

## Blue Badge Application Form for a Child under the age of 3

This application form should be used where a child under three years of age may be eligible for a Blue Badge.

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

As you are completing this form on behalf of an applicant who is under 3, 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.

**First name(s)** (in full):

**Surname:**

**Name at birth:**

**Gender:** Male  Female

**Date of Birth** (DD/MM/YYYY):   /   /

**Place of Birth:**  
Town:  
Country:

**Child Registration Number:**

**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 the applicant is resident in this local authority area before we can process the application. For children under 3 this will refer to the residency of the parent/guardian of the applicant.

Please select one of the following options and provide 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.

**Proof of the applicant's identity:**

We need to check the applicant's to reduce the potential for fraudulent applications for a Blue Badge. You must attach a photocopy of **one** of the following as proof of the child's identity:

- Birth certificate / adoption certificate  Passport

**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(b) 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 ‘subject to further assessment’ applicants under the age of three

These questions are intended for children under the age of three who may be eligible for a Blue Badge because:

- They have a condition requiring the transportation of bulky medical equipment at all times; or
- They need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed

If you are unsure whether these questions apply to your child, then please read the guidance notes at the end of this application form.

**Are you applying on behalf of a child under the age of three who has a condition requiring transportation of bulky medical equipment at all times?**

Yes:  No:

**If YES, please state what type of equipment is required:**

**Are you applying on behalf of a child under the age of three that suffers from a condition that requires that they must be always kept near a motor vehicle so that they can, if necessary, be treated for that condition in the vehicle or be taken quickly in the vehicle to a place where they can be treated?**

Yes:  No:

**If YES, please describe the child’s medical condition**

**If you have answered yes to either of the questions above please enclose a letter from a healthcare professional that has been involved in your child’s treatment (for example your GP or paediatrician) giving details of the child’s medical condition and the type of medical equipment they need, or provide the healthcare professional’s contact details below:**

## Section 3 – Further information, declarations and signatures

These questions are intended to be answered by all applicants for a Blue Badge

### 3a) Further information

Is there anything else you would like to add that you think is relevant in support of your application for a Blue Badge?

### 3b) 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 on behalf of 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 no one should 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 the applicant's entitlement to a badge.
- I confirm that the photograph I have submitted with my application is a true likeness.  
I agree that, if my application is successful, I will not allow any person other than the holder 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.
- I agree to the local authority contacting an accredited healthcare professional, if necessary, for the purpose of obtaining further information in support of this application.
- I understand that the applicant may be required to undertake an assessment with a healthcare professional who is independent of their existing care and treatment, in order to determine their eligibility for a Blue Badge.
- I understand that the medical information I have supplied to support this application is deemed to be "sensitive personal data" and I consent to its disclosure only to a third party who is responsible for the operation and administration of the Blue Badge scheme and other Government Departments or agencies, to validate proof of entitlement.

### 3c) 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 the applicant's 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 further 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/the applicant.
- 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.

### 3d) 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

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

#### Section 2 – Children under the age of three

- A letter from a healthcare professional that has been involved in the child's treatment, giving details of condition and type of medical equipment needed.

### 3e) Your signature, on behalf of the applicant, against the declarations in section 3b and 3c

<b>Your signature:</b>	
<b>Date of application:</b>	(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"/>
<b>Please print your name here</b>	

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

# Blue Badge Application Form - Guidance Notes

## Section 1 - Information about you

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 or a valid passport.

### Address:

For children under 3 proof of address will refer to the residency of the parent/guardian of the applicant. Proof of address will be in the form of a Council Tax bill bearing the applicant's 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.

### Photographs

To enable your application to be submitted, 1 recent passport-style photographs should be included with the application. These need to show the applicants 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 3b of the form must be completed.

## **Section 2 – Questions for ‘subject to further assessment’ applicants under the age of 3**

Section 2 should be completed on behalf of:

- children under 3 years of age who have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; or
- children under 3 years of age who have a medical condition which means that they need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

A parent or guardian must apply on behalf of a child under the age of three.

The list of bulky medical equipment referred to above may include:

- ventilators;
- suction machines;
- feed pumps;
- parenteral equipment;
- syringe drivers;
- oxygen administration equipment;
- continuous oxygen saturation monitoring equipment; and
- casts and associated medical equipment for the correction of hip dysplasia.

A local authority may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- tracheostomies;
- severe epilepsy/fitting;
- highly unstable diabetes; and
- terminal illnesses that prevent children from spending any more than brief moments outside and who need a quick route home.

Please note that the above lists are not exhaustive, to allow for new advances in technology and treatment equipment.

## **Section 3 – further information, declarations and signatures**

Section 3a): This section can be used to add any further relevant information that has not already been covered elsewhere in the application form.

Section 3b): 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 3c): 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 3e): All application forms must be signed and dated by, or on behalf of, the applicant prior to being submitted.

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.