

If telephoning please ask for: Blue Badge Team
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Blue Badge Application Form (Without Further Assessment) 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.

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 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

£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.

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 of the application. 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 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 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 severely sight impaired (blind) is:

- For an adult – your Certificate of Vision Impairment (CVI) Scotland form or a previous equivalent (BP1 form – Blindness or Defective Vision Form), signed by a Consultant Ophthalmologist and held by your Social Services Department or local visual impairment society.
- For a child or young person under the age of 16 years – a letter of confirmation of visual impairment including a statement of the severity signed by a healthcare professional in the local Visual Impairment network for Children and Young People (VINCYP) Team.

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 224 433
- Email: DCPU.Customer-Services@dwp.gsi.gov.uk

This helpline is open from 7.30am to 6.30pm Monday to Friday, and further details can be found online

at:

http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925

Section 2c

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

- [I've decided that] You can stand and then move unaided more than 20 metres but no more than 50 metres. [This gives you a score of 8.]
- [I've decided that] You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. [This gives you a score of 10.]
- [I've decided that] You can stand and then move more than 1 metre but no more than 20 metres either aided or unaided. [This gives you a score of 8.]
- [I've decided that] You cannot, either aided or unaided, stand or move more than 1 metre. [This gives you a score of 12.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, 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 016 677

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

Section 2d

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

- [I've decided that] You cannot follow the route of a familiar journey without another person, [an] assistance dog or [an] orientation aid. [This gives you a score of 12.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, 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 016 677

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

Section 2e

Please complete this section if:

- you were in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment (PIP)
- you did not receive the Mobility Component of PIP at 8 points or more for the 'Moving Around' or 12 points for the 'Planning and Following Journeys'; and

- you have requested a mandatory reconsideration of that decision with the Department for Work and Pensions (DWP) within the last year.

Section 2f

Please complete this section if you were in receipt of a lifetime or indefinite award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment.

Section 2g

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 2h

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 – Declarations and signatures

Section 3a): 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 3b): 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 3c): A checklist of documents that require to be attached to the application.

Section 3d): 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 Scotland" 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.bluebadgescotland.org.