

Blue Badge Application Form - Guidance Notes for Organisations

Blues Badges help eligible disabled people with severe mobility problems access goods and services, by allowing them to park closer to their destination.

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

An organisational badge may be issued to an organisation for use in a motor vehicle or vehicles when the vehicle or vehicles are to be used to carry disabled people who would themselves be eligible for a badge as specified in Section 4(2) of the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000.

Organisational Blue 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.

An organisation applying for a Blue Badge:

- must care for **and** transport disabled people who would themselves meet one or more of the eligibility criteria for an individual Blue Badge; **and**
- have a clear need for an organisational badge rather than using the individual Blue Badges of people it is transporting.

An organisation may apply for more one than one badge using this form, depending on the number of vehicles that are in use for transporting disabled people. All vehicles should be registered against the badge.

Blue Badge eligibility criteria

Individuals over the age of three who would qualify in their own right, would meet one of the following criteria:

- Be in receipt of a restricted list of qualifying benefits¹
- Be registered blind/severely sight impaired (partially sighted and sight impaired do not automatically qualify)
- Be certified by an expert assessor as having an enduring and substantial disability which causes them, during the course of a journey, to:
 - Be unable to walk (that is, to "put one foot in front of the other")
 - Experience very considerable difficulty whilst walking, which may include very considerable psychological distress; or
 - Be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person

(where "the course of a journey" means getting the person from the vehicle to the destination, not about any difficulties whilst travelling in the vehicle).

¹ The qualifying benefits are listed as part of the questions on page 3 of the application form

Children under the age of three who would qualify in their own right, would meet one of the following criteria:

- 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.

Leicestershire County Council may refuse to issue a badge if you do not provide adequate evidence that your organisation meets the eligibility criteria.

Disabilities and health conditions are very wide ranging and the same condition can affect people in very different ways. The council needs to ask these questions in order to determine whether your organisation is eligible or not. Please note that not all disabilities equate to eligibility for a Blue Badge and that badges are not issued on the basis of a diagnosis alone.

In this application form, the following terms are used:

- “walking” refers to the physical aspect of being able to “put one foot in front of other”
- “journey” refers to the part of any journey between a vehicle (e.g. car) and the destination, e.g. into a shop, hospital, doctor’s surgery etc. It does not refer to the part of the journey undertaken in the vehicle.
- It is noted that the term “disability” may not be appropriate for everyone, therefore the term “condition” may be used to cover a range of terms including (but not limited to) “disability”, “health condition” (physical and/or non-visible (hidden)), “learning disability”, “medical condition” and “long term illness”.
- “care giver” may be used describe someone who is with the applicant when making a journey who may actually be their parent, spouse, partner, sibling, son or daughter, friend, carer or personal assistant of the applicant.

It should be noted that a Blue Badge should be issued for the benefit of the disabled person(s) being transported, not the organisation (drivers or carers).

Page 1: Contact information for the organisation

This form must be completed by a representative of the organisation who has the authority to do so on behalf of the organisation. A contact name must be included.

Charitable organisations should provide their charity registration number as provided by The Charity Commission. Non-charitable organisations may still apply for a Blue Badge.

Page 3: The groups of people that the organisation cares for and transports

The organisation must declare what groups of people the organisation cares for and is wanting to transport. The categories relate to the eligibility criteria. It is acknowledged that organisations may not know whether the applicants are in receipt of some of the specific benefits listed and therefore if an organisation chooses to base their application solely on the basis of their clients being in receipt of these benefits, Leicestershire County Council will require further proof of this.

Organisations should note that the last group has a very high threshold of eligibility and the council may require further information in order to determine eligibility.

The type of care that the organisation gives needs to be specified.

Page 4: Number of people and need for Blue Badge

The organisation needs to give information as to how many people may be in scope for using the Blue Badge. Organisations should be aware that even if all the people they care for have a disability, not all may be eligible for a Blue Badge in their own right.

Please state why an organisational Blue Badge is required rather than just using the individual Blue Badges of the people it is transporting.

Please give information as to the types of trips that the organisation envisages using the Blue Badges for and how frequently.

Please also state how many Blue Badges the organisation is applying for. Each Blue Badge costs £10.

Page 5: Vehicle details

Please give details of all the vehicles that the Blue Badge may be used in. The vehicle should solely be used for transporting disabled people.

Some vehicles may be eligible to be licenced under the Disabled Passenger Vehicle (DPV) taxation class. Please provide details.

Please provide details of any adaptations to the vehicles.

Please provide details of any Blue Badges that your organisation already holds (current or recently expired).

Page 6: Declarations

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.

Please ensure that you clearly communicate to all the drivers in the organisation that may use the Blue Badge that must only use the badge when transporting disabled people 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 themselves eligible for a badge they could face a fine of up to £1,000.**

Page 7: Signature

This form can only be signed by a representative of the organisation who has the authority to do so on behalf of the organisation.

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>.

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. The quickest way of making a payment is online: please ensure an email address is provided if you have one, so we can send you the link to the payment page, if your badge is approved.