

BLUE BADGE APPLICATION FORM

To be used for individuals applying for a Blue Badge



Please affix your
photograph here

Application Details

Please state the reason why you are applying for a Blue Badge:

- ☐ New application ☐ To replace a lost/stolen badge
- ☐ Renewal application ☐ To replace a faded badge (please attach faded badge)

If your Blue Badge has been lost or stolen please supply the following numbers (obtained from any police station)

Lost Property No: Crime Report No:

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility.

Wakefield Council may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria. When completing the form you may find the accompanying Guidance Notes helpful.

Please note - Applications may take up to 20 days to process following receipt of all correct supporting evidence

Section 1 - Information about the applicant

If you are completing the form on behalf of a child who is under 16 years of age, please provide their details in the 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):

Surname:

Name at birth:

Gender: Male ☐ Female ☐

Date of Birth (DD/MM/YYYY): / /

Place of Birth: Town:

Country:

Ethnic Origin:

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:

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..... Postcode:

Home Tel: Mobile Tel:

Email:

Previous address, if different in the last three years:

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..... Postcode:

Do you currently hold a Blue Badge? Yes: ☐ No: ☐

If you already have a Blue Badge:

Which local authority issued you with the badge?

What is the serial number on the current badge?

What is the expiry date of the current badge?

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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 original documentation:

Either:

- ☐ 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:

- ☐ I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months or a utility bill 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 the local authority 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 from Group A or two of the following from Group B as proof of your identity. Please see Section 1 of the Guidance Notes for a list of persons acceptable as a certifying person.

Group A

You should supply ONE from this section

- ☐ Passport
- ☐ UK valid driving licence (please note: a photo card driving licence is only valid with the counterpart licence - paper version)
- ☐ UK birth certificate

If you are unable to supply one piece of evidence from Group A you should provide TWO from Group B

Group B

- ☐ National Insurance Card
- ☐ UK NHS Card
- ☐ A document from UK Central Government / Local Government/ Government Agency / Local Authority giving entitlement e.g. from the Benefits Agency, Department of Work and Pensions or the Inland Revenue issued within the past 12 months
- ☐ UK P45/P69 statement issued within the past 12 months
- ☐ Financial Statement e.g. Pension, endowment issued within the past 12 months
- ☐ Council Tax statement issued within past 12 months
- ☐ Utility Bill less than 3 months old
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Photographs:

Please attach one recent passport-style photograph of yourself (if you are the applicant) or of the person applying for a Blue Badge (if you are applying on their behalf) to the front of this application. The photograph needs to be less than 2 years old and show your, or their, 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 you complete Section 6(a) of the application form to confirm that the photograph is a true likeness.

Badge issue fee

The cost of the badge is £10.00, payment can be made either by card payment, cheque or postal order payable to Wakefield Council, cash is not accepted.

Please indicate your choice of payment:

☐ Card Payment - please tick here if you would like a member of Customer Services to contact you to arrange payment if your application is successful

Please indicate your preferred contact number and when you would like us to call you:

Preferred contact number: Tel:

Preferred time to contact:

☐ Cheque /Postal order

If your application is unsuccessful your payment will be returned.

You will only be issued with a Blue Badge once your payment has been received.

See Section 1 of the accompanying Guidance Notes

Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:

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(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 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.

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) - not partially sighted

Are you registered as blind (severely sight impaired)? Yes: ☐ No: ☐

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

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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: ☐

Please indicate whether you have enclosed a copy of your Certificate of Vision Impairment (CVI) or a BD8 form, signed by a Consultant Ophthalmologist

Yes: ☐ No: ☐

2b) People who receive the Higher Rate Mobility Component of Disability Living Allowance

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

Yes: ☐ No: ☐

If YES, have you been awarded this benefit indefinitely/for life?

Yes: ☐ No: ☐

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

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If you are in receipt of the Higher Rate Mobility Component of Disability Living Allowance, you must enclose a copy of an original letter of entitlement to this benefit issued within the last twelve months or a copy of an original annual uprating letter. The letter supplied must show the start and end dates of the award.

