

Blue Badge

Guidance notes
and checklist



Please return your completed form:

By Post: **Wandsworth Council**
Supported Travel Team
PO Box 519
Twickenham
TW1 9PG

In Person: **Wandsworth Council**
Customer Centre
Wandsworth High Street
London
SW18 2PU

Please keep the following checklist and guidance notes for your reference

Checklist of documents you may need to enclose

Please ensure you have enclosed all the relevant documents for the sections of this form that you have completed. We have provided a checklist below to remind you of what you need to enclose.

Do not send original documents as we cannot guarantee their safe return.

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 the local authorities council tax database or electoral register).

Applicants under the age of 16 who cannot provide one of the documents listed on page 3 to prove their residence, may supply a letter from their school confirming their address.

- A copy of your proof of identity.

Section 2a People who are severely sight impaired

- 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 of the Mobility Component of Disability Living Allowance

- A copy of your letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months.

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

- A copy of your letter of entitlement for the War Pensioner's Mobility Supplement issued within the last 12 months.

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

- A copy of your 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, issued within the last 12 months.

Section 2e People who receive Personal Independence Payment (PIP) under the "Moving Around" category OR receives 10 points specifically for Descriptor E: under the "planning and following journey" activity, on the grounds that you cannot undertake any journey because it would cause overwhelming psychological distress to the claimant.

- A copy of your letter of entitlement to this benefit which should be dated within the last 12 months.

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 their medical condition and type of medical equipment needed.

Section 6 Invisible (Hidden) Disabilities for people who do not automatically qualify under 2e. Please complete this section if you experience very considerable difficulty whilst walking, which may include very considerable psychological distress or be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person.

Supporting Documents

In order for your application to be processed, you need to provide comprehensive supporting evidence, such as:

- Letter of diagnosis, as up-to-date as possible
- Evidence of the progression of the condition over time, dated within the last 2 years
- Confirmation of ongoing treatments / clinic attendances, or referral for such, dated within the last 2 years
- Evidence of prescribed medication relevant to your condition, dated within the last 2 years
- Evidence of specialist consultations, or referral for such, dated within the last 2 years
- Your Patient Summary or Summary Care Records, dated within the last 2 years
- Education Health and Care Plans (EHCP), dated within the last 2 years
- Care Plans from social care teams, dated within the last 2 years
- Social housing letters/assessment reports from a local authority, dated within the last 2 years
- