



Blue Badge Application Form

Under the Age of Three



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 form you may find the accompanying Guidance Notes are helpful.

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

Section 1 - Information About the Applicant

If you are completing the form on behalf of an applicant who is under the age of three, please provide **their** details in appropriate sections and sign the form on their behalf.

Further guidance on completing this section can be found in the accompanying Guidance Notes.

First names *(in full)* _____

Surname _____

Surname at birth _____

Gender Male Female **Date of Birth**

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Place of Birth Town _____ Country _____

Child Registration Number _____

(see Section 1 of the accompanying Guidance Notes)

Current address and contact details _____

_____ Postcode _____

Tel Home _____ Mobile _____

Email _____

Previous address, if different in the last three years

_____ Postcode _____

Do you currently hold a Blue Badge, or have you held a Blue Badge before? Yes No

If you have:

Which local authority issued you with the last badge? _____

What is the serial number on the last badge? _____

What is the expiry date of the last badge? _____

Proof of Your Address (dated within the last 12 months)

We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following options and provide original documentation where relevant:

I am applying on behalf of an applicant who does not pay Council Tax and is under the age of three.

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 the child's identity. **Please see Guidance Notes.**

Birth certificate/Adoption certificate Passport

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

Photograph

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

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

Badge Fee

If your application is successful you will receive a telephone call requesting payment of £20 for your badge. Please ensure you have completed your contact details on the previous page.

This payment can be made by debit or credit card securely over the telephone.

Please see enclosure for details.

Please nominate 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 nominated, but please remember that other vehicles can be used).

Section 2 - Questions for 'Subject to Further Assessment' Applicants Under the Age of Three (Regulation 4(3))

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
- 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:

Are you applying on behalf of a child under the age of three who has 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 in 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:

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.

Section 3 - Declarations and Signatures

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

3(a) 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.

How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council for the administration and enforcement of the Disabled Persons Parking Badge (Blue Badge) Scheme. The information may be shared within this local authority, with other Local Authorities, the Police and Parking Enforcement Officers to detect and prevent fraud and other bodies responsible for auditing or administering public funds for these purposes.

The Council may check information provided by you, or information about you provided by a third party, with other information held by us. We may also get information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection or email DataProtection@pkc.gov.uk or telephone 01738 477933.

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 my local authority of any changes that may affect the entitlement to a badge.*
- I confirm that the child's photograph I have submitted with my application is a true likeness.*
- I understand that, if the 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 in Scotland: Rights and Responsibilities of a Blue Badge Holder' leaflet which will be sent to me with the badge.*
- I understand that the child must not hold more than one valid Blue Badge at any time.*
- I understand that the local authority may need to contact an accredited healthcare professional for the purpose of obtaining further information in support of the application.*
- I understand that they may be required to undertake an assessment with a healthcare professional who is independent of their existing care and treatment, in order to determine their eligibility for a Blue Badge.*

3(b) Your Information may be Disclosed to Other Local Authority Departments

Please read and tick the following optional declarations that you consent to. Ticking these boxes will help to improve the service we can offer you.

- I consent to the local authority checking any information already held by the local authority's Social Services department on the basis that:*
 - it can help determine the eligibility for a Blue Badge;*
 - it may speed up the processing of the 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 local authority departments/service providers so that I can be informed about other local authority services that may be of benefit to the badge holder.*

3(c) 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, dated within the last 12 months.*
- A certified photocopy of proof of the child's identity.*
- A passport-style photograph of the child with their name on the back.*

Section 2 - 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.

3(d) Your Signature Against the Declarations in Sections 3(a) and 3(b)

Your signature _____

Date of application

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Please print your name here _____

Please return this form and relevant documents to:

Business Support Team
Blue Badge Section
Housing & Environment
Perth & Kinross Council
Pullar House
35 Kinnoull Street
PERTH
PH1 5GD

If you have any problems completing this form after consulting the guidance notes, please contact us at **BlueBadges@pkc.gov.uk** or please telephone **01738 477211** for advice.

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

How We Use Your Personal Information

The information provided by you will be used by Perth & Kinross Council to assess and administer applications for the Blue Badge Scheme. The information may be shared within the local authority, with other Local Authorities, the Police and Parking Enforcement Officers to detect and prevent fraud.

The Council may check information provided by you, or information about you provided by a third party, with other information from certain third parties or share your information with them in order to verify its accuracy, prevent or detect crime, protect public funds or where required by law.

For further information, please look at our website www.pkc.gov.uk/dataprotection or email DataProtection@pkc.gov.uk or telephone 01738 477933.

If you or someone you know would like a copy of this document in another language or format, (on occasion, only a summary of the document will be provided in translation), this can be arranged by contacting the Customer Service Centre on 01738 475000.

You can also send us a text message on 07824 498145.

All Council Services can offer a telephone translation facility.

www.pkc.gov.uk

(PKC Design Team - 2017548)



Blue Badge Application Form

Guidance Notes



What Sections of the Application Form Should I Complete?

All applicants should complete Section 1 and Section 3.

Applicants will also need to complete Section 2 if:

- *the applicant is a child under the age of three 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 here treatment can be performed.*

Section 1 - Information About the Child

All fields should be filled in.

As you are applying for a Blue Badge on behalf of someone under the age of three, then you will need to provide their Child Registration Number. This can be found on Child Benefit documentation.

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 the Child's Identity and Address

Identity A **certified photocopy** of **one** of the following must be submitted with the application: the birth/adoption certificate or passport.

A certified photocopy 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:

- Councillor
- Police Officer
- Council Employee
- Religious Leader, eg Minister, Vicar, Imam

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 copy of an original Child Benefit Award Letter bearing the child's name and address. This must be submitted with your application.

Badge Fee

If your application is successful you will receive a telephone call requesting the payment of £20 for your Blue Badge.

This payment can be made by debit or credit card securely over the telephone.

If you do not wish to make payment by telephone please ask our advisor when they call to explain the additional payment options.

Your 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 up to 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 - Questions for 'Subject to Further Assessment' Applicants Under the Age of Three

Section 2 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.*

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.

You must 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. The letter should include a reference to your child's home address to provide your local authority with proof of residence.

Section 3 - Declarations and Signatures

Section 3(a)

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 applicant may result in your local authority being unable to accept your Blue Badge application.

Section 3(b)

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.

Section 3(c)

All applicants must sign and date the form prior to submitting it.

A 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 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 on the publications section of Transport Scotland's Blue Badge website: www.transportscotland.gov.uk/road/policy/blue-badge-scheme