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Shropshire Council
The Shirehall
Abbey Foregate
Shrewsbury
SY2 6ND

Date: As per postmark
My ref: Upper Limb Application
Your ref: Blue Badge Application

Dear Applicant

BLUE BADGE SCHEME APPLICATION - UPPER LIMB DISABILITY

Please find enclosed a Blue Badge Scheme Application Form (Upper Limb Disability). Alternatively, you can complete an online application by visiting **www.gov.uk/apply-blue-badge**

Our preferred method of communication is by email. If you are able to provide your email address or that of a relative or friend, we will be able to advise you if there is any further information that we may need in support of your application, and if your application is approved to also advise you quickly of the fee payable. **Please do not enclose any payment.**

On receipt of your application, the Blue Badge Team will carry out administrative checks to ensure that:

- The application has been fully completed (including declarations/signature)
- You have provided proof of your Residence in Shropshire as per the acceptable options
- You have provided proof of your Identity as per the acceptable options
- You have provided one recent colour passport standard photograph.

Please note that the application will be returned to you if one or more of the above is not enclosed with the application which may result in an eventual delay in processing your application and issuing the parking concession.

Should you have any queries relating to the application or the scheme in general then please do not hesitate in contacting Shropshire Council Customer Service Centre on 0345 678 9014.

Shropshire Council
Blue Badge Team
www.shropshire.gov.uk
e-mail: ss-bluebadge@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 DELIVERY. INSUFFICIENT POSTAGE WILL RESULT IN YOUR APPLICATION NOT BEING DELIVERED. YOU ARE ALSO ADVISED TO PUT YOUR POSTCODE AND HOUSE NUMBER/HOUSE NAME ON THE REVERSE OF YOUR ENVELOPE.

Regulations and Legislation

The Blue Badge Scheme is governed by Regulations approved by Parliament and the Scheme is administered by Local Authorities on behalf of the Central Government Department for Transport (DfT). Shropshire Council has a duty and obligation to abide by Legislation and qualifying National criteria and **has no legal right to alter or issue/re-issue outside of this criteria**. There have been numerous amendments to the Scheme but the current governing legislation is contained within these documents:

- [The Disabled Persons \(Badges for Motor Vehicles\) \(England\) \(Amendment\) \(No. 2\) Regulations 2011](#)
- [The Disabled Persons \(Badges for Motor Vehicles\)\(England\)\(Amendment\) Regulations 2011 \(SI 2011/1307\)](#)

Shropshire Council administers the Scheme on behalf of the DfT and in accordance with the above Regulations. Shropshire Council has used the DfT Blue Badge Scheme Local Authority Guidance (England) as a framework to put in place administration, assessment and enforcement practices:

- www.gov.uk/publications/blue-badge-scheme-local-authority-guidance

National Qualifying Criteria

All applications, new or renewal, are subject to the same National qualifying criteria as detailed in the DfT Leaflet 'Can I get a Blue Badge?'

- www.gov.uk/government/publications/blue-badge-can-i-get-one

Blue Badge Applications

An applicant/badge holder can apply/re-apply for a badge or submit a renewal application:

- Via www.gov.uk/apply-blue-badge
- By requesting an application form by telephoning Shropshire Council Customer Service Centre on 0345 678 9014
- Or downloading the relevant application via www.newshropshire.gov.uk/parking/blue-badge-parking-scheme
- Or request an application form via customerfirst@shropshire.gov.uk

DfT Leaflet 'Blue Badge Holder – Rights and Responsibilities'

Information on the Scheme, including the rights and responsibilities of a badge holder, will be provided at the time of issue and each time a badge is renewed or re-issued. The leaflet can be accessed via:

- www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities

Assessed Eligibility

By completing this application for a Blue Badge, you will only qualify and be issued a badge if you are able to demonstrate that meet the required criterion for issue.

A Blue Badge will **not** usually be awarded if any of the following statements apply to your child:

- They have a temporary health impairment or injury such as a broken leg or recovering from a hip/knee replacement that is expected to recover within 6 months.
- You only need a badge to access facilities to manage continence.
- You only require a badge to help manage a mental health condition (behaviours/routines).
- You only require a badge because you need to fully open a car door in order to enter or exit a vehicle.

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. Shropshire Council 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.

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

First names (in full):

Surname:

Surname at birth:

Gender: Male Female **Date of Birth** (DD/MM/YYYY): / /

Place of Birth:	Town:
	Country:

National Insurance Number / Child Registration Number:

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:	<input type="checkbox"/>	I have enclosed a photocopy of my Shropshire Council Tax bill dated within the last 12 months.
Or:	<input type="checkbox"/>	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:	<input type="checkbox"/>	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:	<input type="checkbox"/>	I have enclosed a photocopy of a Department for Works and Pensions (DWP) letter issued within the last 12 months.
Or:	<input type="checkbox"/>	I have enclosed a photocopy of an award letter issued by SPVA
Or:	<input type="checkbox"/>	I have enclosed a confirmation letter from Shropshire Social Services
Or:	<input type="checkbox"/>	I have enclosed a confirmation letter from my child's Shropshire School
Or:	<input type="checkbox"/>	I have enclosed a photocopy of a Housing Benefit letter
Or:	<input type="checkbox"/>	I have enclosed a photocopy of a Pensions letter

Proof of your identity:

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge.

Please select one of the following options and provide a photocopy where relevant:

<input type="checkbox"/> Birth certificate / adoption certificate	<input type="checkbox"/> Marriage / Divorce certificate	<input type="checkbox"/> Valid Passport
<input type="checkbox"/> Civil Partnership / Dissolution certificate	<input type="checkbox"/> Valid driving licence	<input type="checkbox"/> HM Forces ID Card
<input type="checkbox"/> Certificate of British Nationality	<input type="checkbox"/> ID Card for Foreign Nationals	

Photograph:

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.

