

BLUE BADGE SCHEME – APPLICATION FORM FOR ORGANISATIONS

Please note: if the number of qualifying people in your organisation is 5 or less you will be asked to apply for individual badges for those people.

Please refer to the guidance notes before completing this form. Use block capitals and mark boxes with an 'x' as appropriate. Applications must be signed by a representative of the organisation. If the form is not complete it may be returned to you.

SECTION A:

Details of the organisation

Name of Organisation:

Name and title of the person completing this form:

Address:

Postcode:

Tel:

Email:

Does your organisation care for disabled people?

Yes No

If yes, please give details below:

As part of that care, does your organisation provide them with transportation?

Yes No

If yes, give details of the type of vehicles used.

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.

Number of people assisted by the organisation:

Number of qualifying people (i.e. people who would meet one or more of the criteria set out in the attached guidance notes for whom the organisation is responsible):

Charity number: (if applicable)

Describe why you are applying for a badge including how often it will be used and why:

Reapplications only:

Badge number:

Expiry date of current badge:

SECTION B

Number of badges you are applying for and vehicle registration details

Number of badges you are applying for:

Vehicle registration(s):

SECTION C

Please use this space to tell us anything else you think we should know about your claim that is not covered above

Checklist

Please enclose all the relevant documents.

Completed:	Section A	<input type="checkbox"/>
	Section B	<input type="checkbox"/>
	Section C	<input type="checkbox"/>

I enclose evidence to support my application, for example, a tax disk

I enclose a cheque / postal order for £2 (this is payable for each application, not each badge)

Cheques / postal orders should be made payable to Nottinghamshire County Council.
Cash should not be sent through the post. Please put the name of the organisation on the back of the cheque.

Now please sign the declaration and put the organisation's stamp or logo in the white box.

Declaration (to be completed by all applicants)

I declare that, to the best of my knowledge, all the information I have provided is correct.

I understand that I must promptly inform my local issuing authority of any changes that may affect the entitlement of my organisation to a badge.

I agree to the local authority sharing information in this form with other local authorities, with parking enforcement agencies and with other government bodies for the purpose of preventing and detecting crime, including fraud.

Data Protection Act 1998

I understand that the information supplied by me on this form will be maintained by the local authority and will not be disclosed to any other party save those who are responsible for the enforcement of parking restrictions or vehicle licensing, those responsible for discounts for congestion charging or otherwise as the law allows.

I further 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.

Signed:

Date: (DD/MM/YEAR)

Name:

FOR OFFICE USE ONLY:

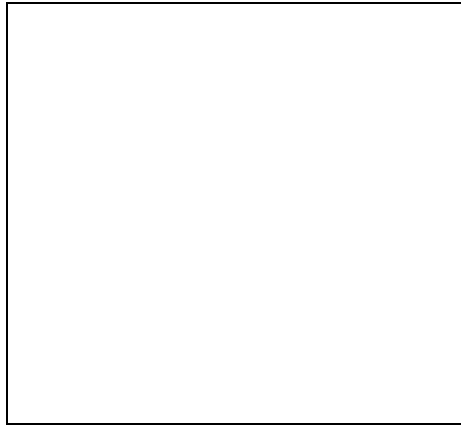
Bank paying in slip:

Budget code:

Cheque / postal order no:

Date:

**Stamp or logo of the organisation. The box will be cut out and fixed to your badge.
THE BADGE CANNOT BE ISSUED IF THIS BOX IS NOT STAMPED OR A LOGO IS NOT
PROVIDED.**



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BLUE BADGE SCHEME - NOTES FOR USE BY APPLICANTS (Please detach this guidance before returning the completed form)

Please use these notes to guide you when completing form BB2.

A badge may be issued to organisations whose responsibility includes the care and transportation of disabled people, who would meet the eligibility criteria for a badge should they apply individually. The criteria that individual applicants have to fulfil to get a badge are set out below. At least one person who meets the criteria must be travelling in the vehicle when the badge is used. Using the badge in any other circumstances counts as misuse and may incur a fine of up to £1,000.

