



Blue Badge 100% discount registration form

Please read the guidance notes before completing this form.

* Information that must be provided

Account number (if known)

For institutional Blue Badge holders only.

Vehicles used by the institution for the sole purpose of the transportation of disabled persons can be registered for the 100% discount from Congestion Charging. To register, enter the name of the institution below. Complete section I with the name of institution's Principal Officer and the address and postcode to which the Blue Badge is registered.

Name of institution

I. About you - to be completed by all Blue Badge holders

Title Mr Mrs Ms Miss Other

First name *

Middle name

Last name *

House number and street *

Town/City *

County

Postcode *

Country

Date of birth * DD/MM/YYYY



Home phone number

Work phone number

Mobile phone number

Email address

How would you like us to contact you? * By email By post

2. Vehicle details

Please read guidance notes on vehicle details before completing this section. If this section is left blank no vehicles will be nominated on your account.

Please enter your vehicle details below:

Vehicle Nominations

Vehicle 1

Vehicle Registration Mark (Number Plate)

Make (e.g Ford)

Model (e.g. Focus)

Vehicle 2

Vehicle Registration Mark (Number Plate)

Make (e.g Ford)

Model (e.g. Focus)

3. Blue Badge details

Issuing Authority *

Expiry date * DD/MM/YYYY

Blue Badge Number *



4. Documents

Please provide the following proofs.

All photocopies that you send as proof must be clear otherwise we may ask you for more proof, which will delay your registration being processed. We will not return your proofs to you so do not send in original documents.

Blue Badge proof

Please tick * the following box to show that you are providing this proof:

I am providing an A4 photocopy of both sides of the Blue Badge.

Additional proof

Please also tick one * of the following boxes. I am also providing an A4 photocopy of:

DSS Benefit Book/Entitlement Letter
(less than 7 months old).

OR

Current Passport

OR

Current Driver's Licence

OR

Pension Book/Entitlement Letter
(less than 7 months old)

Marriage Certificate
(same first & last names as the Blue Badge)

OR

Current Bank or Credit Card Statement
(not more than 3 months old)

OR

Deed Poll Certificate
(same first & last names as the Blue Badge)

OR

Birth Certificate
(same first & last names as the Blue Badge)

5. Completing and signing this form - on behalf of a Blue Badge holder

If you are completing and signing this form on behalf of a Blue Badge holder or Institution you must provide the following information:

Title Mr Mrs Ms Miss Other

First name *

Last name *

House number and street *

Town/City *



County

Postcode *

Country

Contact phone number

Relationship to applicant *

(e.g. Parent, Spouse, Carer)

6. Payment details

Please note that a £10 registration payment is required for new applications and renewals where your previous discount expired more than 90 days ago.

Please tick one * of the following:

I am enclosing a cheque or postal order for £10. Make your cheque or postal order payable to 'Congestion Charging London'

OR

I authorise you to charge my credit or debit card with a one off payment of £10 for registration.

Visa

MasterCard

Maestro

Delta

Amex/Diners

Name on card *

Card number *

Valid from

 MM/YY

Expiry date *

 MM/YY

Maestro issue number

By signing section 7 of this form I authorise payment by the credit or debit card details above.

Please continue to pay the full daily charge until you receive your discount registration approval.



7. Declaration

Please read the following declaration very carefully and sign and date where indicated to confirm that you have read and understood it. If you do not sign and date this declaration then your application will be rejected.

By signing this form, I certify that I fully understand the criteria for eligibility as set out in the guidance notes and that the details given on this form are, to the best of my knowledge, true and correct. I understand that filing a false declaration knowingly and wilfully is a criminal offence for which I may be prosecuted.

In accordance with the requirements of the Greater London (Central Zone) Congestion Charging Order 2004, as varied, I undertake to notify Transport for London (TfL) of any changes in my personal circumstances that may affect the validity of my entitlement to the Blue Badge holder discount.

By signing this form, I confirm that I am aware of the data collection information provided in the guidance notes with this form. Where TfL requires verification from a third party (relevant third parties are listed in the guidance notes), I will request that the appropriate third party provide TfL with the information required to verify that the information I have supplied on this form is correct. I understand that TfL needs to identify possible fraudulent use of discounts. I accept that this may include on-street and residential checks, and the analysis of the movements of randomly selected vehicles in the Congestion Charging zone.

