



# Blue Badge Application Form

## Automatic eligibility – without further assessment

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 application please refer to the guidance notes attached to the back of this form.

Clackmannanshire Council may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

Please complete this form using black ink, and write in **BLOCK CAPITALS**

### 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.

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 – maximum of 20 characters in full):

**Surname** (maximum of 20 characters):

**Surname at birth** (maximum of 20 characters):

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

Town:

**Place of Birth:** Country:

**National Insurance Number** (16 and over):

**NHS Number** (for under 16s):

(see Section 1 of the accompanying guidance notes)

**Driving Licence Number:**  
(if you hold a driving licence)

**Current address and contact details:**

House Number / Name:

Street:

Town:

Postcode:

Home Tel:

Mobile Tel:

Email:

**Previous address** (if different in the last three years):

House Number / Name:

Street:

Town:

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 the Clackmannanshire Council area before we can process your application. Please select one of the following options and provide the relevant documentation.

- either:**  I give consent to Clackmannanshire Council to check my personal details on the Council Tax database so that I do not need to submit proof of my address.
- or:**  I have enclosed a certified photocopy of my Council Tax bill bearing my name and address, dated within the last 12 months.
- or:**  I do not pay Council Tax, I am over the age of 16 and give consent to Clackmannanshire Council to check my address on the electoral register.
- or:**  I do not have a Council Tax bill, I have enclosed a certified photocopy of a utility bill or bank statement bearing my name and address, dated within the last 3 months.
- or:**  I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to Clackmannanshire Council to check school records to confirm their address.

**Proof of your identity:**

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. You must attach a certified photocopy of **one** of the following as proof of your identity: The individual certifying the document should include the text: "This copy is a true likeness of the original" alongside their signature. (see Section 1 of the accompanying guidance notes for further information on who can certify the document)

**Do not send original documents as these will not be returned.**

- Birth Certificate / Adoption Certificate
- Marriage / Divorce Certificate
- Valid Passport
- Civil Partnership / Dissolution certificate
- Valid Driving Licence

**Photograph:**

Please enclose a recent colour passport-style photograph of the applicant. The photograph must be passport size and needs to show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle.

**Please ensure that the applicant's name is on the back of the photograph and that you complete Section 3a and 3d of this form to confirm that the photograph is a true likeness.**

**Badge issue fee:**

Please note there is a £20 badge issue fee payable on completion of a successful application. If your application is successful we will write to you with details on how to submit payment. **You will only be issued with a Blue Badge once your payment has been received.**

**Please provide 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 provided, 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 blind (severely sight impaired);
- receive the **Higher Rate of the Mobility Component** of Disability Living Allowance;
- receive the **Mobility Component** of Personal Independence Payment;
- receive the War Pensioner’s Mobility Supplement; or
- receive a qualifying award under the Armed Forces and Reserve Forces (Compensation) Scheme.

If you are unsure whether these questions apply to you, please see Section 2 of the accompanying guidance notes.

### 2a) People who are blind (severely sight impaired) [Regulation 4(2)(c)]

Are you registered as blind (severely sight impaired)?

Yes:  No:

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

If YES, do you give consent to us to check the local authority’s register of blind people to see whether your disability is already known to the council?

Yes:  No:

If NO, then please indicate whether you have enclosed a copy of your Certification of Blindness or Defective Vision (BP1 (3R)) or Certificate of Vision Impairment (CVI) or a previous equivalent, signed by a Consultant Ophthalmologist and held by your Social Services Department or local society.

Yes:  No:

### 2b) People who receive the Higher Rate of the Mobility Component of Disability Living Allowance [Regulation 4(2)(a)]

Do you receive the Higher Rate of the Mobility Component of Disability Living Allowance?

Yes:  No:

If YES, have you been awarded this benefit indefinitely?

Yes:  No:

If NO, when is your award of this benefit due to end?

(DD/MM/YYYY): //

If you are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance you must enclose an original letter of entitlement to this benefit issued within the last twelve months or your original annual uprating letter. If you have lost this letter, then please contact the DWP helpline by phoning: 08457 123456.

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 meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP)

### [Regulation 4(2)(aa)(ii)]

Does your 'Moving Around' descriptor for the Mobility component meet / match any of the following statements?

- [I've decided that] You can stand and then move unaided more than 20 metres but no more than 50 metres. [This gives you a score of 8.]
- [I've decided that] You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. [This gives you a score of 10.]
- [I've decided that] You can stand and then move more than 1 metre but no more than 20 metres either aided or unaided. [This gives you a score of 12.]
- [I've decided that] You cannot aided or unaided stand or move more than 1 metre. [This gives you a score of 12.]

If you did not tick any statement above, please tick the 'NO' box.

No:

If you have ticked a statement above (8,10 or 12 points): have you been awarded this benefit for an ongoing period?