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

Set out below are the eligibility criteria for a blue badge. You can get further information by looking online at www.dft.gov.uk

Type 1: Eligible without further assessment

Individual applicants will be eligible for a badge without further assessment if they are more than three years old and meet at least one of the following **eligibility criteria**:

- **Registered severely sight impaired (blind) people** - applicants are asked to state the name of the local authority or borough with which they are registered. Local Authorities check with the named authority that the applicant is registered as severely sight impaired (blind). The formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CV1), signed by a Consultant Ophthalmologist. However, registration is voluntary.
- **People who receive the Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA)**. A person receiving HRMCDLA will have had an award notice letter from the Disability and Carers Service (DCS) or a vehicle with excise duty exemption. If the person has lost this the DCS can provide another copy.
- **People who receive a War Pensioners Mobility Supplement (WPMS)**. A person receiving WPMS will have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant.
- **Service personnel and veterans** who have been awarded a benefit (giving rise to entitlement to a lump sum award at tariffs 1-8 inclusive) under the Armed Services Compensation Scheme **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.

The organisation may be asked to provide the appropriate documentation relating to individuals to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance.

Type 2: Eligible subject to further assessment

Individuals may be eligible for a badge subject to further assessment if they have:

- **a severe disability affecting both arms.** Applicants must be the driver of the car, and satisfy three conditions in order to obtain a badge i.e. drive regularly; have a severe disability in both arms and are unable, or find it hard, to use parking meters. Local authorities may make arrangements to meet applicants.
- **a medical condition** which means that they must always be accompanied by bulky medical equipment which cannot be carried around, or need to be kept near a vehicle at all times, either for treatment or for transportation to a location where treatment can be performed, **and they are under 3 years old.**
- **a permanent and substantial disability (i.e. a condition that is likely to last at least three years), which means they cannot walk or which makes walking very difficult.** People with a behavioural or psychological disorder will not normally qualify unless their impairment causes very considerable difficulty in walking all the time.

Applicants are asked to describe the nature of their disability and give an estimate of the maximum distance they can walk without assistance or severe discomfort.

Applicants are asked to work out how far they can walk and organisations should be aware of the guidance below when applying for a badge for people who are not “eligible without further assessment”. The following guidance is given to individual applicants:

- Ask someone to walk with you and pace the distance you walk. The average adult step is just under one metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres.
- A size 9 shoe is about a third of a metre.
- The average double-decker bus is about 11 metres long.
- A full-size football pitch is about 100 metres long.

If you still find it difficult to work out the distance you can walk in metres, please tell us:

- The number of steps you can take, and how long, in minutes, it would take you to walk this distance.
- About your walking speed.
- The way that you walk, for example, shuffling or small steps etc.

Your local authority may ask you to be assessed by a medical professional, such as a physiotherapist or occupational therapist.

Section B - For further information

This section should be used to add any further relevant information that has not already been covered elsewhere.

Declaration

All applicants must sign and date the form. Your signature means that you agree to your information being shared with the agencies listed. The legal basis for sharing this information is the Data Protection Act 1998. If you have any questions regarding this matter please ring the Customer Services Centre on 08449 808080.

Checklist

Stamp or logo in the white box: We ask that you to put your stamp or logo in the white box provided at the end of the form. The badge cannot be provided if this box is not completed.

Returning the form

Wherever you live in the county, please send your completed form back to:

Nottinghamshire County Council
Customer Service Centre
PO Box 9320
Nottingham, NG15 5BL

Telephone **08449 80 80 80** for all queries about the progress of your application.
Opening times: Mon-Fri 08.00-20.00 / Sat 08.00-12.00

Application forms can also be returned to any of the Customer Service Points (formerly County Contact Points) around the County.

You should allow up to 8 weeks for your application to be processed.

For your own records, please use this space to record information about your application. This information will be helpful should you need to contact us with regard to your query.

Date form returned:

Address to which form sent:

Other notes: