

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

## Blue Badge Application Form (Organisational Badge)

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

**We may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.**

### Section 1 – Applying for an Organisational Blue Badge - [Regulation 5]

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (eg minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see Section 1 of the accompanying guidance note for a list of the eligibility criteria prescribed in the regulations that govern the scheme.

**An ‘organisation’ is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person’s badge may be issued.**

Organisational badges will therefore only be issued to an organisation which:

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for a individual Blue Badge; and
- Has a clear need for an organisational badge rather than using the individual Blue Badges of people it is transporting.

Organisational 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.

If you are unsure about how to answer these questions, then please read the guidance notes enclosed with this application form.

**Name of organisation** (maximum of 30 characters):

**Main contact name:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

**Organisation logo**

You need to supply the company logo of your organisation if you are applying for an organisational badge.

**Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?** See Section 1 of the accompanying guidance note for a list of the eligibility criteria.

Yes:  No:

**If YES, please give details of the nature of this care:**

**As part of that care, does your organisation provide them with transportation?**

Yes:  No:

**If YES, please give details of the types of vehicles in which you wish to use the badge, their vehicle registration number and how often they are used to transport disabled people:**

Type of vehicle	Vehicle Registration Number	Frequency used to transport disabled people

**Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?**

Yes:  No:

**If YES, please give details and attach a photocopy of the tax disc(s) to this application:**

**How many disabled people are in the care of your organisation?**

: people

**How many of these people are already in receipt of a Blue Badge as individuals?**

: people

**How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals** (see description of eligible disabled people in the accompanying guidance note)?

: people

**Charity Number of your organisation:**  
(if applicable)

**Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for:**

**How often do you envisage your organisation will use the Blue Badge?**

**If you already have an organisational Blue Badge:**

What is the serial number on the current badge(s)?

What is the expiry date of the current badge(s)?

**How many organisational badges are you applying for?**

(Please note that your organisation will be required to pay the badge issue fee for each Organisational Badge that is issued)

**Badge issue fee** (where applicable)

£20.00 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. You can pay for the badge on collection or by debit card via the telephone if you wish your badge posted to you.

## Section 2 – Declarations and signatures

These questions are intended to be answered by organisations applying for a Blue Badge

### 2a) Mandatory declarations about the information you have provided and the application process

- Please read the following declarations thoroughly.
- Please tick all relevant boxes to indicate that you have read and understood each declaration.
- Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.
- Providing fraudulent information may result in prosecution and a fine.

All documents relating to this application will be dealt with in line with the General Data Protection Regulation and the Data Protection Act 2018 and may be shared within the local authority, with other local authorities, Police Scotland, parking enforcement officers and other Government agencies to detect and prevent fraud. Any medical information that you have supplied to support this application is deemed, under the General Data Protection Regulation, to be “special category 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.

#### Declarations to be completed by all organisational 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 the organisation’s entitlement to a badge.

#### Declarations to be completed by all organisational applicants

- I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people.
- I understand that, if the application is 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.

### 2b) Checklist of documents you may need to enclose

#### Organisational Badge

- A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class.
- Your organisation’s logo.

### 2c) Your signature against the declarations in Section 2a and 2b

Your signature:	
Date of application:	(DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Please print your name here:	

Please return this form, relevant documents and fee (which can only be cashed if you are successful) to:

The Johnnie Walker Bond  
 15 Strand Street  
 Kilmarnock  
 KA1 1HU

**Misuse of the badge is a criminal offence and can lead to a fine.**