

If telephoning please ask for: Blue Badge Team
Direct Dial: 01563 555433
Email: bluebadge@east-ayrshire.gov.uk

Blue Badge Application Form (Lost / Damaged Badge) Guidance Notes

What sections of the application form should I complete?

Section 1 - Information about you

This section should be completed by all individual applicants for a Blue Badge. **All sections should be filled in.**

If you are applying for a Blue Badge on behalf of someone under the age of 16, as they will not have a National Insurance Number you should provide their NHS Number. When you register your child with a GP practice you are given a medical card. The NHS number is printed on the card; each NHS Number is made up of 10 digits shown in a 3-3-4 format, usually as follows 943/476/5919:

Please note that the 'first names', 'surname' and 'surname at birth' sections can only hold up to 20 characters due to badge printing restrictions.

Proof of your identity and address

Identity:

A certified 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 or passport. A certified photocopy is a photocopy of a document that has been verified as being true by any person, 18 years or over, other than your partner or family member, who has known you for a minimum of two years (for example minister; neighbour etc). 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 and occupation alongside this information.

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 tick 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 are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

Blue Badge Issue Fee

There is no charge for a duplicate blue badge if the original blue badge has been lost or damaged.

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 – Declarations and signatures

Section 2a): 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 you may result in your local authority being unable to accept your Blue Badge application.

Section 2b): 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 2c): 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.