

Guidance Notes

What sections of the application form should I complete?

Section 1

Information about you

This section **MUST** be completed by all applicants for a Blue Badge. All mandatory fields are flagged with an asterisk (*).

Proof of your identity and residency

One of the following must be submitted with your application (**certified copies are accepted*):

- Your birth/adoption certificate
- Marriage/divorce certificate
- Civil partnership/dissolution certificate
- Valid driving license
- Valid passport or
- Concessionary Travel Card

You can take an original document to one of the Council's One4aLL Centre's (by appointment only) and a member of staff will photocopy it to accompany your application form. Alternatively, you can take a certified photocopy to your appointment*.

*A certified photocopy is a copy of a document that has been verified as being true by a person, other than your partner/family member, who has known you for at least two years and is 18 years or over.

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, contact details and occupation alongside this information. The local authority may contact them to verify your identity.

Photograph

Your photograph can be taken during our appointment at the One4All Centre. The photograph must have a strong definition between face and background and must, *as far as practicable*, be;

- in colour;
- 45 millimetres in height and 35 millimetres in width (passport size);
- taken **within 6 months** prior to the date of the application;
- against a light grey or cream background;
- undamaged;
- free from "red eye", shadows, reflection or glare from spectacles;
- of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons);
- facing forward;
- with nothing covering the face;
- looking straight at the camera;
- with a neutral expression and mouth closed;
- with eyes open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes);
- in sharp focus and clear;
- printed professionally;
- If you are not present when handing in your application, your photo must be verified as a true likeness of you by the person submitting the application

Address

One of the following must be submitted with your application (**certified copies are accepted*):

- Council Tax bill bearing your name and address (date within last 12 months)
- Confirmation letter from DWP, Social Services, Housing Benefit (dated within last 12 months)
- A valid drivers license
- Or alternatively, you can give consent for the Local Authority to check your Council Tax, Electoral Register or School Records (and no further evidence would be required)

Blue Badge Issue Fee

There is no charge to the Blue Badge holder upon first issue of a badge, however, a fee of up to £10 may be charged for replacement badges where a badge it has been lost, stolen or damaged to an extent it cannot be read to verify its correct use.

Section 2 (A - F)

Automatic Criteria applicants

You will be automatically eligible for a badge if you are more than two years old, can satisfy residency and identity checks and meet at least one of the eligibility criteria in Sections 2A – 2F.

When submitting your application at the One4aLL Centre, you will need to provide the appropriate documentation to prove eligibility under one of the criteria. **Please check the application for what evidence is acceptable.**

If you have lost this evidence please ensure you obtain a copy from the relevant organisation to bring with you to your appointment. A list of useful numbers that will help you is below:

Disability Living Allowance (DLA): 0345 712 3456

Personal Independence Payments (PIP): 0800 917 2222

Service Personnel and Veterans Agency: 0808 1914 218

Section 3 (A – E)

3A: Discretionary Criteria, Questions for applicants with walking impairment.

It is important that this section is completed fully. Where you feel a question may not apply, please briefly indicate why. Failure to complete all questions may result in the form being returned to you and if you should be assessed as eligible, the issue of your Blue Badge delayed. This is particularly important where a current Blue Badge holder is applying for a new badge.

A permanent impairment is one that is likely to last for the duration of your life. Medical conditions such as asthma, Crohn's disease / incontinence conditions and Myalgic Encephalomyelitis (M.E.) are not in themselves a qualification for a badge. People with these conditions may be eligible under this criteria, but only if they have considerable difficulty walking, in addition to their condition.

Having considerable difficulty walking means being unable to walk very far without experiencing difficulty, such as;

- Excessive pain; Breathlessness; Speed of walking; Use of walking aids; Use of medication; Outdoor walking ability

It is important that you provide evidence to support your application and that this is recent (within last 12 months).

3B: Discretionary Criteria, Questions for applicants with impairment in both arms.

You will need to show that you are a driver and have an impairment in both arms and that you are unable to operate, or have considerable difficulty operating, all or some types of on street parking equipment.

A driver's license number is requested for enforcement purposes as you will only be eligible to use the badge if you are the driver of a vehicle.

3C: Discretionary Criteria, Questions for applicants under the age of three.

A parent or guardian must apply on behalf of a child under the age of three. The list of bulky medical equipment referred to within the form may include:

- ventilators; suction machines; feed pumps; parental equipment; syringe drivers; oxygen administration equipment; continuous oxygen saturation monitoring equipment; and casts and associated medical equipment for the correction of hip dysplasia.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- Tracheotomies; 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.

You must enclose a letter from a healthcare professional that has been involved in your child's treatment (for example your paediatrician) giving details of the child's medical condition and the type of medical equipment they need, or provide the healthcare professional's contact. The letter should include a reference to your child's home address to provide your local authority with proof of residence.

3D: Discretionary Criteria, Questions for applicants with cognitive impairment.

This criteria applies to people who have difficulty planning and following a journey, to such an extent that they need constant supervision. This may capture people with (please note that this is not an exhaustive list):

- Autism; Alzheimer's or dementia; Stroke survivors, Learning Disabilities, Mental Health, Head injuries

3E: Discretionary Criteria, Questions for applicants with a temporary mobility impairment.

A temporary but substantial mobility impairment is classified as a condition expected to last at least 12 months. Evidence of the condition must be obtained from a Healthcare professional (not a GP), which should outline the expected recovery period.

Section 4

Declarations and Signatures

- Section 4A): 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, not ticking those that are relevant to your application may result in Local Authority being unable to accept your Blue Badge application.
- Section 4B): All applicants must sign and date the form prior to submitting it.
- Section 4C): Checklist of documents. It is important that you provide all relevant documents/information.
- Section 4D): You may wish to tick the optional declarations in order to speed up your application and improve the service you receive from your local authority. In doing so, you will be providing specific consent to your authority to allow them to share information about you with relevant departments and service providers within the authority.

The Local Authority may refuse to issue a badge if they have reason to believe that the applicant is not who they claim to be or that the badge would be used by someone other than the person to whom it has been issued.

If your badge application is successful, the leaflet “The Blue Badge Scheme - Rights and Responsibilities in Wales” will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly. It is most important that you read the leaflet on receipt of your new Blue Badge, even if you have held a Blue Badge previously as there may be new rules on how you must use the badge. Failure to comply with the rights and responsibilities could result in:-

- the badge being withdrawn
- fixed penalty notice for a parking offence
- prosecution for various offences where the rights and responsibilities have been incorrectly or fraudulently applied.

Other Information

Blue Badges are normally issued for three years and you will need to return your badge if your condition improves and you no longer need the badge. After three years you will have to apply for a new badge if you wish to continue in the scheme.

When a Blue Badge is no longer needed due to bereavement the ‘Tell Us Once’ service provided by the Local Authority will provide a reminder of the duty to return the badge.