

# Blue Badge Application Form

For office use only

CTax Ref ..... Badge No.....

Payment Receipt ..... Date Ordered .....

Matrix (if applicable): Successful / Refusal / IMA required

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. When completing this form you may find the accompanying guidance notes helpful.

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria. You will need to visit a one stop shop at least once so that we can verify your identity and confirm that your photo is a true likeness of you.

Please visit any Council One Stop Shop if you require any advice or assistance in completing this form.

Please use the separate renewal form if you are renewing an existing blue badge.

## Section 1 – Information about the applicant.

If you are completing the form on behalf of an applicant who is under 16, or who is unable to complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf. If the applicant is over 16 please provide evidence that you are their appointee or hold power of attorney.

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

**Title** (Mr, Mrs, Miss, Ms, other):

**First names** (in full):

**Surname:**

**Surname at birth:**

**Gender:** Male  Female  **Date of Birth** (DD/MM/YYYY):   /   /

Town:

**Place of Birth:** Country:

**National Insurance Number /  
Child Registration Number:**

(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, or have you held a Blue Badge before?** Yes:  No:

**If you have:**

Which local authority issued you with the last badge?

What is the badge number on the last badge?

What is the expiry date of the last badge?

**Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:**

(Up to three registration numbers may be nominated, but please remember that other vehicles can be used).

**Proof of your address, dated within the last 12 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 options and provide original documentation where relevant:

**Either:**  I give the Council my consent to check my personal details on its Council Tax, Benefits or Electoral Register 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 12 months.

**Or:**  I do not pay Council Tax, am over the age of 16 and have enclosed 2 recent utility bills and or bank or building society statements showing my address.

**Or:**  I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I am providing evidence of their address.

**Proof of your identity:**

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. You must enclose proof of your identity. Photographic ID is preferred where possible. You must provide original documents. Please refer to the guidance notes on pages 14 - 16 for more information.

**Photographs:**

Please enclose a recent passport standard photograph of the applicant. The photograph needs to show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph. Guidance on acceptable photographs is enclosed on pages 14 - 16.

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.

Please ensure that the applicant's name is on the back of the photograph.

**Badge issue fee:**

The cost of the blue badge is £10.00. This is for the administration, assessment process and production of the badge and is therefore payable regardless of the length of time of use of the blue badge.

**The one stop shops cannot accept payment in cash; cheques or credit or debit cards are accepted at all sites.**

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 of the Mobility Component** of Disability Living Allowance;
- receive a score of 8, 10 or 12 points on Mobility Component of Personal Independence Payment (PIP)
- receive the War Pensioner’s Mobility Supplement; or
- receive a qualifying award under the Armed Forces and Reserve Forces (Compensation) Scheme.
- Are terminally ill and hold a form DS1500 (Please note that the £10 badge issue fee is not payable in these cases)

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

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

**Please complete this section if you are registered as severely sight impaired (blind) or hold a CVI (BD8) registering you as severely sight impaired (blind)?**

If you hold a CVI (BD8) registering you as sight impaired (partially sighted) you are NOT automatically eligible for a Blue Badge

Yes:  No:

**If registered, please state which local authority you are registered with:**

**If registered, 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:**

Yes:  No:

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

**Do you receive the Higher Rate of the 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?**

(DD/MM/YYYY):   /   /

**If you are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance you must enclose an official letter of entitlement to this benefit or annual uprating letter, which must have been issued within the last twelve months.**

**Photocopies of these cannot be accepted.**

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

**2c) People who meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP) i.e. score 8, 10 or 12 points**

Does your 'Moving Around' descriptor for the Mobility Component meet/match any of the following statements?

- 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)

If you did not tick any statement above, please tick the 'NO' box.

No:

**If you have ticked a statement above (8, 10 or 12 points); have you been awarded this benefit indefinitely?**

Yes:

No:  **If NO, when is your award of this benefit due to end?**

(DD/MM/YYYY):   /   /

**If you have ticked one of the above statements (8, 10 or 12 points) for the 'Moving Around' descriptor of the Mobility Component of PIP, you must enclose an original letter of entitlement to this benefit issued within the last twelve months.**

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

**2d) People who receive the War Pensioner's Mobility Supplement**

Do you receive the War Pensioner's Mobility Supplement?

