

Apply for a Blue Badge

Apply for yourself, someone else or an organisation. A Blue Badge costs up to £10 in England and £20 in Scotland. It's free in Wales.

Please note we are no longer accepting cheques or postal orders we will contact you with details on how to make payment for the badge. You'll need to provide proof of identity, address and benefit (if applicable). Along with a recent photograph of the applicant's face including shoulders. The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

Visit: gov.uk/apply-blue-badge

PLEASE DO NOT SEND ANY ORIGINAL DOCUMENTS AS THESE CANNOT BE RETURNED, ONLY SEND COPIES.

Local authority use
(provide either name, contact details or logo)



Hounslow House
7 Bath Road
Hounslow
TW3 3EB

Who are you applying for?

- Myself (The badge is for you)
- Someone else (A relative or somebody you care for)
Fill in the answers and sign the form on their behalf. Where the form says "you", it is referring to the applicant.
- An organisation (Which transports disabled people)

Do you already have a Blue Badge?

- Yes
Enter the badge number (6 digits)

- No

Expiry date

Section 1 - Applicant details

For organisations, please complete section 8

Full name (First name and Last name)

Has your name changed since birth?

- Yes
Enter full name at birth

- No

If you're applying for somebody else, we'll ask for your name and your relationship to the applicant.

If applying for a child under 3, please go to **Section 6** once you have completed **Section 1**.

For organisations, you only need to fill in the organisation section.

If you don't know the badge number, leave it blank and your local authority should be able to find the badge using your details.

Should be the full name of the person the badge is for.

If you are applying on behalf of somebody else

Who should be contacted about this application?

(If you're the contact, put your full name here)

Your relationship to the applicant

For you or the person you're applying for

Which of these are you providing as proof of identity?

(Choose one, to attach as a **copy**)

- Birth or adoption certificate
- Marriage I Civil partnership I Dissolution or Divorce certificate
- Passport
- Driving licence

Do you give the local authority permission to check their records to prove your address?

- Yes
Which records should we check? (Choose one)
Council tax I Electoral roll I School records
- No
You must provide a **copy** of your proof of address

Attach a **copy** of the proof of identity to this application.

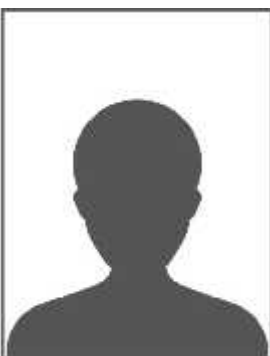
If you don't give us permission. You must attach a **copy** of either:

- Council tax
- Driving license
- School records
- Benefit letter

Recent photograph of the applicant

You'll need a photo to be printed on the back of the Blue Badge. The requirements are similar to a passport photo.

It's best to get somebody else to take the photo. The photo should have the applicant's name and a signature on the back.



Make sure it:

- Has a plain, light, background
- Includes face and shoulders
- Shows the face clearly
- Is a true likeness

Vehicle Registration

Do you drive yourself, or do you normally travel in a specific motor vehicle?

Yes

Enter the vehicle registration number

No

If there is no main vehicle you travel in, please select this option

The vehicle could be owned by the applicant, or one that is owned and driven by their main carer e.g. their partner/spouse or their parent/carers.

Blue Badges can be used in any motor vehicle the holder is travelling in.

Badge issue fee

The local authority will explain how payment should be made, if the application is successful.

A Blue Badge costs up to £10 in England and £20 in Scotland. It's free in Wales.

Section 2 – Benefits or severely sight impaired

You may automatically qualify for a Blue Badge if you either:

- Are severely sight impaired (blind)
- Received 8 or more points in the "moving around" part or 10 points (Descriptor E) in the "planning and following journeys" part of a mobility assessment for Personal Independence Payment (Dated within the last 6 months)
- Receive the higher rate of the mobility component for Disability Living Allowance (Dated within the last 3 months)
- Receive the War Pensioners' Mobility Supplement (Dated within the last 12 months)
- Receive a qualifying award under the Armed Forces Compensation Scheme (Dated within the last 12 months)

Unless you are registered as severely sight impaired (blind), you will need to attach a **copy** of the proof of your benefit to this application.