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/ for life? Yes: ☐ No: ☐

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

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If you are in receipt of the War Pensioner's Mobility Supplement you must enclose a copy of 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.

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 a copy of the original 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.

If you have answered "Yes" to any of the questions in Section 2 please go straight to Section 6 - Declarations & Signatures.

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, courses of treatment or specialist clinics you have undergone 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

Date 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

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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:

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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
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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 condition to improve...

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How do the conditions/ disabilities you described above affect your ability to walk?

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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)

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Are you able to walk outside without help?

Yes: ☐ No: ☐ (please describe the help you need in the space below...)

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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)

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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:

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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) | |

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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):

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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?

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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 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:

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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.

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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

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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:

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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

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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:

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Section 6 - Declaration and signatures

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

6a) 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, understand and agree with 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 Wakefield Council, 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 Wakefield Council of any changes that may affect my entitlement to a badge.
- ☐ 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
- ☐ I consent to Wakefield Council checking any information already held by the Council's Social Care 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 council departments/service providers so that I can be informed about other council services that may be of benefit to me

Declarations to be completed by all 'subject to further assessment' individual applicants (i.e. people who have completed Sections 3, 4 or 5)

- ☐ I agree to the local authority 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 assessment with a healthcare professional who is independent of my existing care and treatment in order to determine my eligibility for a Blue Badge.

6b) Your signature against the declaration in section 6a

Your signature:/...../.....

Date of application: (DD/MM/YYYY):

Please print your name here

If you are completing this form on behalf of another person, please confirm

Your name:

Address:

Relationship to the applicant:

Please note if your application is successful we will automatically issue you with a Disabled Bus Pass, if you are under government retirement age. If you do not wish to receive this please tick the box to opt out. ☐

6c) 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

- ☐ Proof of your address, either your current Council Tax bill or a utility bill dated within the last 3 months (if you have not given consent for us to check Council Tax / School records)
- ☐ Certified copy(ies) of proof of your identity
- ☐ One passport-style photographs of yourself
- ☐ A cheque or postal order for £10 payable to Wakefield Council (if your application is unsuccessful the cheque or postal order will be returned). Please note that this is not necessary if you would like a member of the Customer Services team to contact you to make a card payment over the phone should your application be successful

Section 2a - People who are severely sight impaired (blind) - not partially sighted

- ☐ A copy 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 Mobility Component of Disability Living Allowance

- ☐ A copy of an original letter of entitlement for the Higher Rate Mobility Component of Disability Living Allowance issued within the last 12 months or an original copy of your annual uprating letter

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

- ☐ A copy of one original letter of entitlement for the War Pensioner's Mobility Supplement

Section 2d - People who receive an award under the Armed Forces and Reserve Forces (Compensation) Scheme

- ☐ A copy of one 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 a disability in both arms

- ☐ A copy 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 condition and type of medical equipment needed.

Please return this application form to:

Wakefield Council, Customer Services, Wakefield One, PO Box 700, Burton Street, Wakefield WF1 2EB

BLUE BADGE APPLICATION FORM

Guidance Notes for Individuals

What sections of the application form should I complete?

You must complete Page 1, Section 1 and Section 6.

In addition to this you will also need to complete:

- Section 2a if you are registered blind (severely sight impaired), or if you wish to be registered blind and have a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist which states that you are severely sight impaired (blind).
- Section 2b if you receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- Section 2c if you receive the War Pensioner's Mobility Supplement.
- Section 2d if you receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive).
- Section 3 if you have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- Section 4 if you 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.

Replacing lost or stolen badges

In order to replace a lost or stolen badge you **must** provide either a lost property number or a crime report number. These can be obtained from any police station. Please complete page 1 and then sections 1 and 6d of the application form. **There is no need to provide qualifying evidence but you will need to enclose the fee for the badge to be issued.**

Please note: the replacement badge will expire on the same date as your original badge.