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?**

(DD/MM/YYYY):   /   /

**If you are in receipt of the War Pensioner's Mobility Supplement you must enclose an original letter of entitlement to this benefit. Photocopies cannot be accepted. You should have an award letter from the Service Personnel and Veterans Agency (SPVA).**

## **2e) People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme**

**Have you received 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:

**If you are in receipt of the above mentioned award under the Armed Forces and Reserve Forces (Compensation) Scheme, the Service Personnel and Veterans Agency (SPVA) will have issued 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 of this letter as proof of entitlement. Photocopies cannot be accepted.**

## **2f) People who are terminally ill**

**Has your doctor or specialist issued you with a form DS1500?**

Yes:  No:

**Please submit this form with your application**

**If you have answered “Yes” to any of the questions in Section 2  
please go straight to Section 6**

### **Section 3– Questions for ‘subject to further assessment’ applicants with a disability in both arms.**

These questions are intended for people who **drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, parking meters.**

Please read the guidance notes enclosed with this application form if you are unsure whether these questions apply to you.

**Do you drive regularly?**

Yes:  No:

**Do you have a severe disability in both arms?**

Yes:  No:

**Please describe your medical condition / disability :**

**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:**

**If you have answered “Yes” to all of these questions, please answer the question below and then go straight to Section 6**

**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 4 – 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; or
- 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 read the guidance notes enclosed with this application form.

**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?**

Yes:  No:

**If YES, please state what type of equipment is required:**

**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?**

Yes:  No:

**If YES, please describe the child’s medical condition:**

**If you have answered yes to either of the questions above 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:**

**If you have answered yes to either of the questions in this section please go straight to Section 6**

## Section 5 – 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 2**. 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 read the guidance notes enclosed with this application form.

**Please describe:**

- All medical conditions / disabilities which affect your walking.
- If you know them please state the medical terms for the condition you have been diagnosed with.

**Please describe:**

- Any surgery or courses of treatment you have undergone or specialist clinics you have attended in relation to each medical condition / disability you have mentioned.
- Please state when you underwent any relevant surgery or treatment or attended specialist clinics.

**Surgeries / courses of treatment / specialist clinics:**

**Dates you received this treatment:**

<b>Surgeries / courses of treatment / specialist clinics:</b>	<b>Dates you received this treatment:</b>

**What medication do you currently take in relation to the conditions / disabilities you described above?**

<b>Medication</b>	<b>Dosage</b>	<b>Frequency</b>



**Are you currently taking any pain relief in relation to the medical conditions / disabilities you mentioned above?**

Yes:  No:

If Yes, please explain what you are taking and how frequently you need it:

**Are you currently...**

(Please tick whichever statements apply to you and provide further details in the space below).

- Awaiting surgery in relation to the conditions / disabilities described above?
- Recuperating from surgery in relation to the conditions / disabilities described above?
- Awaiting treatment for any of the conditions / disabilities described above?
- Managing your condition / disability since you have been advised it is not expected to improve any further?
- None of the above.

**Please give details of the healthcare professionals or specialists (including your GP) who have been treating you in relation to the conditions / disabilities described above:**

Name	Job title and area of expertise	Hospital / Health Centre	Telephone number

**Do you anticipate that your conditions / disabilities will improve in the next 3 years without medical treatment (for example drug therapy, rehabilitation or surgery)?**

Yes:  No:

**If you ticked YES, please describe how much you expect your conditions / disabilities 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 - you can tick more than one box).

- I am able to walk well, including recreational walks.
- I am able to walk around the supermarket to do my own shopping.
- I am able to walk and can use public transport for some of my local trips.
- I am able to walk, but struggle with longer distances or hills.
- I am able to walk, but get breathless if I walk for more than a few minutes.
- I am able to walk, but find it too painful to walk for more than a few minutes.
- I am able to walk but use a wheelchair for longer trips outside the home.
- I am able to walk around my home, but am unable to climb the stairs.
- I am unable to walk at all.
- Other (please describe below).

**Are you able to walk outside without help?**

Yes:  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:**

- Normal - no specific problems with walking.
- Adequate - for example, you walk with a slight limp.
- Poor - for example, you walk with a heavy limp, a stiff leg or shuffle, or have problems with balance.
- Extremely poor - for example, you drag your leg, stagger, swing through two crutches or need physical support.
- 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 of the following walking aids?**

(Please tick whichever options apply to you - you can tick more than one box).

- |  |  |
|--|--|
| <input type="checkbox"/> 1 elbow crutch.                             | <input type="checkbox"/> 2 elbow crutches.   |
| <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).