If none of these apply to you, go to **Section 3**. Otherwise, you should complete the relevant section below and then go to **Section 9**.

Severely sight impaired (blind)

Are you registered as severely sight impaired (blind) and do you give us permission to check the register at the local authority?

Yes

Enter the name of the local authority you are registered to

No

Enclose a copy of your Certificate of Vision Impairment (CVI)

If you are not registered as severely sight impaired (blind) and you would like to be, let the local authority know. The local authority will be able to add you to the register if you have your Certificate of Vision Impairment.

Disability Living Allowance (DLA)

Were you awarded the higher rate of the mobility component?

Yes

If your award has an end date, enter the end date

No

You should answer the questions in **Section 3**

If you were awarded the higher rate of the mobility component, you need to attach a **copy** of the letter from DWP, dated within the last 3 months. This certificate of entitlement should confirm your mobility rating.

Make sure you send a **copy** of the award letter with this application. (Dated within the last 3 months)

Personal Independence Payment (PIP)

Did you score 8 points or more in the "moving around" part of the mobility assessment?

Yes

How many points were scored?

If your award has an end date, enter the end date

No

Answer the next question under "PIP"

If you did score 8 points or more in the "moving around" part of the mobility assessment, you need to attach a **copy** of every page from the award letter from DWP. It should show your entitlement to PIP, assessment scores (including the mobility scores).

Make sure you send a **copy** of **all** the pages from the award letter with this application. (Dated within the last 6 months)

Personal Independence Payment (PIP)

Did you score this specific points descriptor in the "planning and following a journey" part of the mobility assessment?

Descriptor E (10 points) - You cannot undertake any journey because it would cause overwhelming psychological distress

Yes

If your award has an end date, enter the end date

No

You should answer the questions in **Section 3**

If you did score the 10 points outlined above in the "planning and following journeys" part of the assessment, you need to attach a **copy** of every page from the award letter from DWP. It should show your entitlement to PIP, assessment scores (including the mobility scores).

Make sure you send a **copy** of **all** the pages from the award letter with this application. (Dated within the last 6 months)

Armed Forces Compensation Scheme

Have you received a lump sum payment within tariff levels 1 to 8 of the scheme?

and have you been certified as having a permanent and substantial disability?

Yes

Enclose the original letter from Veterans UK* as proof.

No

War Pensioners' Mobility Supplement

Do you receive the War Pensioners' Mobility Supplement?

Yes

If your award has an end date, enter the end date

No

Section 3 – Walking difficulties

If you answered "yes" to any of the questions in section 2, go straight to **Section 7**.

Do you have a condition or disability which means you cannot walk or find walking very difficult?

Yes

Continue answering the questions in this section

No

Go to **Section 4**

Name any health conditions or disabilities that affect your walking

(Try to use the correct medical terms, if you know them)

You must enclose a **copy** of the original version of your letter as proof of entitlement. (Dated within the last 12 months)

*Letters were previously issued by the Service Personnel and Veterans Agency (SPVA)

You must enclose a **copy** of the original version of your letter as proof of entitlement. (Dated within the last 12 months)

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

Be as descriptive as possible, but we'll ask you some more questions after this about how your walking is affected and things like medication.

How does your health condition make walking difficult for you?

Excessive pain
If you didn't tick "Excessive Pain", don't answer this section.

How would you describe the pain you experience, when walking? (You can choose more than one)

When I take my pain relief medication I am able to cope with the pain

Even after taking pain relief medication I have to stop and take regular breaks

Even after taking pain relief medication the pain makes me physically sick

Even after taking pain relief medication I am frequently in so much pain that walking for more than 2 minutes is unbearable

Other
Describe the pain

Breathlessness
If you didn't tick "Breathlessness", don't answer this section.

When do you get breathless?
(You can choose more than one)

Walking up a slight hill

Trying to keep up with others on level ground

Walking on level ground at my own pace

Getting dressed or trying to leave my home

Other
Describe when you get breathless

Balance, coordination or posture
Describe how the way you walk is affected by your condition
(For example, if your posture is affected or you struggle to take full steps)

Only fill in the extra text-boxes if you've ticked the checkbox.

Also known as shortness of breath, this could be described as an intense tightening in the chest, or a feeling of suffocation.

How would you describe your balance or coordination, when walking?

