

## Blue Badge Application Form

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 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 appropriate sections and sign the form on their behalf.

If you are applying on behalf of an organisation that cares for and transports disabled people then please do not complete Section 1. You only need to complete Sections 6 and 7.

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

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

**First names** (in full):

**Surname:**

**Surname at birth:**

**Gender:** Male  Female

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

Town:

**Place of Birth:** 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, or have you held a Blue Badge before?** Yes:  No:

**If you have:**

Which local authority issued you with the last badge?

What is the serial number on the last badge?

What is the expiry date of the last 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 where relevant:

- 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 certified 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 Sections 7(a) and 7(d) of this form to confirm that the photograph is a true likeness.

**Badge issue fee** (where applicable):

The fee for issuing a Blue Badge is £10. Please enclose a cheque made payable to "Kingston Council". If your application for a Blue Badge is unsuccessful we will return the payment. You will only be issued with a Blue Badge once your payment has been received.

**Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:**

(Up to three registration numbers should be nominated, but please remember that other vehicles can be used).

## Section 2 – Questions for ‘without further assessment’ 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 of the 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)

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

Yes:  No:

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

**If YES, 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:

**If NO, then 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 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 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 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.

If you have answered "Yes" to any of the questions in Section 2 please go straight to Section 7

## Section 3 – Questions for ‘subject to further assessment’ applicants with walking difficulties.

These questions are intended for people who have answered NO to all of the questions in Section 2. Please note that you will only qualify for a Blue Badge under this criterion if you or the person on whose behalf you are applying, are over two years of age and **have a permanent and substantial disability which means you are unable to walk or you have very considerable difficulty in walking.**

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

**Please describe:**

- Any medical conditions / disabilities which affect your walking.
- If you know them please state the medical terms for the condition you have been diagnosed with.

**Please describe:**

- Any surgery or courses of treatment you have undergone or specialist clinics you have attended in relation to each medical condition / disability you have mentioned.
- Please state when you underwent any relevant surgery or treatment or attended specialist clinics.

**Surgeries / courses of treatment / specialist clinics:**

**Dates you received this treatment:**

**What medication do you currently take in relation to the conditions / disabilities you described above?**

**Medication**

**Dosage**

**Frequency**

**Are you currently taking any pain relief in relation to the medical conditions / disabilities you mentioned above?**

Yes:  No:

If Yes, please explain what you are taking and how frequently you need it:

**Are you currently...**

(Please tick whichever statements apply to you and provide further details in the space below).

- Awaiting surgery in relation to the conditions / disabilities described above?
- Recuperating from surgery in relation to the conditions / disabilities described above?
- Awaiting treatment for any of the conditions / disabilities described above?
- Managing your condition / disability since you have been advised it is not expected to improve any further?
- None of the above.

**Please give details of the healthcare professionals or specialists (including your GP) who have been treating you in relation to the conditions / disabilities described above:**

Name	Job title	Hospital / Health Centre	Telephone number

**Do you anticipate that your conditions / disabilities will improve in the next 3 years? (Tick as appropriate).**

Yes:  No:

**If you ticked YES, please describe how much you expect your conditions / disabilities to improve.**

**How do the conditions / disabilities you described above affect your ability to walk?**

**Please tick whichever of the following statements describe your general walking ability:**

(Please tick whichever options apply to you - you can tick more than one box).

- I am able to walk well, including recreational walks.
- I am able to walk around the supermarket to do my own shopping.
- I am able to walk and can use public transport for some of my local trips.
- I am able to walk, but struggle with longer distances or hills.
- I am able to walk, but get breathless if I walk for more than a few minutes.
- I am able to walk, but find it too painful to walk for more than a few minutes.
- I am able to walk but use a wheelchair for longer trips outside the home.
- I am able to walk around my home, but am unable to climb the stairs.
- I am unable to walk at all.
- Other (please describe below).

**Are you able to walk outside without help?**

Yes:  No:  (please describe the help you need in the space below...)