Yes:

No:  If NO, when is your award of this benefit due to end:

(DD/MM/YYYY): //

If you have ticked one of the above statements (8,10 or 12 points) for the 'Moving Around' descriptor of the Mobility Component of PIP, you must enclose an original letter of entitlement to this benefit issued within the last twelve months, or your original annual uprating letter.

Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

## 2d) People who meet a 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP)

### [Regulation 4(2)(aa)(i)]

Does your 'Planning and Following Journeys' descriptor for the Mobility component meet / match the following statement?

- [I've decided that] You cannot follow the route of a familiar journey without another person, [an] assistance dog or [an] orientation aid. [This gives you a score of 12.]

If you did not tick the statement above, please tick the 'NO' box.

No:

If you have ticked the statement above (12 points): have you been awarded this benefit for an ongoing period?

Yes:

No:  If NO, when is your award of this benefit due to end:

(DD/MM/YYYY): //

If you have ticked the above statements (12 points) for the "Planning and Following Journeys" descriptor of the Mobility Component of PIP, you must enclose an original letter of entitlement to this benefit issued within the last twelve months, or your original annual uprating letter.

Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

## 2e) People who receive the War Pensioner's Mobility Supplement [Regulation 4(2)(d)]

Do you receive the War Pensioner's Mobility Supplement?

Yes:  No:

If YES, have you been awarded this benefit indefinitely?

Yes:  No:

If NO, when is your award of this benefit due to end?

(DD/MM/YYYY): //

If you are in receipt of the War Pensioner's Mobility Supplement you must enclose an original letter of entitlement to this benefit. You should have an award letter from the Service Personnel and Veterans Agency (SPVA). If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

## 2f) People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme [Regulation 4(2)(d)(d)]

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.

## Section 3 – Declarations and signatures

These questions are intended to be answered by all applicants for a Blue Badge.

### 3a) 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

- |                          |   |
|--------------------------|---|
| <input type="checkbox"/> | I confirm that, as far as I know, the details I have provided are complete and accurate. I realise that Clackmannanshire Council may take action against me if I have provided false information in this application form.  |
| <input type="checkbox"/> | I understand that I must promptly inform Clackmannanshire Council of any changes that may affect my entitlement to a badge.   |
| <input type="checkbox"/> | I confirm that the photograph I have submitted with my application is a true likeness.  |
| <input type="checkbox"/> | I understand that 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 in Scotland: Rights and responsibilities of a Blue Badge holder" leaflet which will be sent to me with the badge. |
| <input type="checkbox"/> | I understand that I must not hold more than one valid Blue Badge at any time.   |

## 3b) Your consent to use your information to improve the service you receive

Please read and tick the following optional declaration if you give consent to Clackmannanshire Council to help improve the service we can offer you.

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | 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. |
|--------------------------|--|

## 3c) 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

- |                          |  |
|--------------------------|--|
| <input type="checkbox"/> | A certified photocopy of proof of your council tax bill, dated within the last 12 months (if you have not given consent for us to check Council Tax / Electoral Register / school records). (see Section 1 of the accompanying guidance notes for further information on who can certify the document) |
| <input type="checkbox"/> | A certified photocopy of proof of your address i.e. utility bill or bank statement, dated within the last 3 months (if you do not have a council tax bill) (see Section 1 of the accompanying guidance notes for further information on who can certify the document)                                  |
| <input type="checkbox"/> | A certified photocopy of proof of your identity. (i.e. Passport, Driving Licence etc) (see Section 1 of the accompanying guidance notes for further information on who can certify the document)   |
| <input type="checkbox"/> | A colour passport-style photograph of yourself with your name written on the back.   |

Please note there is a £20 badge issue fee payable on completion of a successful application. If your application is successful we will write to you with details on how to submit payment. **You will only be issued with a Blue Badge once your payment has been received.**

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

A copy of your Certification of Blindness or Defective Vision (BP1 (3R)) or Certificate of Vision Impairment (CVI) or a previous equivalent, signed by a Consultant Ophthalmologist and held by your Social Services Department or local society

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

An original letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months or your original annual uprating letter.

**Section 2c – People who meet a ‘Moving Around’ descriptor for the Mobility Component of Personal Independence Payment (PIP)**

An original Personal Independence Payment decision letter issued within the last 12 months or your original annual uprating letter.

**Section 2d – People who meet a ‘Planning and Following Journeys’ descriptor for the Mobility Component of Personal Independence Payment (PIP)**

An original Personal Independence Payment decision letter issued within the last 12 months or your original annual uprating letter.

**Section 2e – People who receive the War Pensioner’s Mobility Supplement**

An original letter of entitlement of the War Pensioner’s Mobility Supplement.