- Purchased privately by me.
- Prescribed by a healthcare professional.
- Provided by Social Services.
- Other (please describe below).

**How far would you estimate you are able to walk, using any walking aids, before you feel severe discomfort?**

(Please state the distance in metres or yards using whichever measure is best for you).

: metres

: yards

When answering this question please note that:

- 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?**

: minutes

**Are you able to continue walking after a short rest?**

Yes:  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:**

Are you troubled by shortness of breath when hurrying on level ground or walking up a slight hill?

Yes:  No:

Do you get short of breath walking with other people of your own age on level ground?

Yes:  No:

Do you have to stop for breath when walking at your own pace on level ground?

Yes:  No:

Do you get too breathless to leave your home, or after dressing?

Yes:  No:

**Is there anything else you would like to add that you think is relevant in support of your application for a Blue Badge?**

## Section 6 – Declarations and signature.

- Please read the following declarations thoroughly.
- Please sign in the box below to indicate that you have read and understood each declaration.
- Not signing these declarations may mean we are unable to issue you with a Blue Badge.
- Providing fraudulent information may result in prosecution and a fine.

### Declarations to be completed by all applicants

- 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.
- I understand that I must promptly inform my local authority of any changes that may affect my entitlement to a badge.
- I confirm that the photograph I have submitted with my application is a true likeness.
- I understand that, if my application is successful, I must not allow any other person to use the badge for their benefit and that I must only use the badge in accordance with the rules of the scheme as set out in the “Blue Badge scheme: rights and responsibilities in England” leaflet which will be sent to me with the badge.
- I understand that I must not hold more than one valid Blue Badge at any time.
- I understand that the local authority may need to contact an accredited healthcare professional for the purpose of obtaining further information in support of my application.
- I understand that I may be required to undertake an assessment with a healthcare professional who is independent of my existing care and treatment in order to determine my eligibility for a Blue Badge.
- I consent to the local authority checking any information it already holds on the basis that:
  - 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.
- I agree to the disclosure of the information included in this form to other local authority departments/service providers so that I can be informed about other local authority services that may be of benefit to me.

### 6a) Your signature against the declarations in section 6

<b>Your signature:</b>	
<b>Date of application:</b>	
<b>Please print your name here:</b>	

## Data Protection Statement

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. Any medical information that you have supplied to support this application is deemed, under the Data Protection Act, to be "sensitive personal data" and will only be disclosed to third parties as necessary for the operation and administration of the Blue Badge scheme, and to other Government Departments or agencies, to validate proof of entitlement or as otherwise required by law.

## 6b) 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. 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 12 months.  
(if you have not given consent for us to check Council Tax / electoral register / school records).
- Proof of your identity.
- A recent passport standard photograph of yourself with your name on the back.

### Section 2a – People who are severely sight impaired

- A copy of your ophthalmologist's report / CVI / BD8 form (if you have not given us consent to check the blind register or are not registered as blind / severely sight impaired).

### Section 2b – People who received the Higher Rate of the Mobility Component of Disability Living Allowance

- An official letter of entitlement to this benefit or annual uprating letter, which must have been issued within the last twelve months. Photocopies of these cannot be accepted.

### Section 2c - Component of Personal Independence Payment (PIP)

- An official letter of entitlement to this benefit or annual uprating letter, which must have been issued within the last twelve months. Photocopies of these cannot be accepted.

### Section 2d – People who receive the War Pensioner's Mobility Supplement

- An original letter of entitlement for the War Pensioner's Mobility Supplement.

### Section 2e – 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 2f - People who are terminally ill

- DS1500 form.

### Section 3 – Drivers with a disability in both arms

- A copy of your insurance details if you drive a specially adapted vehicle.

### Section 4 – Children under the age of three

- A letter from a healthcare professional that has been involved in the child's treatment, giving details of medical condition and type of medical equipment needed.

# Blue Badge Application Form - Guidance Notes

## What sections of the application form should I complete?

All applicants should complete Section 1 and Section 6.

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 the 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP)
- Section 2 if they are registered severely sight impaired (blind), or if they wish to be registered severely sight impaired ( blind ) and have a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist which states that they are severely sight impaired (blind).
- 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 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 4 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.
- Section 5 if they have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

## Section 1 - Information about you

This section should be completed by all individual 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.

## Vehicle Registration Numbers

You should 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 any vehicle you are travelling in.