I agree that if I have applied for a discount to which I am not entitled TfL may disclose relevant details to Local Authorities and Law Enforcement agencies.

I understand that I am not entitled to use the discount until I have received written confirmation from TfL that the discount is active. If I travel into the Congestion Charging zone before I have been issued with discount status, and do not pay the daily Congestion Charge, I will be issued Penalty Charge Notices for which I will be liable.

I understand and accept that Authorised Officers working on behalf of TfL may check the validity of the Blue Badge details provided in this document, either before or after the issue of this discount to make sure I have given correct information. If I refuse I understand that TfL may not issue the discount or the discount may be withdrawn.

If I am signing this form on behalf of someone else, I confirm that I am authorised to act on his or her behalf. If I am signing this form on behalf of an institution, I confirm that I am authorised to act on its behalf.

Tick ✓

I confirm that I have read and that I understand the above declaration.

Signature *

Print name *

Date *

| | | | | | | |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> | DD/MM/YYYY |
|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------|



Marketing notice

Transport for London (TfL) would like to update you on its transport related products and services including Congestion Charging and other transport related issues. Updates may reflect the TfL products and services you have used before and may be by post, email, telephone or text message to your mobile telephone. TfL will not disclose your details to third parties for marketing purposes.

Tick this box if you want to receive these updates.

Customer satisfaction survey

Tick this box if you are happy for us to contact you to take part in a customer satisfaction survey.

Finally

**Please send this form with the documentation and payment requested to:
Congestion Charging, P O Box 4780, Worthing, BN11 9PQ.**

Once submitted, please allow 10 working days to process your application for this discount.

Should your application be successful you will be sent a discount registration approval letter. If your discount application is rejected you will be sent a letter explaining the reason for this decision.

Please continue to pay the full daily charge until you receive your discount registration approval.





Registering for 100% Blue Badge Holder discount

To qualify for a 100% discount, individuals and institutions have to hold a Blue Badge.

Please read the guidance notes carefully they will help you complete the attached registration form.

You must enclose a payment of £10 if this is your initial registration or if your previous discount expired more than 90 days ago. If you are renewing your previous discount registration within 90 days of expiry no payment is necessary.

How Congestion Charging works

If you drive or park on a public road in the Congestion Charging Zone between 7.00am and 6.00pm, **Monday - Friday**, you have to pay the daily charge. This doesn't apply if you're exempt from the charge, or have registered for a 100% discount.

Exclusions

You don't have to pay the charge on:

- Bank Holidays and weekends.
- All charging days between Christmas Day the 25th December and New Years Day 1st January (inclusive)

When Should You Pay?

If you pay before the date you wish to travel or on the day of travel itself, the charge is £11.50.

You can also pay before midnight the **following charging day**, when the charge is £14.00. This is known as Pay Next Day.

This means that if you travelled in the zone on a Friday you have until midnight on the Monday to pay the charge.

If you don't pay the Congestion Charge, a Penalty Charge Notice for £130.00 is sent to the Registered Keeper of the vehicle. This is reduced to £65.00 if it's paid within 14 days.

Who qualifies for a discount?

Blue Badge holders within the UK or European Union are eligible for 100% discount.

You do not need to own a vehicle or drive a vehicle to register for the discount. You may however, register up to two vehicles on this form that you would normally use to travel in to central London. This could be your vehicle, or a vehicle that you regularly travel in.

If a vehicle that you have nominated travels into the Congestion Charging zone for purposes other than assisting the Blue Badge holder, the standard daily Congestion Charge must be paid.

Once you have received a discount approval letter you can drive into the Congestion Charge zone without having to pay the standard daily charge.

NOTE: Please continue to pay the full daily charge until you receive your discount registration approval letter.

Your discount registration will be valid until the expiry date shown on your approval letter. If at any time during your discounted period you are no longer entitled to your Blue Badge you must notify Transport for London (TfL) immediately.

You will be reminded and invited to renew your registration before your discount registration expires.



How to fill in this form

- Please complete the form giving all the information we ask for (items marked with an **asterisk *** are compulsory).
- Make sure that you sign and date the form, or we will return it to you, as we will be unable to process the application.
- Please read the declaration carefully before signing the form.

