

Blue Badge Application Form - Guidance Notes

What sections of the application form should I complete?

All applicants should complete Section 1 and Section 6.

Individual applicants will also need to complete:

- Section 2 if they receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- Section 2 if they receive 8 points or more under the 'Moving Around' descriptor of Personal Independence Payment (PIP).
- Section 2 if they 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). People registered as partially sighted (sight impaired) cannot qualify for a Blue Badge unless they also have walking difficulties, in which case Section 3 of the form should be used.
- Section 2 if they receive the War Pensioner's Mobility Supplement.
- Section 2 if they receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive).
- Section 3 if they have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- Section 4 if they are 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 who must be accompanied by bulky medical equipment or who needs to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed. A child aged 2 can qualify under this Section or under Section 3. It is better to apply for a child aged 2 under Section 3 if that section applies, and only to use Section 5 if Section 3 does not apply.

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.

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 photocopy of one of the following must be submitted with your application: your birth/adoption certificate, marriage/divorce certificate, civil partnership/dissolution certificate, valid driving licence; certificate of British nationality.

Copy documents are not returned to you unless you specifically request it. We destroy them securely once we have used them. We prefer it if you do not send original documents. We do not accept responsibility if original documents are lost during the application process.

Address:

Proof of address should be one of the following:

- a copy of a Council Tax bill bearing your family name and address, dated within the last 12 months;
- a copy of a utility bill (gas, electric, water, telephone)
- a copy of a valid driving licence;
- if under 16, a confirmation letter from the school that the child attends that school

Copies are not returned to you unless you specifically request it. We destroy them securely once we have used them. We prefer it if you do not send original documents. We do not accept responsibility if original documents are lost during the application process.

Blue Badge Issue Fee

If your application is successful, you will be required to pay a fee of £10 before a Badge can be issued to you. Do not send the fee with the form. We will contact you if your application is successful. We will only issue successful applicants with a Blue Badge once payment of the required fee has been received.

Other information

You should also provide the Vehicle Registration Numbers 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.

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. Any original 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 local authority.

Section 2a

Please complete this section if you are registered as severely sight impaired (blind). You are asked to state the name of the local authority or borough with which you are registered. 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 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). 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 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

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at: <https://www.gov.uk/dla-disability-living-allowance-benefit/what-youll-get>.

Section 2c

Please complete this section if you receive a Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Moving Around' descriptors within the Mobility Component:

- You can stand and then move unaided more than 20 metres but no more than 50 metres (8 points).
- You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres (10 points).
- You can stand and then move more than 1 metre but no more than 20 metres (12 points).
- You cannot stand or move more than 1 metre (12 points).

A copy of your decision letter can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 08458 503 322
- Textphone: 08456 01 66 77

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at: <https://www.gov.uk/pip>.

Section 2d

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 can enclose a 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.

Section 2e

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 can enclose a 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.

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

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 which means that you have very 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.

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 (or just over 1 yard). 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 or yards, 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 follow up medical references through the health professionals you list on your application and/or 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.

You can if you wish provide evidence to support your application from one or more of the healthcare professionals or specialists whose details you have given in Section 3. We will consider this evidence but by law we cannot base a decision about eligibility solely on the opinion of a healthcare professional or specialist who has treated you. We may still ask you to attend a mobility assessment. A healthcare professional or specialist may make a charge for providing a letter or report in support of your application, which you will have to pay.

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

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 ‘subject to further assessment’ applicants under the age of three

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 – Declarations and signatures

Section 6a): 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 6b): 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 6c): 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.

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 <https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england>.