

Organisational Blue Badge Application Form

Section 1 – Applying for an Organisational Blue Badge

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (e.g. 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 notes 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 an 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

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

Name of organisation:

Main contact name:

Address:

Postcode:

Telephone:

Email:

Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge? See Section 1 of the accompanying guidance notes 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 notes.

: 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: £10

Payment will only be taken if your organisation's application for a Blue Badge is successful.

Your organisation 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 – Further information, declarations and signatures

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, 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.

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 agree that, if the application is successful, the badge(s) will only be used when transporting disabled people and I agree that the organisation will use the badge(s) in accordance with the rules of the scheme.

2b) 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.

2c) 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

A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class

A copy of your organisation's logo e.g. letter headed paper

2d) Your signature against the declarations in section 2a and 2b on behalf of the organisation

Your signature:

Date of application:

(DD/MM/YYYY): / /

Please print your name here

Position within the Organisation

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

Organisational Blue Badge Application Form - Guidance Notes

Section 1 – Organisational badges

An organisational badge may be issued to organisations whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually. Eligible disabled persons are defined as a person who is over two years old and:

- receives the Higher Rate of the Mobility Component of the Disability Living Allowance; or
- is registered blind (severely sight impaired); or
- receives a War Pensioner's Mobility Supplement; or
- receives a lump sum benefit under the Armed Forces and Reserved Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and has been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter; or
- has a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

In addition, eligibility covers children under the age of three who fall within either or both of the following descriptions:

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty;
- a child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given.

Organisational Badges will therefore only be issued to an organisation which both:

- 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 personal Blue Badges of people it is transporting.

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Service Department) rather than to individual staff members.

All employees of the organisation who will be using the badge should be reminded that they must only use the badge for the purposes of transporting disabled people in their care who meet one or more of the eligibility criteria for a badge. These employees should be reminded that if they use the badge to take advantage of the concessions when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000.

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. Such operators are, of course, able to use an individual's Blue Badge when carrying that person as a passenger.

Section 2 – further information, declarations and signatures

Section 2a): 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 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 2d): 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 3 - 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.