Section 1 (ABOUT YOU)

This section relates to the details of the Blue Badge holder and is compulsory. Please provide your title, first name, the initial(s) of your middle name (if you have one) and your last name. You must complete your full address including postcode in the space provided. You are also required to tell us your date of birth in the format of day, month and year, e.g. 17 02 2003.

Please indicate your preferred method of contact by ticking the appropriate box on the form.

If you are completing this form on behalf of an institution you must enter the name of the institution, the name of the principal officer of the institution and the address and postcode to which the Blue Badge is registered. To operate the discount you will also be required to complete section 5 of the application form.

If you are renewing your discount your details will be printed on the front of the attached form. If your details have changed or you would like to advise us of any corrections, please do so in the space provided.

Section 2 (VEHICLE DETAILS)

In this section you can nominate up to two vehicles that you use to travel in or around the central London Congestion Charging zone.

Please ensure that you fill in the correct Vehicle Registration Mark (number plate). It is not compulsory to nominate any vehicle at this stage.

NOTE: If this section is left blank no vehicles will be nominated on your account.

Vehicle registration and nomination

1. Registering a vehicle

Long-term vehicles - A long-term vehicle is a vehicle that you would use on a regular basis. Please enter in section 2 the details of the vehicle or vehicles that you would use on a regular basis. You can register up to 2 long-term vehicles. TfL will keep the long-term vehicle details on your account for the duration of your discount, unless you arrange to change them.

You can leave section 2 blank if you do not have a vehicle that you use on a regular basis.

2. Nominating a vehicle

Short-term vehicles - if you need to use a vehicle that is not registered as a long-term vehicle, you will need to notify TfL of the vehicle details. You may nominate a vehicle in advance or on the day of travel. You may also nominate a short-term vehicle for:

- One or more consecutive days.
- A particular day each week.
- Alternate days.
- For a period of up to 65 charging days from the date of nomination.

Any short-term vehicles nominated will expire at midnight on the last day of nomination.

Vehicles can be nominated or changed:

- Online at www.tfl.gov.uk/cc
- By calling 0343 222 2222
- By textphone on 0207 649 9123



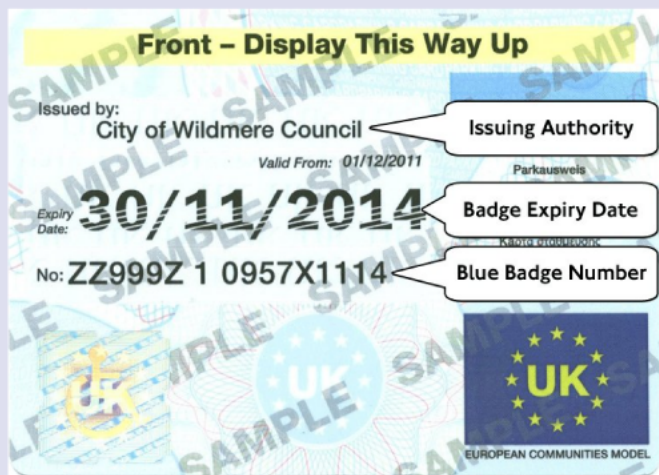
Remember the Blue Badge holder does not have to own the vehicle nominated but for the purpose of the discount the journey in the central London Congestion Charging zone should be for the benefit of the Blue Badge holder.

Caution

You may nominate several short-term vehicles on the day of travel, but only the last two vehicles nominated before midnight will be eligible for the discount. Any additional vehicles used will be liable to pay the full Congestion Charge, this includes any long-term vehicle(s) replaced by a short-term vehicle.

Section 3 (BLUE BADGE DETAILS)

All the details in this section can be found on the front of your Blue Badge (the side without the photograph). The Issuing Authority is the Borough or Council of where you live, you can find this in the "Issued by" box.



Please take care to fill in the correct sequence of numbers and/or letters as they appear on the Blue Badge. TfL may contact the Issuing Authority to confirm that the badge details are valid.

Section 4 (DOCUMENTS)

You will need to send an A4 photocopy of both sides of the Blue Badge.