(You can choose more than one)

- I can walk around a supermarket, with the support of a trolley
- I can walk up/down a single flight of stairs in a house
- I can only walk around indoors
- I can walk around a small shopping centre
- Other

Describe your balance or coordination, when walking

Have you seen a healthcare professional for any falls in the last 12 months?

- Yes No

It's dangerous to my health and safety

- Describe how your condition makes walking dangerous

Only fill in the extra text-boxes if you've ticked the checkbox.

Do you have a chest, lung or heart condition / epilepsy?

- Yes No

Something else

What is it about your condition that causes you difficulty walking?

Help to get around

What is this aid or support? (For example, a wheelchair, crutches or a member of your family)	When do you need this help? (For example, to get to the shops)	If it's an aid, how was it provided? (For example, Hospital or bought privately)

How long can you walk for without stopping?

(If you listed an aid, then your answer should be when using that aid)

- I can't walk at all
- Less than a minute
- Between 1 and 5 minutes
- Between 5 and 10 minutes
- More than 10 minutes

If you cannot walk, go to section 7

Describe somewhere you can walk from and to

(Be specific and use place names or house numbers)

How long does it take you?

(For example, 8 minutes)

You can now go to: **Section 7 – Treatments, medication, healthcare professionals & supporting documents**

Section 4 – non-visible (hidden) conditions

If you answer "no" to the first question in this section, but "yes" to any of the questions in section 3, you can skip this section and go straight to **Section 7**.

Do you have a non-visible (hidden) condition, causing you to severely struggle with journeys between a vehicle and your destination?

- Yes
Continue answering the questions in this section
- No
Go to **Section 7**

What affects you taking a journey?

(Tick all that apply)

- I am a risk near vehicles, in traffic or car parks
When are you a risk?
 - Almost never
 - Sometimes
 - Almost every journey
 - Every journey

"Stopping" could be to take a rest or to catch your breath.
Only tick one.

For example, "from my home to Tesco" or "from my home to No. 36 on my street"

If you use an aid to get around, then your answer should be whilst using that aid

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

If some, or most, of these do not apply to you, please use the free text boxes to explain what affects you.

Please give an example of when you have been a risk near vehicles, in traffic or car parks

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

- I struggle to plan or follow a journey
What journeys does this apply to?
 Unfamiliar journeys Every journey

- I find it difficult or impossible to control my actions and lack awareness of the impact they could have on others
How often does this happen?
 Almost never
 Sometimes
 Almost every journey
 Every journey

Please describe the kinds of incidents that have happened or are likely to happen on journeys

I regularly have intense responses to overwhelming situations causing temporary loss of behavioural control

How often does this happen?

- Almost never
- Sometimes
- Almost every journey
- Every journey

Please give examples of the situations that cause temporary loss of behavioural control

I can become extremely anxious or fearful of public/open spaces

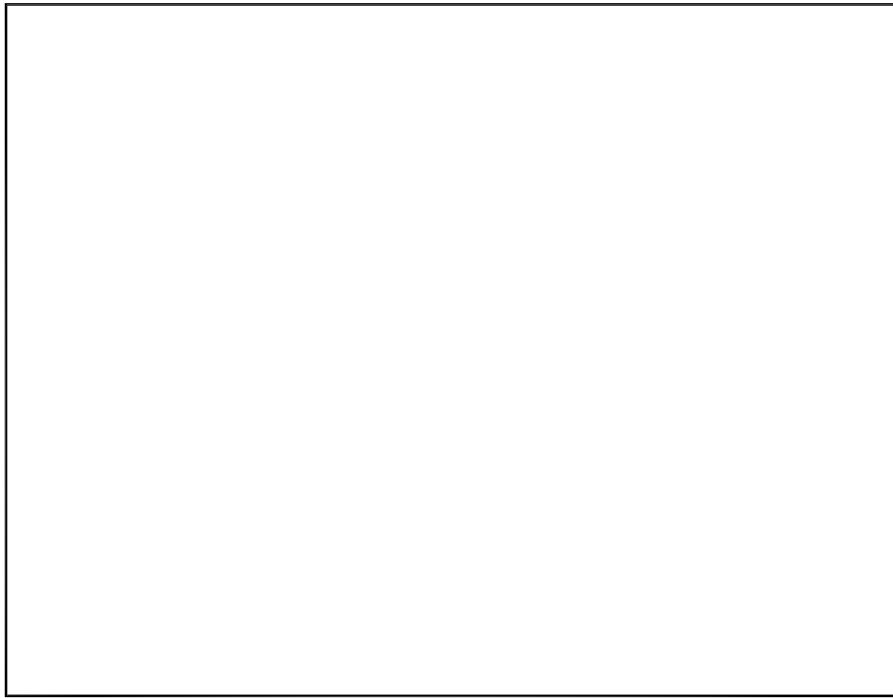
When do you become extremely anxious/fearful?

