



Blue Badge Application Form



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 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 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 the accompanying Guidance Notes.

Title (*Mr, Mrs, Miss, Ms, other*) _____

First names (*in full*) _____

Surname _____

Surname at birth _____

Gender *Male* *Female* **Date of Birth**

D	D	/	M	M	/	Y	Y	Y	Y
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Place of Birth *Town* _____ *Country* _____

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 _____

_____ 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 copies of the original documentation** where relevant:

Either I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months (confirmation can be obtained from the Council Tax department, Housing & Community Safety, Perth & Kinross Council, Pullar House, 35 Kinnoull Street, PERTH, PH1 5GD).

or I do not pay Council Tax, am over the age of 16 and submit a copy of my lease as proof of my address.

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 as proof of your identity. Do not send original documents as these will **not** be returned. **Please see Guidance Notes.**

Birth certificate/Adoption certificate Marriage/Divorce certificate Passport

Civil Partnership/Dissolution certificate Valid driving licence

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 '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 8 points in the **Moving Around Activity** of PIP;
- receive 12 points in the **Planning and Following a Journey Activity** of PIP;
- 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.

2(a) 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 'No', enclose 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.

2(b) People Who Receive the Higher Rate of the Mobility Component of Disability Living Allowance (Regulation 4(2)(a))

2(b1) People Who Receive 8 Points in the Moving Around Activity or 12 Points in the Planning and Following a Journey Activity of PIP

Do you receive the Higher Rate of the Mobility Component of Disability Living Allowance or PIP award of 8 points in the Moving Around Activity or 12 points in the Planning and Following a Journey Activity? 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? / /

If you are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance or PIP you must enclose a copy of your letter of entitlement to this benefit issued within the last twelve months or a copy of your annual award letter.

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

2(c) 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?

D	D	/	M	M	/	Y	Y	Y	Y
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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 freephone enquiry number - tel 0800 169 2277.

2(d) People Who Receive a Benefit Under the Armed Forces and Reserve Forces (Compensation) Scheme (Regulation 4(2)(d)(da))

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 Service Personnel and Veterans Agency (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 freephone enquiry number - tel 0800 169 22 77.

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.

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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 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 in Scotland: Rights and Responsibilities of a Blue Badge Holder' 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.*

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

- *The local authority may check any information already held by the local authority's Housing & Community Safety, Welfare Rights and Council Tax departments on the basis that:*
 - *it can help determine your eligibility for a Blue Badge;*
 - *it may speed up the processing of your application.*
- *In addition information included in this form can be disclosed to other local authority departments/service providers so that you can be informed about other local authority services that may be of benefit to you.*

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 (if you have not given consent for us to check school records).*
- *A certified photocopy of proof of your identity.*
- *A passport-quality photograph of yourself with your name on the back.*

Section 2(a) - People Who Are Blind (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 2(b)/(b1) - People Who Received the Higher Rate of the Mobility Component of Disability Living Allowance or 8 Points in the Moving Around Activity of PIP or 12 Points in the Planning and Following a Journey Activity of PIP

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

Section 2(c) - People Who Receive the War Pensioner's Mobility Supplement

- A copy of the letter of entitlement for the War Pensioner's Mobility Supplement.

Section 2(d) - People Who Receive an Award Under the Armed Forces and Reserve Forces (Compensation) Scheme

- A copy of the 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.

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

Your signature _____

Date of application / /

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 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.

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 Sections 1, 2 and 3.

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, 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 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 passport.

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

- Council Employee
- Councillor
- Police Officer
- 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 Council Tax bill bearing your name and address.

If you do not pay Council Tax you must submit a copy of your lease agreement as proof of your address.

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.

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 'Without Further Assessment' 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 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 2(a)

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, local authorities will check with the named authority that you are registered with.

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 2(b)

Please complete this section if you receive the **Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA)** or PIP at 8 points in the Moving Around Activity of PIP or 12 points in the Planning and Following a Journey Activity of PIP. You will have had an award notice letter from the Pension, Disability and Carers Service (PDCS). 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 or PIP. If your award letter is more than 12 months old or if you have lost your HRMCDLA award letter or your uprating letter, then please contact the PDCS for a current award letter by:

Tel 08457 123 456 • Textphone 08457 224 433 • Email DCPU.Customer-Services@dwp.gsi.gov.uk

This helpline is open from 7.30 am to 6.30 pm, Monday to Friday, and further details can be found online at:

www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925

Section 2(c)

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 freephone enquiry number - tel 0800 169 22 77.

Section 2(d)

Please complete this section 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 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 freephone enquiry number - tel 0800 169 22 77.

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 at www.bluebadgescotland.org

Contact us: *Email* BlueBadges@pkc.gov.uk

Tel 01738 477211

Text 07824 498145