Please also send an A4 photocopy of one of the following:

NOTE: Only send us additional proofs in the name of the Blue Badge holder.

- **DSS Benefit Book/Entitlement Letter** (less than 7 months old)
- **Current Passport**
- **Current Driver's Licence**
- **Pension Book/Entitlement Letter** (less than 7 months old)
- **Birth Certificate** (same first and last names as the Blue Badge. Not a Certificate of Registration of Birth)
- **Marriage Certificate** (same first and last names as the Blue Badge)
- **Current Bank or Credit Card Statement** (not more than 3 months old)
- **Deed Poll Certificate** (same first and last names as the Blue Badge)

Photocopies should be clear and on A4 paper. Please remember to tick the box of the additional proof that you are providing.

If you are an institutional Blue Badge holder the following will be accepted as additional proof:

• Letter from the Institution

A letter on the institution's letter headed paper, stating the Blue Badge number and expiry date. The letter should be signed by a senior member of staff and should give their job title.

NOTE:

- We will not return your proofs to you so please do not send original documents.
- All the photocopies you send us as proof must be clear otherwise we may ask you for more proof.
- Remember to enclose the photocopies when you are posting the application form.

Section 5 (COMPLETING AND SIGNING THIS FORM ON BEHALF OF A BLUE BADGE HOLDER)

If you are completing and signing this form on behalf of a Blue Badge holder or Institution please provide the following information:

- Your name
- Your address
- Postcode
- Your contact telephone number
- Your relationship to the applicant (Blue Badge holder) e.g. parent, spouse, carer, guardian, secretary or administrator.

NOTE: TfL will record your details on the Blue Badge holder's account. This will allow you to act on behalf of the Blue Badge holder when contacting TfL in connection with the Blue Badge holder discount.

Section 6 (PAYMENT DETAILS)

This section is only for new applications or renewals that expired more than 90 days ago. Tick the box of the payment method you wish to use to pay the £10 registration. You can pay by:

- Cheque
- Postal Order
- Debit Card
- Credit Card

Make your cheque or postal order payable to 'Congestion Charging London' and remember to include it with your application. If paying by credit or debit card please take care to ensure that you enter the correct number from your card.

Do not send cash through the post.

NOTE: The £10 discount registration cannot be refunded.

Section 7 (DECLARATION)

Please read the declaration very carefully. Ensure that you sign and date in the space provided, as failure to do so will result in your application being rejected and returned to you.

What happens next?

To register for the discount you must send the completed application form with a copy of both sides of your Blue Badge, additional proof documents and £10 registration payment (if required) to:

Congestion Charging
P O Box 4780
Worthing
BN11 9PQ.

Please allow 10 working days for us to process your discount application. If your application is successful, we will send you a discount registration approval letter.

Until you receive the approval letter you will have to pay the Congestion Charge at the standard daily rate, if you are driving in the central London Congestion Charging zone.



Further Information

If you need more information on Congestion Charging, you can:

- Visit our website at www.tfl.gov.uk/cc.
- Phone us on 0343 222 2222. If you are calling from outside the UK, please dial (+44) 207 649 9122.
- If you have hearing difficulties and use textphone, please dial 0207 649 9123.

Caution

TfL take fraud and misuse of all discounts very seriously and will be carrying out verification of the information supplied including on-street inspections and checks. Do not complete this form unless you qualify for the 100% discount from Congestion Charging.

TfL will prosecute those found committing fraud.

Data Collection Notice

Transport for London (TfL), its subsidiaries and service providers, will use your personal information (including data captured by camera) for the purposes of customer services and administration, the enforcement of road user charging schemes, the provision of travel related information, customer research and fraud prevention.

Your personal information will be properly safeguarded and processed in accordance with the requirements of the Data Protection Act 1998.

We may share your information with the Driver and Vehicle Licensing Agency, local authorities and other organisations for the administration (including verification of discount entitlement) and enforcement of road user charging schemes; the prevention and detection of crime and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use.

If you persistently fail to pay any road user charges due or attempt to defraud TfL, we may record your vehicle's movements to assist in tracing persistent evaders and those committing fraud.

In certain circumstances, TfL may also share your personal information with the police and other law enforcement agencies for the purposes of the prevention and detection of crime.