- Almost never
- Sometimes
- Almost every journey
- Every journey

Please describe the levels of anxiety

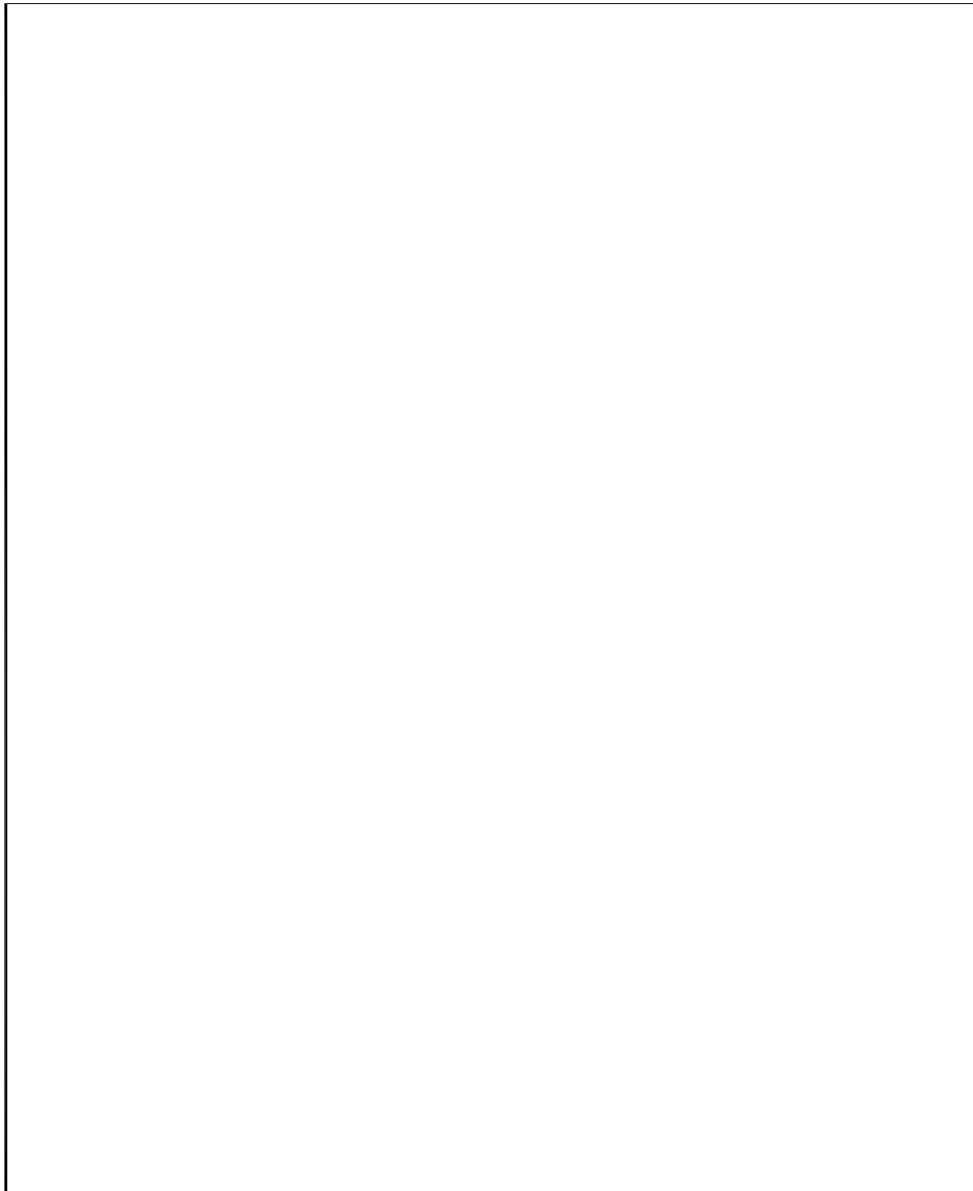
Something else

Please describe what affects you taking a journey



How would a Blue Badge improve taking a journey between a vehicle and your destination for you?

