

Shropshire Council
The Lantern
Meadow Farm Drive
Shrewsbury
SY1 4NG

Date: As per postmark
My ref: **Blue Badge Application**
Your ref:

Dear Applicant/Badge Holder

BLUE BADGE SCHEME – NEW/RENEWAL APPLICATION

Please find enclosed a Blue Badge Scheme Application Form. This form should be used for applying for a new Blue Badge or to apply for the renewal of an existing Blue Badge. **Please refer to the attached Guidance Notes when completing the form.**

The Scheme is intended for very severely disabled people, and as such some applicants/badge holders may meet/continue to meet 'Without Assessment (Automatic)' qualifying criteria (Section 2 of the Application Form). For those applicants who do not or no longer 'automatically' qualify, then there are additional 'Subject to Further Assessment' criteria (see Sections 3, 4 and 5). Organisations should go to and complete Section 6.

Please fully complete all relevant sections and supply the appropriate documents to confirm your address in Shropshire, your identity and any evidence of your automatic eligibility as required. **Shropshire Council may refuse to issue/re-issue you a badge if you do not provide adequate evidence that you meet/continue to meet one or more of the set National eligibility criteria.**

Once you have completed the application please forward to the Blue Badge Team at the above address, or alternatively please hand in the completed application at any one of the points listed on the reverse of this letter who will forward to the Blue Badge Team. Please refer to the Guidance Notes attached but should you have any queries please contact Shropshire Customer Service Centre on 0345 678 9014.

Shropshire Council
Blue Badge Team
www.shropshire.gov.uk
e-mail: customer.service@shropshire.gov.uk

WHEN RETURNING YOUR APPLICATION PLEASE ENSURE THAT THE CORRECT POSTAGE IS USED. THE WEIGHT, SIZE AND THICKNESS OF THE ENVELOPE MAY ALTER THE ROYAL MAIL COST IN DELIVERING YOUR APPLICATION. INSUFFICIENT POSTAGE WILL RESULT IN YOUR APPLICATION NOT BEING DELIVERED TO SHROPSHIRE COUNCIL. YOU ARE ALSO ADVISED TO PUT YOUR POSTCODE AND HOUSE NUMBER/HOUSE NAME ON THE REVERSE OF YOUR ENVELOPE.

You can take your completed application to any of the following points during their normal opening hours who will forward to the Blue Badge Team.

Customer Service Point
82B High Street
ALBRIGHTON

Customer Service Point
Enterprise House, Station Street
BISHOPS CASTLE

Bridgnorth Customer Service Point & Library
Listley Street
BRIDGNORTH

Customer Service Point
Westgate
BRIDGNORTH

Broseley Library & Customer Service Point
The Old School,
Bridgnorth Road
BROSELEY

Customer Service Point
& Visitor Information Centre,
Church Street
CHURCH STRETTON

Cleobury Mortimer Library
Cleobury Mortimer Country Centre,
Love Lane
CLEOBURY MORTIMER

Customer Service Point
Shropshire Hills Discovery Centre
School Road
CRAVEN ARMS

Customer Service Point
Ellesmere Library,
Fullwood House, Victoria Street,
ELLESMERE

Highley Library &
Customer Service Point,
Severn Centre
HIGHLEY (Tues and Thurs)

Customer Service Point
Stone House,
Corve Street
LUDLOW

Customer Service Point &
Visitor Centre
49 Cheshire Street
MARKET DRAYTON

Much Wenlock Library
The Corn Exchange,
MUCH WENLOCK

Customer Service Point
Castle View
OSWESTRY

Shifnal Library & Customer Service Point
Broadway, High Street
SHIFNAL

Customer Service Point
The Guildhall,
Frankwell Quay
SHREWSBURY

Customer Service Point
The Shirehall,
Abbey Foregate
SHREWSBURY

Customer Service Point
Edinburgh House,
New Street
WEM

Whitchurch Heritage Centre
12 St Mary's Street
WHITCHURCH

Whitchurch Library
High Street
WHITCHURCH

Shropshire Council 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:

Address:

Postcode:

Home Tel:

Mobile Tel:

Email:

Previous address, if different in the last three years:

Address:

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 **a photocopy** where relevant:

- Either:** I have enclosed **a photocopy** of my **Shropshire Council Tax** bill dated within the last 12 months.
- Or:** I have enclosed **a photocopy** of my **Water Rates** Invoice dated within the last 12 months.
- Or:** have enclosed **a photocopy** of a **Gas or Electric** Invoice issued within the last 3 months.
- Or:** I have enclosed **a photocopy** of a Department for Works and Pensions (DWP) letter issued within the last 12 months.