**Section 2f – 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 3d – Your signature against the declarations in Section 3a and 3b**

Your signature:

Date of application:

(DD/MM/YYYY):   /   /

Please print your name here:

**Please return this form, with relevant documents and fee to:**

Public Transport Unit  
Services to Communities  
Clackmannanshire Council  
Kilncraigs  
Greenside Street  
Alloa FK10 1EB

Tel: (01259) 450 000  
Fax: (01259) 727 451  
Email: [roads@clacks.gov.uk](mailto:roads@clacks.gov.uk)

**Misuse of the badge is a criminal offence and can lead to a fine**





## Guidance Notes – "without further assessment"

### What sections of the application form should I complete?.

All applicants need to complete all sections of this form including:

- Section 2 if they receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- Section 2 if they meet the "Moving Around" descriptor for the Mobility Component of Personal Independence Allowance (PIP) at the standard rate of 8 points or more.
- Section 2 if they meet the "Planning and Following Journeys" descriptor for the Mobility Component of Personal Independence Allowance (PIP) at the enhanced rate of 12 points.
- Section 2 if they are registered blind (severely sight impaired).
- 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 1 – Information about you**

This section should be completed by all individual applicants for a Blue Badge. All fields should be completed.

If you are applying for a Blue Badge on behalf of someone under the age of 16, as they will not have a National Insurance Number you should provide their NHS Number. When you register your child with a GP practice you are given a medical card. The NHS number is printed on the card; each NHS Number is made up of 10 digits shown in a 3-3-4 format, usually as follows 943/476/5919:

Please note that the 'first names', 'surname' and 'surname at birth' fields can only hold up to 20 characters due to badge printing restrictions.

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 certified 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.

A certified photocopy is a photocopy of a document that has been verified as being true by a professional person (like a member of the emergency services or armed forces, doctor, dentist, nurse, teacher, lecturer, social worker, chemist or optician, solicitor, Justice of the Peace, legal secretary, MP or religious leader) who has known you for a minimum of two years and is 18 years or over and is not a family member. The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name and occupation alongside this information.

### Address:

Proof of address should be in the form of a certified photocopy of a Council Tax bill bearing your name and address, dated within the last 12 months.

You will not need to submit your Council Tax bill if you have ticked the appropriate box in Section 1, which gives your consent for Clackmannanshire Council to check your address on their Council Tax records or Electoral Register.

If you **do not** have a Council Tax bill you can provide a certified photocopy of a utility bill or bank statement bearing your name and address, dated within the last 3 months.

If you are completing the application form on behalf of someone under the age of 16, you can give your consent for Clackmannanshire Council to check school records to confirm their address.

### **Blue Badge issue fee**

Please note there is a £20 badge issue fee payable on completion of a successful application. If your application is successful we will write to you with details on how to submit payment. **You will only be issued with a Blue Badge once your payment has been received.**

### **Vehicle Registration 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 – Applicants who are eligible automatically - ‘without further assessment’**

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 the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance. Any documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed by Clackmannanshire Council.

#### 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 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, Clackmannanshire Council will check with the named authority that you are registered as severely sight impaired.

The current formal notification required to register as blind (severely sight impaired) is a Certification of Blindness or Defective Vision (BP1 (3R)), or a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are blind (severely sight impaired). Previous equivalents are also acceptable, 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. 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 notice letter is more than 12 months old. If you have lost your HRMCDLA award letter or your uprating letter, then please contact the DWP for a current award letter by:

- Telephone: 08457 123 456
- Textphone: 08457 224 433
- Email: [DCPU.Customer-Services@dwp.gsi.gov.uk](mailto: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](http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925)

## Section 2c

Please complete this section if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Moving Around' descriptors within the Mobility Component:

- [I've decided that] You can stand and then move unaided more than 20 metres but no more than 50 metres. [This gives you a score of 8.]
- [I've decided that] You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. [This gives you a score of 10.]
- [I've decided that] You can stand and then move more than 1 metre but no more than 20 metres either aided or unaided. [This gives you a score of 8.]
- [I've decided that] You cannot, either aided or unaided, stand or move more than 1 metre. [This gives you a score of 12.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 08458 503 322
- Textphone: 08456 016 677

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at <https://www.go.uk/pip>

## Section 2d

Please complete this section if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Planning and Following Journeys' descriptors within the Mobility Component:

- [I've decided that] You cannot follow the route of a familiar journey without another person, [an] assistance dog or [an] orientation aid. [This gives you a score of 12.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 08458 503 322
- Textphone: 08456 016 677

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at <https://www.go.uk/pip>

### Section 2e

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 demonstrating receipt of the grant. 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 2f

Please complete this section if you received 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 3 – Declarations and signatures**

Section 3a): 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 application may result in Clackmannanshire Council being unable to accept your Blue Badge application.

Section 3b): You may wish to tick the optional declaration in order to speed up your application and improve the service you receive from Clackmannanshire Council. In doing so, you will be providing specific consent to Clackmannanshire Council to allow us to share information about you with relevant departments and service providers within the council.

Section 3d): All applicants must sign and date the form prior to submitting it.

Clackmannanshire Council 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 Scotland" 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 [www.bluebadgescotland.org](http://www.bluebadgescotland.org)