(Describe your needs, in detail)



What steps are currently taken to try to improve journeys for you between a vehicle and your destination?

(List the steps taken to try to improve journeys)

How effective are they?

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

Section 5 – Disability that affects both arms

If you answer "no" to the first question in this section, but "yes" to any of the questions in sections 3 or 4, you can go straight to Section 7.

Do you have a disability in both arms?

Yes
Continue answering the questions in this section

No
Go to **Section 6**

Do you drive regularly?

Yes
Continue answering the questions in this section

No
Go to **Section 6**

Name any health conditions or disabilities that affect your arms
(Try to use the correct medical terms, if you know them)

Do you struggle to operate parking machines?

Yes
Describe how you struggle to operate parking machines

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

No

Do you drive an adapted vehicle?

Yes

Describe how it has been adapted for you. You should also attach copies of insurance details or Vehicle Registration document which verify this.

No

Attach copies of your insurance details or Vehicle Registration document as supporting documents.

Section 6 – Children under 3 years old

This section is for people applying on behalf of a child that is under 3 years old.

Are you applying for a child under 3 years old?

Yes
Continue answering the questions in this section

No
Go to **Section 7**

Which of these applies to the child under 3?

They need to be accompanied by bulky medical equipment

They need to be near a vehicle to receive or be taken for treatment

Neither of these

Name any health conditions or disabilities that affect the child
(Try to use the correct medical terms, if you know them)

You should enclose a letter from any healthcare professionals that are involved in the child's treatments, which confirms the details of the condition.

Section 7 – Treatments, medication, associated professionals & documents

This section is for if you have answered any of the questions in sections 3, 4, 5 or 6. Otherwise, go to **Section 9**.

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

Treatments

Has your condition required any treatments?

These could have been in the last 10 years, ongoing or any treatment you have booked in the next 3 years. List any surgeries, treatments or clinics that are to do with your condition.

Yes
Add the treatment details below

No
Go to "**Medication**"

Treatments

Describe the treatment

Anything relevant to your condition that you've seen (or are due to see) a professional for. For example, hip replacement operation, physiotherapy or pain clinic.

Date of the treatment

If it's in the future – Do you expect the condition to improve afterwards?

Medication

Do you take any medication for your condition?

(Any medication or pain relief you currently take for your condition)

Yes
Add the medication details below

No
Go to "**Associated professionals**"

Medication

Name of this medication or pain relief And is it prescribed?	How much do you take at a time? (Dosage)	How often do you take this?

Associated or healthcare professionals

Do you currently see any professionals for your condition?
(Or if you have seen any in the last 3 years)

Yes
Add their details below

No
Go to "**Supporting documents**"

Examples of
professionals could be
consultants, teachers,
therapists, neurologists,
psychologists, or
psychiatrists

Associated or healthcare professionals

Name and role of the professional

(This cannot only be your GP)

Where do they work?

(Include organisation name, address, email and telephone number if possible)

Supporting documents

Are you attaching supporting documents to this application?

Yes

List the documents you are attaching below.

No

Go to **Section 9**

It's especially important to attach documents where we've asked for you to provide proof or verification.

What documents are you attaching?

List the documents you are attaching to this application where possible

For example, diagnosis letters, PIP decision and award letters, evidence of the progression of the condition over time, confirmation of ongoing treatments.

List the vehicles the badge will be used in

Vehicle registration number

How often is the vehicle used?

Required Documents

- A clear colour photograph of each vehicle which is used or will be used for the transportation of disabled people by the organisation.
- Evidence of each vehicle which has either been specially adapted for use by disabled people, or is in the DPV taxation class (where applicable). The vehicle's log book should indicate this.

Section 9 - Declaration

I confirm that the information I have given on this form is true and accurate. I understand that you may prosecute me if I have knowingly given false information.