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 Valid Passport
- Civil Partnership / Dissolution certificate Valid driving licence

Photographs:

Please enclose one recent passport-style colour 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 and date of birth 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:

Once your application has been assessed/re-assessed as meeting the criteria for issue/re-issue then at that time a Letter of Authorisation (LOA) authorising the collection of a Blue Badge and Time Disc will be posted to you. The LOA will advise where you or your nominated representative will be required to collect your new badge and time disc and also advises you that a payment of £10.00 will be required at the time of collection.

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.

See Section 1 of the accompanying Guidance Note

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.
- Have been diagnosed with a terminal illness.

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 photocopy 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 a photocopy of your letter of entitlement to this benefit issued within the last twelve months or a photocopy of you annual uprating letter (this is usually sent to you in April each year).

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 a photocopy of your letter of entitlement to this benefit or a photocopy of your annual uprating letter ((this is usually sent to you in April each year). 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.

2e) People who have been diagnosed with a terminal illness

Have you been diagnosed with a terminal illness? This is where a person has received a prognosis of limited life expectancy and is not reasonably expected to live for more than 12 months.

Yes: No:

If YES, please provide brief details:

Please provide the details of the Health Professionals i.e. Macmillan/Hospice Nurse and/or Hospital Consultant and Department involved with your treatment:

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:

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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?

If you are applying under and have completed this section please go to Section 7

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:

If you are applying under and have completed this section please go to Section 7

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:

If you are applying under and completed this section please go to Section 7

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:

Once your application/renewal application has been assessed/re-assessed as meeting the criteria for issue/re-issue then at that time a Letter of Authorisation (LOA) authorising the collection of a Blue Badge and Time Disc will be posted to you.

The LOA will advise where your organisation will be required to collect your new badge and time disc and also advises you that a payment of £10.00 will be required at the time of collection.

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.

PLEASE RETURN YOUR COMPLETED APPLICATION WITH A COVERING LETTER FROM YOUR ORGANISATION WITH YOUR COMPANY LOGO. THIS LOGO WILL BE PLACED ON ANY BADGE(S) THAT ARE AUTHORISED FOR ISSUE.

See Section 1 of the accompanying guidance notes.

If you are applying under and completed this section go to Section 7

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 photograph I have submitted with my application is 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

- A **photocopy** of your proof of your address as required.
- A **photocopy** of proof of your identity.
- One passport-style colour photograph of yourself with your name and date of birth on the back.

Section 2a – People who are registered as blind (severely sight impaired)

- A **photocopy** 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 of the Mobility Component of Disability Living Allowance

- A **photocopy** of the original letter of entitlement for the Higher Rate of the Mobility Component of DLA issued within the last 12 months or a **photocopy** of your annual uprating letter.

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

- A photocopy of your original letter of entitlement for the War Pensioner's Mobility Supplement or a **photocopy** of your annual uprating letter..

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 photocopy 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.

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

Your signature:

Date of application:

(DD/MM/YYYY): / /

Print your name here:

Blue Badge Collection Point:

If you are assessed/re-assessed as meeting one of the set National Criteria for the issue/re-issue of a Blue Badge then you or your representative will be required to collect your Blue Badge and Time Disc from ONE of the listed Collection Points on the reverse of the covering letter attached to this application.

You must nominate a Collection Point.

I nominate the following Point

Ethnicity:

The following information will be used for monitoring purposes only:

Asian/ British Bangladeshi	<input type="checkbox"/>	Mixed-White/Asian	<input type="checkbox"/>
Mixed-White/Black African	<input type="checkbox"/>	Asian/British Indian	<input type="checkbox"/>
Mixed-Other	<input type="checkbox"/>	Mixed-White/Black Caribbean	<input type="checkbox"/>
Asian/British Pakistani	<input type="checkbox"/>	Asian/British-Other Asian	<input type="checkbox"/>
White – British	<input type="checkbox"/>	White Irish	<input type="checkbox"/>
White-Other	<input type="checkbox"/>	Black/British African	<input type="checkbox"/>
Black British Caribbean	<input type="checkbox"/>	Black British Other	<input type="checkbox"/>
Chinese	<input type="checkbox"/>	Gypsy/Roma	<input type="checkbox"/>
Traveller of Irish Heritage	<input type="checkbox"/>	Other Ethnic Group	<input type="checkbox"/>
I choose not to disclose	<input type="checkbox"/>	Not Known	<input type="checkbox"/>
My Religion is		I choose not to disclose	<input type="checkbox"/>
My First Language is		I choose not to disclose	<input type="checkbox"/>

Completed Application to be returned to:

**Shropshire Council
Blue Badge Parking Service
The Lantern, Meadow Farm Drive,
Shrewsbury, SY1 4NG**

Blue Badge Application Form - Guidance Notes

What sections of the application form should I complete?

All individual applicants should complete Section 1 and Section 7.

