of two 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 ‘subject to further assessment’ applicants under the age of three

Section 5 covers

- 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

This is to be completed 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. 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.

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Service 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 – further information, declarations and signatures

Section 7a): This section should be used to add any further relevant information that has not already been covered elsewhere in the application form.

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

Section 7c): 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 7d): All applicants must sign and date the form prior to submitting it. 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.

Signature in the white box: We ask that you sign in the white box provided at the end of the form. The badge cannot be provided if this box is not signed.