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

These questions are intended for people who **(1) drive a vehicle regularly; (2) and have a severe disability in both arms; (3) and are unable to operate, or have considerable difficulty in operating, parking meters. All three conditions must be met in order to be eligible for a Blue Badge.**

If you are unsure whether these questions apply to you, then please refer to www.gov.uk/government/publications/blue-badge-can-i-get-one or telephone Shropshire Council Blue Badge Team on 0345 678 9014

(4a) Do you drive regularly?

Yes: No: If **NO**, you do not meet the above criterion for issue of the parking concession.

(4b) Do you have a severe disability in both arms?

Yes: No: If **NO**, you do not meet the above criterion for issue of the parking concession.

If **YES**, please describe your medical condition / disability:

(4c) 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 **NO**, you do not meet the above criterion for issue of the parking concession.

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

(4d) 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/and or your DVLA issued Driving Licence:

Sections 2, 3, 5 and 6 are not enclosed as they are not required. Please go to and complete Section 7.

7. Mandatory Declarations and Data Protection notice

Tick **all** boxes relevant to your application to indicate that you have read, understood and agree with each declaration. Not ticking one of these declarations may mean we are unable to process your application and/or issue you with a Blue Badge.

- I confirm that, as far as I know, the details I have provided are complete and accurate. I realise that you may take action against me if I have provided false information in this application form.
- I understand that I must not hold more than one valid Blue Badge at any time.
- I understand that I must promptly inform Shropshire Council of any changes that may affect my continued entitlement to a badge.
- I give consent to Shropshire Council to check my personal details, if necessary, on the local authority's council tax database for proof of my address.
- 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 other person 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 understand that you will deal with all documents relating to this application in line with The Data Protection Act 2018, and you may share them within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud.
- I accept that Shropshire Council is not responsible for any original documents (please provide photocopies) which may get lost in the post.
- I agree to the Council contacting an accredited healthcare professional, if necessary, for the purpose of obtaining further information in support of my application.
- I understand that I may be required to undertake an Independent Mobility Assessment (IMA) with a healthcare professional that is independent of my existing care and treatment, in order to determine my eligibility for a Blue Badge.
- I understand that the information I have supplied to support my application is deemed to be "sensitive personal data" and I consent to its disclosure only to a 3rd party who is responsible for the operation and administration of the Blue Badge scheme and other Government departments or agencies, to validate proof of my entitlement

Your signature against the above declarations:

Your signature:	
Please print your name here:	
Date of application:	

PLEASE GO TO THE CHECKLIST OF DOCUMENTS (PAGES 7 and 8)

Checklist of Documents

Please ensure you have enclosed all the necessary supporting documents. Failure to provide one of the under mentioned will result in your application form being returned.

Section 1 Information about you:

Proof of your address in Shropshire

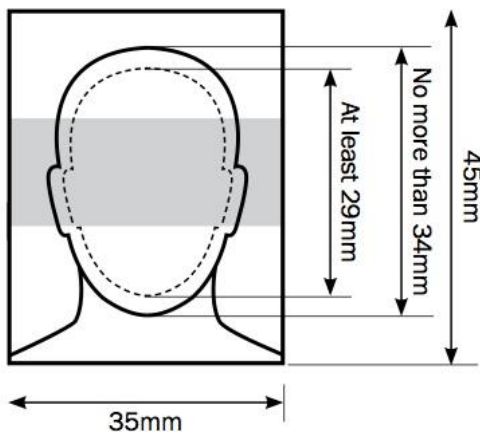
- A **PHOTOCOPY** of **ONE** of the following dated **within the last 12 months** must be provided:
- A Shropshire Council Tax Bill **or** consent for us to check the council tax database; **or**
 - A Department for Works and Pensions Letter; **or**
 - A Service Personnel and Veterans Agency letter; **or**
 - A Shropshire Council Social Services letter; **or**
 - A Housing Benefit letter; **or**
 - A confirmation letter from your child's Shropshire School (child application).

Proof of your identity

- A **PHOTOCOPY** of **ONE** of the following must be provided:
- A birth/adoption certificate; **or**
 - A marriage/civil partnership certificate; **or**
 - A divorce/dissolution certificate; **or**
 - A valid driving licence; **or**
 - A valid passport; **or**
 - A HM Forces ID Card; **or**
 - A Certificate of British Nationality.

Photograph

- One recently taken **colour passport standard photograph** must be provided:



Section 4: Drivers with a disability in both arms:

- A **PHOTOCOPY** of your Motor Insurance details and/or your DVLA Driving Licence.

Section 7: Mandatory Declarations and Data Protection notice

- This section **must** be fully completed as required.

Payment:

If your application is successful we will send you a letter with details on payment methods. The cost of a badge is £10. **Do not send any payment with your application.**

Blue Badge Service:

Please return the completed form and supporting documents as required to:

- **The Blue Badge Service, The Shirehall, Abbey Foregate, Shrewsbury, SY2 6ND**

You can hand in your application at any of the following Customer Service Points/Community Hubs during their normal opening hours.

The Library, Listley Street, **Bridgnorth**

The Library, 7/9 Parkway, **Ludlow**

The Raven, 129 Cheshire Street, **Market Drayton**

The Library, Arthur Street, **Oswestry**

1A Castle Gates, **Shrewsbury**

Civic Centre, High Street, **Whitchurch**

Please be advised that it will be **your responsibility** to ensure that you have **fully completed** your application and that you have **enclosed the required supporting documents** and **one recent colour passport standard photograph**.

Blue Badge General Enquiries: Telephone 0345 678 9014