Individual applicants will also need to complete:

- Section 2 if they receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- Section 2 if they are registered blind (severely sight impaired), or if they wish to be registered blind and have a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist which states that they are severely sight impaired (blind).
- Section 2 if they receive the War Pensioner's Mobility Supplement.
- Section 2 if they receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive).
- Section 3 if they have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- Section 4 if they are a driver who has a severe disability in both arms and is unable to operate, or has considerable difficulty operating, all or some types of on-street parking equipment.
- Section 5 if the applicant is a child under the age of 3 who must be accompanied by bulky medical equipment or who needs to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

Organisational applicants should complete Section 6 and Section 7 only.

Section 1 - Information about you

This section should be completed by all individual applicants for a Blue Badge. It does not need to be completed if you are applying for an Organisational 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 have already held a Blue Badge or who have a Blue Badge which is due to expire shortly. Applicants should note that only one badge will 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 valid passport.

Address:

A **photocopy** of **one** of the following must be submitted with your application: Shropshire Council Tax Invoice issued within the last 12 months; Water Rates Invoice issued within the last 12 months; Gas or Electric Invoice issued within the last 3 months; Department for Works and Pensions letter issued within the last 12 months. .

Failure to provide copies of the above documents will result in your application being returned and your application being processed any further.

Blue Badge Issue Fee

Once your application/renewal application has been assessed/re-assessed as meeting the criteria for issue/re-issue then at that time a Letter of Authorisation (LOA) authorising the collection of a Blue Badge and Time Disc will be posted to you. The LOA will advise where you or your nominated representative will be required to collect your new badge and time disc and also advises you that a payment of £10.00 will be required at the time of collection.

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.

Other information

You should also provide the Vehicle Registration Numbers of the three vehicles in which you are most likely to use a Blue Badge if your application is successful. This information helps local authorities with their enforcement of the Blue Badge scheme rules, but please note that you can use a Blue Badge in other vehicles too.

Section 2 – Questions for ‘without further assessment’ 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 **photocopies** of the appropriate documentation to prove eligibility under one of the criteria.

Section 2a

Please complete this section if you are **registered as blind (severely sight impaired)**. 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 (blind).

The current 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 (SPVA) demonstrating receipt of the grant. You must enclose a **photocopy** of the original of this letter as proof of entitlement or a **photocopy of your** annual uprating letter stating your 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 2e

This section is for applicants who have been diagnosed as terminally ill (this is where a person is not reasonably expected to live for more than 12 months). Details of the Health Professional i.e. Macmillan/Hospice Nurse or Hospital Consultant are required. There is also a fast track application process for people applying under this category. More information can be obtained from your Macmillan/Hospice Nurse.

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

Section 3 is to be completed if the questions in Section 2 do not apply to you and if you have a permanent and substantial disability which means you cannot walk or which means that you have very considerable difficulty walking. A permanent disability is one that is likely to last for the duration of your life. Medical conditions such as asthma, autism, psychological / behavioural problems, Crohn’s disease / incontinent conditions and Myalgic Encephalomyelitis (M.E.) are not in themselves a qualification for a badge. People with these conditions may be eligible under this criterion, but only if they are unable to walk or have very considerable difficulty in walking, in addition to their condition.

You are asked to describe the nature of your disability and give an estimate of the maximum distance that you can walk without assistance from another person or severe discomfort. It can be difficult to accurately work out the distance you can walk. There are several things that can help you:

- Ask someone to walk with you and pace the distance you walk.
- The average adult step is just under 1 metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres (or 100 yards).
- The average double-decker bus is about 11 metres (or 12 yards) long.
- A full-size football pitch is about 100 metres (or 110 yards) 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 have a mobility assessment with a medical professional, such as a physiotherapist or occupational therapist, in order to determine whether you meet the eligibility criteria. You may have had a mobility assessment in the last 12 months which covered your walking ability and you can give details of this in the final box of Section 3.

Section 4 – Questions for ‘subject to further assessment’ applicants with disabilities in both arms

Section 4 should be completed by applicants who have a severe disability in both arms. You will need to show that you **drive a vehicle regularly**, that **you have a severe disability in both arms** and that **you are unable to operate, or have considerable difficulty operating, all or some types of on-street parking equipment**. You will need to satisfy all three conditions above in order to obtain a badge. Local authorities may make arrangements to meet applicants applying under this criterion.

Section 5 – Questions for ‘subject to further assessment’ applicants under the age of three

Section 5 should be completed on behalf of:

- children under three 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 three 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 6 – Organisational badges

Please complete this section if you are representing an organisation applying for an organisational badge. 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.

An eligible disabled person is defined as a person who is over two years old and:

- receives the Higher Rate of the Mobility Component of 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 Services 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 7 – Declarations and signatures

Section 7a): The relevant **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 7b): 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 7c): **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. If your badge application is successful, the leaflet “The Blue Badge scheme - rights and responsibilities in England” will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly. The leaflet can be viewed at [About the Blue Badge Scheme : Directgov - Disabled people.](#)