**Where, in your local area, can you comfortably walk to from your home?**

(Please state a specific location or landmark which could be found on a map, e.g. a shop, street address or park).

**Please tick the box that best describes the way you walk:**

- Normal - no specific problems with walking.
- Adequate - for example, you walk with a slight limp.
- Poor - for example, you walk with a heavy limp, a stiff leg or shuffle, or have problems with balance.
- Extremely poor - for example, you drag your leg, stagger, swing through two crutches or need physical support.
- Other.

If there is not a box that describes the way you walk, please tell us in your own words about the way you walk in the space provided below:

**Do you use any of the following walking aids?**

(Please tick whichever options apply to you - you can tick more than one box).

- |  |  |
|--|--|
| <input type="checkbox"/> 1 elbow crutch.                             | <input type="checkbox"/> 2 elbow crutches.   |
| <input type="checkbox"/> 1 walking stick.                            | <input type="checkbox"/> 2 walking sticks.   |
| <input type="checkbox"/> Walking frame (Zimmer frame).               | <input type="checkbox"/> Rollator.           |
| <input type="checkbox"/> Wheelchair.                                 | <input type="checkbox"/> Powered wheelchair. |
| <input type="checkbox"/> Other (please describe in the space below). |  |

**Were your walking aids**

(Please tick whichever options apply to you).

- Purchased privately by me.
- Prescribed by a healthcare professional.
- Provided by Social Services.
- Other (please describe below).

**How far would you estimate you are able to walk, using any walking aids, before you feel severe discomfort?**

(Please state the distance in metres or yards using whichever measure is best for you).

: metres

: yards

When answering this question please note that:

- The average adult step is just less than one metre, which is 1.1 yards or 3 feet and 4 inches.
- If you walk alongside someone and they take 100 steps you would have walked roughly 90 metres, or 100 yards.
- The average double-decker bus is about 11 metres, or 12 yards, long.
- A tennis court is about 24 metres, or 26 yards, long.
- A full size football pitch is about 100 metres, or 110 yards, long.

**Roughly how much time would you estimate it takes you to walk this distance?**

: minutes

**Are you able to continue walking after a short rest?**

Yes:  No:

**If you can continue, roughly how long (in minutes) are you able to walk for in total?**

: minutes

**Please answer 'Yes' or 'No' to each of the following questions by ticking the relevant box:**

Are you troubled by shortness of breath when hurrying on level ground or walking up a slight hill?

Yes:  No:

Do you get short of breath walking with other people of your own age on level ground?

Yes:  No:

Do you have to stop for breath when walking at your own pace on level ground?

Yes:  No:

Do you get too breathless to leave your home, or after dressing?

Yes:  No:

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

## Section 4 – Questions for ‘subject to further assessment’ applicants with a disability in both arms.

These questions are intended for people who **drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, parking meters.**

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

**Do you drive regularly?**

Yes:  No:

**Do you have a severe disability in both arms?**

Yes:  No:

**Please describe your medical condition / disability:**

Are you unable to operate, or have considerable difficulty operating a parking meter or pay and display machine due to your upper limb disability?

Yes:  No:

**If yes, please describe the difficulties you have with operating parking meters and pay and display machines:**

**Do you drive a specially adapted vehicle?**

Yes:  No:

**If yes, please describe how the vehicle has been adapted for you, and enclose a copy of your insurance details verifying this adaptation:**

## Section 5 – 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 must always be kept near a motor vehicle on account of a condition so that they can, if necessary, be treated for that condition in the vehicle or taken quickly in the vehicle to a place where they can be so treated.**

If you are unsure whether these questions apply to your child, then please read the guidance notes enclosed with 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 on 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 6 – 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 6 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 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:**

**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 6 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**

The fee for issuing a Blue Badge is £10. Please enclose a cheque made payable to "Kingston Council". If your application for a Blue Badge is unsuccessful we will return the payment promptly. You will only be issued with a Blue Badge once your payment has been received.

See **Section 1** of the accompanying guidance notes.

**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.**

## Section 7 – Declarations and signatures.

These questions should be answered by **all** applicants for a Blue Badge.

### 7a) 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 Data Protection Act 1998 and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. Any medical information that you have supplied to support this application is deemed, under the Data Protection Act, to be “sensitive personal 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 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 my entitlement to a badge.

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

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

#### Declarations to be completed by all ‘subject to further assessment’ individual applicants (i.e. people who have completed Sections 3, 4 or 5)

- I understand that the local authority may need to contact an accredited healthcare professional for the purpose of obtaining further information in support of my application.
- I understand that I may be required to undertake an assessment with a healthcare professional who is independent of my existing care and treatment in order to determine my eligibility for a Blue 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) must only be used when transporting disabled people and that the organisation must use the badge(s) in accordance with the rules of the scheme.

## 7b) Your consent to use your information to improve the service you receive

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 Services 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.

## 7c) 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. 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 register / school records).
- A certified copy of proof of your identity.
- One passport-style photograph of yourself with your name on the back.

### Section 2a – People who are severely sight impaired

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

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

- An original letter of entitlement for the Higher Rate of the 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

- An original 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

- An original 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.

### Section 4 – Drivers with an disability in both arms

- A copy of your insurance details if you drive a specially adapted vehicle.

**Section 5 – Children under the age of three**

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

**Section 6 – Organisational Badge**

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

**Section 7 – Blue Badge Issue Fee**

A cheque or postal order to the value of £10 made payable to ‘Kingston Council’.

**7d) Your signature against the declarations in section 7a and 7b**

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

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

## Equality Monitoring Form

Please help us to provide better services for everyone by completing this form. This information will be kept confidential. Please tick all of the boxes that apply to you.

### Ethnicity

What is your ethnic group?

A **White**

British  Irish

Any other White Background

Please tell us

B **Mixed**

White & Black Caribbean

White & Black African

White & Asian

Any other Mixed background

Please tell us

C **Asian or Asian British**

Indian  Pakistani  Bangladeshi

Tamil  Korean

Any other Asian background

Please tell us

D **Black or Black British**

Caribbean  African

Any other Black background

Please tell us

E **Chinese or other ethnic group**

Chinese  Any other background

Please tell us

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F  I prefer not to tell you my ethnic group

**Disability and Health** Do you have a long-term physical or mental health condition or disability?

- Yes  No  
 I prefer not to tell you
- 

**What is the nature of your disability, mental health or other health issue?**

- Physical/Mobility  Sensory  Mental Health  
 Learning Disability  Health Diagnosis  
 Other – Please tell us  
 I prefer not to tell you
- 

**Gender**

- Are you?  Male  Female  
 I prefer not to tell you
- 

**What is your Age?**

- Under 16  16 – 25  26 – 35  36 -45  
 46 – 55  56 – 65  66 – 75  76+  
 I prefer not to tell you
- 

**What is your Religion or Belief?**

- Christian  Buddhist  Hindu  
 Sikh  Jewish  Muslim  
 Atheist  Agnostic  
 Other – Please tell us  
 I prefer not to tell you
- 

**What is your Sexual Orientation?**

- Heterosexual (Man & Woman)  Lesbian  Gay  
 Bisexual  
 Other – Please tell us  
 I prefer not to tell you
- 

**Thank you for taking your time to complete the equality monitoring form**

**Please send your completed form to:**

**Information and Advice Centre**

**Guildhall 2**

**High Street**

**Kingston upon Thames**

**KT1 1EU**

**Telephone: 020 8547 5005**

Please note that Blue Badge applications may take up to 8 weeks to process if you are not automatically eligible without an Occupational Therapy walking assessment. If you are applying for a review of your Blue Badge, please submit your assessment form at least 8 weeks before your current badge is due to expire.