Section 1 - Information about you

This section asks for your personal details including name, date of birth, National Insurance number, address, telephone number and email address (where applicable). 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 is a question for those who already have a Blue Badge which is due to expire shortly. The expiry date should be in the relatively near future, and two badges will not be valid for one applicant at the same time.

Proof of your identity and address

Address:

Proof of address will be in the form of a Council Tax bill bearing your name and address dated in the last 12 months or a utility bill bearing your name and address dated in the last 3 months. Photocopies are acceptable.

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 the local authority to find proof of your address by cross-checking their Council Tax records. Please make sure you are actually on the Council Tax records before ticking this box.

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

Identity:

A **certified photocopy** of one of the following must be submitted with your application:

passport, UK valid driving licence, UK birth certificate.

Alternatively, if these documents are not available you should submit two of the following with your application: National Insurance Card, UK NHS Card, a document from UK Central Government / Local Government / Government Agency / Local Authority giving entitlement e.g. from the Benefits Agency, Department of Work and Pensions or the Inland Revenue issued within the past 12 months, UK P45/P69 statement issued within the past 12 months, Financial Statement e.g. Pension, endowment issued within the past 12 months, Council Tax statement issued within the past 12 months, utility bill less than 3 months old.

Guidance Notes for Individuals

A certified copy is a photocopy of a document that has been verified as being true by a person who holds a certain position of responsibility. The following persons are accepted as being able to verify your true likeness for the purposes of providing proof of identity:

Accountant	Bank/Building Society Official
Barrister	Councillor
Dentist	Fire Service Official
Justice of the Peace	Nurse (RGN and RMN)
Optician	Pharmacist
Police Officer	Social Worker
Solicitor	Surveyor
Teacher/Lecturer	

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.

Blue Badge Issue Fee

The cost of the badge is £10.00, payment can be made by:

- Card Payment - a member of the Customer Services team will contact you to arrange payment should your application be successful
- Cheque/Postal order - these should be made payable to Wakefield Council

Cash cannot be accepted as this cannot be returned if your application is unsuccessful.

If your application is unsuccessful your cheque or postal order will be returned.

The local authority will only issue successful applicants with a Blue Badge once payment of the required fee 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 aids 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 three 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.

Section 2a): if you are registered as severely sight impaired (blind) - you are asked to state the name of the local authority with which you are registered. (Please note that this does not include those registered as partially sighted)

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 formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist. However, registration is voluntary.

Section 2b): if you receive the Higher Rate of the Mobility Component of Disability Living Allowance you are asked to provide details of the length of the award and when this benefit is due to end.

You will also be required to enclose a copy of an original letter of entitlement to this benefit issued within the last 12 months or a copy of an original uprating letter. This letter supplied must show the start and end dates of the award.

Section 2c): if you receive a War Pensioner's Mobility Supplement (WPMS) you are asked to provide details of the length of this award and when this benefit is due to end.

You will also be required to enclose a copy of an original letter of entitlement to this benefit. You should have an award letter from the Service Personnel and Veterans Agency. If you have lost this letter, then the agency can be contacted via the free-phone enquiry number:

0800 169 22 77

Guidance Notes for Individuals

Section 2d): 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 are asked to confirm this by ticking yes.

You will also be required to enclose a copy of the original letter received 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 walking.

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number:
0800 169 22 77.

Please do not send in original documents

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 one 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.

We may ask you to have a mobility assessment with a medical professional, such as an 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 is for applicants over the age of seventeen 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. We 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.

Guidance Notes for Individuals

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 - declarations and signatures

Section 6a): 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 them may result in a delay in processing your Blue Badge application.

Section 6b): All applicants must sign and date the form prior to submitting it. 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**.

Section 6c): Please tick the relevant boxes to show what documents you have enclosed with your application. All applicants must sign and date the form prior to submitting it.