## Proof of your address

Proof of address should be in the form of an original Council Tax bill bearing your name and address. The original must be submitted with your application and 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 check your address on their Council Tax records or electoral register.

If you do not pay Council Tax you should provide 2 recent utilities bills showing your address.

If you are completing the application form on behalf of someone under the age of 16, you should provide original documentation relating to their child benefit showing their address.

## **Proof of your Identity**

You must provide original documents, and photographic ID is preferred where possible. One of the following must be submitted with your application: your passport, valid driving licence, birth/adoption certificate, marriage/divorce certificate, civil partnership/dissolution certificate, National Insurance number card, medical card, UK residence permit or EEC identity card.

If you are applying by post you should not send these documents to us, but should instead provide a certified photocopy of the document. A certified copy is a photocopy of a document that has been verified as being true by a person who holds a position of responsibility. The following persons are examples of who would be accepted as being able to verify your true likeness for the purposes of providing proof of identity:

- accountant
- bank/building society official
- barrister
- councillor (local or county)
- civil servant (permanent)
- dentist
- doctor
- nurse (RGN and RMN)
- police officer
- social worker
- solicitor
- teacher, lecturer

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, occupation and business telephone number alongside this information.

## **Blue Badge Issue Fee**

The cost of the Blue Badge is £10.00, which covers the administration and production fee.

The one stop shops **cannot** accept payment in cash; cheques or credit or debit cards are accepted at all sites.

## **Photograph**

We need to check that the photo is a true likeness of you before we can order a blue badge, which means that you will need to visit a one stop shop at least once during the application process.

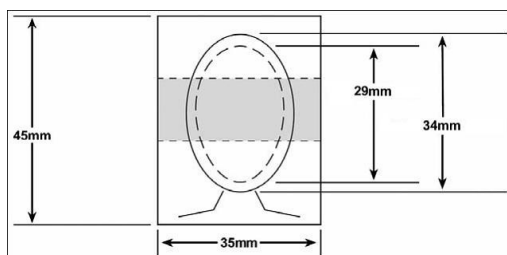
**Passport photograph:** All applications must include a recent photograph. The photograph you provide must meet internationally agreed standards and must be a true likeness of you. The guidance in the following pages will help you provide an acceptable photograph, and will help avoid the need for us to ask for an additional photograph.

The photograph must be:

- in colour, not black and white;
- taken within the last month;
- taken against a light grey or cream background;
- 45 millimetres (mm) high x 35 millimetres (mm) wide (however, please do not trim your photographs to meet this condition);
- a close-up of your head and shoulders with a recommended head height (the distance between the bottom of your chin and the crown of your head, not the top of any hair visible)



between 29 and 34mm, with the eyes in the grey shaded band. This should result in the capture of a useable biometric element by our system. The diagram below shows the positioning of the head within the image, along with the recommended head size (not to scale).



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.

Unfortunately we cannot meet the cost of the photograph even if you are not eligible for a blue badge.

### **Children**

Photographs for children aged six and over must meet the full standards set out above.

Photographs of children five years and under must show a clear image that is a true likeness of the child

### **Applicants who are terminally ill**

Special arrangements can be made to ease the process for applicants who are terminally ill and whose life expectancy is less than 6 months. Please enclose form DS1500 with your application. These badges are issued for 3 years, and the badge fee of £10 will be waived. You do not need to provide a photo.

## **Section 2 – Questions for ‘without further assessment’ applicants**

You will automatically be 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

Please complete this section if you are registered as severely sight impaired (blind) or hold a CVI (BD8) registering you as severely sight impaired (blind)

If you hold a CVI (BD8) registering you as sight impaired (partially sighted) you are NOT automatically eligible for a Blue Badge

If registered 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 original 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](mailto:DCPU.Customer-Services@dwp.gsi.gov.uk)

This helpline is open from 7.30am to 6.30pm Monday to Friday.

### 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)

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: 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/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 must enclose the original 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 must enclose the original 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 disabilities in both arms**

Section 3 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 4 – Questions for ‘subject to further assessment’ applicants under the age of three**

Section 4 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 5 – Questions for ‘subject to further assessment’ applicants with walking difficulties**

Section 5 is to be completed if the questions in Sections 2, 3 and 4 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. 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, 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 the final box of Section 3.

## **Section 6 – Declarations and signatures**

The 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 applicant may result in your local authority being unable to accept your Blue Badge application.

Section 6a): 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 [www.direct.gov.uk/bluebadge](http://www.direct.gov.uk/bluebadge)