

Blue Badge Application Form For applicants applying under the 'eligible without further assessment' criteria

This application form is intended for people who may qualify for a Blue Badge automatically because they:

- are severely sight impaired (blind);
- receive the Higher Rate Mobility Component of Disability Living Allowance;
- receive the War Pensioner's Mobility Supplement; or
- receive a qualifying award under the Armed Forces and Reserve Forces (Compensation) Scheme.

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 are helpful.

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

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 the appropriate sections and sign the form yourself on their behalf.

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

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

First name(s) (in full):

Surname:

Name at birth:

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

Place of Birth: Town:
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? Yes: No:

If you already have a Blue Badge:

Which local authority issued you with the badge?

What is the serial number on the current badge?

What is the expiry date of the current badge?

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:

- Either:** I give consent to the local authority to check my personal details on the local authority's Council Tax 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 give consent to the local authority to check my address on the electoral register.
- Or:** I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to the local authority to check school records to confirm 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 attach a photocopy of **one** of the following as proof of your identity:

- Birth certificate / adoption certificate Marriage / Divorce certificate Passport
- Civil Partnership / Dissolution certificate Valid driving licence

Photographs:

Please enclose one recent passport-style 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. 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 and that you complete Section 3(a) of this form to confirm that the photograph is a true likeness.

Badge issue fee: £10

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.

Do not submit any payment if applying via post. Once your application has been reviewed we will contact you to make payment.

Full details of how payments can be made are detailed in the guidance notes, section 4

Section 2 – Questions for automatic eligibility 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 Mobility Component** of Disability Living Allowance;
- receive the War Pensioner's Mobility Supplement; or
- receive a qualifying award under the Armed Forces and Reserve Forces (Compensation) Scheme.

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)

i) Are you registered as blind (severely sight impaired)?

Yes: No: if 'No' go to 2a) ii)

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

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: now go to Section 3

ii) Please indicate whether you have enclosed a copy of your Certificate of Vision Impairment (CVI) or a BD8 form, signed by a Consultant Ophthalmologist and that you wish to be registered as blind:

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 'No' go to 2c)

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 original letter of entitlement to this benefit issued within the last twelve months or your original annual uprating letter.

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 receive the War Pensioner's Mobility Supplement

Do you receive the War Pensioner's Mobility Supplement?

Yes: No: if 'No' go to 2d)

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. You should have an award letter from the Service Personnel and Veterans Agency (SPVA). If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

2d) 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 'No' go to Section 3

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.

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

Section 3 – Further information, declarations and signatures

These questions must be answered by all applicants for a Blue Badge

3a) Mandatory declarations about the information you have provided and the application process

- Please read the following declarations thoroughly.
- Please tick all boxes to indicate that you have read, understand and agree with 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

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 not hold more than one valid Blue Badge at any time
- I understand that I must promptly inform my local issuing authority of any changes that may affect my entitlement to a badge.
- I confirm that the photographs I have submitted with my application are a true likeness.
- I agree that, if my application is successful, I will not allow any other person to use the badge for their benefit and I agree that I will use the badge in accordance with the rules of the scheme as set out in the “Blue Badge scheme: rights and responsibilities” leaflet which will be sent to me with the badge.

3b) Optional declarations about the information you have provided and the application process

Please read and tick the following optional declarations that you consent to. Ticking these boxes will help to improve the service we can offer you

- I consent to the local authority checking any information already held by the local authority’s Social Care department 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.
- I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud.

3c) 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 because they are relevant to you. We have provided a checklist below to help remind you of what you need to enclose.

Please note that your application can not be processed without these documents

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 Role / school records).
- A copy of proof of your identity
- One passport-style photograph of the applicant with their name on the back.

Section 2a – People who are severely sight impaired

- A copy of your ophthalmologists report / CVI / BD8 form (if you have not given us consent to check the blind register)

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

- A copy of letter of entitlement for the Higher Rate Mobility Component of Disability Living Allowance issued within the last 12 months or your original annual uprating letter

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

- A copy of letter of entitlement for the War Pensioner's Mobility Supplement

Section 2d – People who receive an award under the Armed Forces and Reserve Forces (Compensation) Scheme

- A copy of 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.

3d) Your signature against the declarations in section 3b and 3c

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

Please ensure that you sign in the box above. The badge cannot be issued if this box is not signed.

Automatic Eligibility Blue Badge Application Form - Guidance Notes

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.

There are questions for those who already have a Blue Badge which is due to expire shortly. The expiry date should be in the relatively near future, and two badges will not 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 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.

Address:

Proof of address will be in the form of a Council Tax bill bearing your name and address. Photocopies will be accepted. Originals 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 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.

Photographs

To enable your application to be submitted, a recent passport-style photograph should be included with the application. This needs to show the applicant's face in full so that the Blue Badge holder can be easily identified.

The applicant's name must be written on the back of the photograph and the declaration in section 3a of the form must be completed.

Section 2 – Questions for automatic eligibility 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. 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 issuing 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 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.

The 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 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

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 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 2d

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 – further information, declarations and signatures

Section 3a): 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 applicant 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): This section details the documents that you will need to enclose with your application. Please note that without these documents, your application may not be processed.

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.

Section 4 - Once Completed

Once the application form is completed please return to your local Worcestershire Hub Centre. This can be done in person at any of the following centres. Alternatively each centre can process the application by post.

Bromsgrove District Customer Service Centre

Adjacent to Dolphin Centre
School Drive
Bromsgrove
B60 1AY

Tel: 01527 881288

Droitwich Community Contact Centre

Droitwich Library
Victoria Square
Droitwich Spa
Worcestershire
WR9 8DQ

Tel: 01386 565000

Evesham Community Contact Centre

Abbey Road
Evesham
Worcestershire
WR11 4SB

Tel: 01386 565000

Malvern Hills Customer Service Centre

The Library
Graham Road
Malvern
WR14 2HU

Tel: 01684 862151

Pershore One Stop Shop

Civic Centre
Queen Elizabeth Drive
Pershore
WR10 1PT

Tel: 01386 565000

Redditch One Stop Shop

Town Hall
Walter Stranz Square
Redditch
B98 8AH

Tel: 01527 534123

Worcester Customer Service Centre

Orchard House
Farrier Street
Worcester
WR1 3BB

Tel: 01905 722233

Wyre Forest Customer Service Centre

Kidderminster Town Hall
Vicar Street
Kidderminster
Worcestershire
DY10 1DA

Tel: 01562 732928

Section 4 – Making a payment and Issue of a badge

When your application has been assessed and eligibility for a Blue Badge has been confirmed a payment of £10 will be required to process your application.

- If applying by post a member of the Worcestershire Hub team will be in contact to arrange for payment to be made.
- For applications in person payments can be made in cash, by cheque or credit/debit card.
- Cheques should be made payable to the **District/Borough Council** you are applying to.

Once eligibility has been assessed and payment received the Blue Badge order will be placed via the Blue Badge Improvement Service and the Badge dispatched by post within 10 working days.

Section 5 – Refusals and Appeals

The Worcestershire Hub acting on behalf of Worcestershire County Council has the responsibility to decide if you are eligible to be issued with a badge. If you are dissatisfied with the outcome of your application and believe that you do meet the eligibility criteria, an appeal against the decision can be made. In the first instance you should appeal in writing to the Customer Service Manager at the Worcestershire Hub Centre where the application was made.