I understand that you retain ownership of the badge, and that I must return it should my circumstances change to the extent that I would no longer be entitled to it e.g. I stop receiving a qualifying benefit. I will also return the badge if asked to do so by an authorised council officer.

I confirm that the photographs I have submitted with my application are a true likeness. If my appearance changes significantly, I will send you a new photograph.

I understand that you will deal with all documents relating to this application in line with data protection law and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.

I understand that the medical information I have supplied to support this application is deemed to be "special category data" (also known as sensitive personal data) and will be disclosed to third parties responsible for the assessment of eligibility, operation and administration of the Blue Badge scheme and other departments or agencies, to validate proof of entitlement.

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.

I agree to you contacting an accredited health professional, if necessary, for the purpose of obtaining information to support my application.

If applying for an organisational badge I understand that, if successful, the badge(s) will only be used when transporting disabled people and that the organisation must use the badge(s) in accordance with the rules of the scheme.

I agree that, if my application is successful, I will not allow any other person to use or lend the badge for their benefit. I agree that I will use it in accordance with the rules of the scheme as set out in the "Blue Badge scheme: rights and responsibilities" booklet which will be sent to me with the Blue Badge.

Sign one of the following three sections.

Applying for yourself

Read the declaration carefully and only sign it once you are clear.

By submitting this application you agree that:

- you have read and understand the rules for using a Blue Badge
- the details provided are complete and accurate
- you won't hold more than one Blue Badge at any time
- you will tell your local authority about any changes that may affect your eligibility

You also agree that your local authority may:

- contact you if there are any issues with this application or to prevent badge misuse
- if required, arrange a phone-based or in-person assessment for you
- check your eligibility with the information they hold
- suggest other benefits or services that you may be eligible for

I agree to this declaration

Signed

Date of signature

Applying on behalf of somebody else

Read the declaration carefully and only sign it once you are clear.

By submitting this application you agree on behalf of the applicant that:

- the rules for using a Blue Badge have been read and understood
- you have the authority to submit this application
- the details provided are complete and accurate
- they won't hold more than one Blue Badge at any time
- your local authority will be told about any changes that may affect their eligibility

You also agree that your local authority may:

- contact the person whose details have been provided if there are any issues with this application or to prevent badge misuse
- if required, arrange a phone-based or in-person assessment for the applicant
- check their eligibility with the information they hold
- suggest other benefits or services that they may be eligible for

I agree to this declaration

Signed

Date of signature

Organisations

Read the declaration carefully and only sign it once you are clear.

By submitting this application you agree that:

- you're authorised to complete this application on behalf of your organisation
- the details you have provided are complete and accurate
- you will tell your local authority about any changes that will affect your organisation's Blue Badge entitlement
- your local authority can check any information they already have about you so that they can process your application

I agree to this declaration

Signed

Date of signature

Please return the completed application to the address at the top of the form or
Email: bluebadge@hounslow.gov.uk

Please be advised that the application process can take between 10/12 weeks to complete depending on whether an assessment needs to be carried out.

Data Sharing

The London Borough of Hounslow (LBH) Council is a data controller as defined by the new Data Protection Laws (, We will use the information you provide for the purpose of processing your application for Concessionary Travel (Blue Badges, Freedom Passes and Taxicards) to a) deal with your request and administer its departmental functions; b) meet its statutory obligations; c) prevent and detect fraud.

LBH Council will share relevant information with those with responsibility in relation to the processing your application, with other departments within LBH Council (including elected members), central government departments, law enforcement agencies, statutory and judicial bodies, contractors that process data on its behalf.

LBH Council may also use and disclose information that does not identify individuals, for research and strategic development purposes.

Under data protection laws you have various rights to yours and your child's information.

Further information about how your personal data is handled and your data protection rights can be found on our website:

https://www.hounslow.gov.uk/info/20110/open_data_and_information_requests/1368/privacy_notice/5

If you do not have access to the Internet or would like a paper copy of the privacy notice, please contact the Blue Badge Team on 020 8583 3073. Alternatively, you can email the team at bluebadge@hounslow.gov.uk or write to The Concessionary Transport Unit, London of Borough of Hounslow. Hounslow House, 7 Bath Road, Hounslow, Middlesex, TW3 3EB.