

Blue Badge Scheme – Guidance Notes

Please read before completing the application form. If you need assistance with the form please contact the department.

Section A

This asks for your personal details including name, date of birth, address, telephone number and email address (where applicable) and as many fields as possible should be filled in. Please ensure you give your full name and not just initials.

There is a subsection for those seeking to renew previously issued badges. The expiry date should be within 6 weeks as two badges will not be valid for one applicant at the same time.

Please provide your previous address if you have moved since your permit was last issued.

Section B

Question 1: for registered blind people

You will need to provide proof you are registered blind.

If you are registered as blind with London Borough of Hounslow then you do not need to provide proof of registration.

If you have other proof of your blindness e.g. Ophthalmologists report, BD8 or CVI registration document, please send a copy of this to us.

Question 2: is applicable if you receive the Disability Living Allowance. An applicant receiving the DLA will have had an award notice letter from the DWP or a vehicle with excise duty exemption. If you have lost this, the DWP can provide another copy. You can contact the DWP on 08457 123456

Question 3: requests those eligible for War Pensioners Mobility Supplement to provide an official letter demonstrating receipt of the grant.

Please provide copies, as documentation will not be returned to you.

Question 4: is for drivers with a severe disability affecting both arms. You should be a driver in the car, and satisfy all three conditions in order to obtain a badge. A medical report form will be sent to your doctor to confirm your disability. You must complete Section C

Question 5: is to be completed if you do not qualify under any of the previous questions and have a permanent disability. You must complete Section C.

Question 6: this asks that the child on whose behalf the application is being made is under two years of age and has a medical condition which necessitates immediate access to a vehicle, either for treatment to be carried out there, or for transportation to a location where treatment can be performed. A badge will be issued if the equipment is always needed and cannot be carried with them without great difficulty.

Section C

All applicants should complete this section.

Declaration

All applicants must tick the boxes, sign and date the form.
You must also sign within the white box as this signature will be used on your new permit.

Ethnic Monitoring and Checklist

Please complete the Ethnic Monitoring section as this helps us to make sure that our services are accessible to all.

Proof of Identity:

You must provide two of the following as proof of your identity.

Birth Certificate (please also provide marriage certificate or “change of name” document if any of your names are now different)

Medical Card (a copy can be obtained by calling 0203 313 9303)

Driving Licence

Passport

Proof of Address:

You must provide ONE of the following as proof of your address. The proof must be dated within the last 3 months unless it is an annual statement.

Utility Bill

Rent Book or Statement

Council Tax Bill

TV Licence

Inland Revenue/Benefits Agency Letter

Pension Credit Letter

If you feel you cannot provide any of the documents required for proof of identity or address, or you are applying for a child under two please contact the department **before** sending in your application.

Photographs: these are necessary in order to ensure correct use of the Scheme. It is not required that photographs be taken in a photo-booth but they must be of roughly the same dimensions, showing the applicant’s face clearly. They must be colour photographs.

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 application is unsuccessful you will still be charged £2 as this is an administration fee not an issuing fee.

Your photos will also be kept with your application and not returned.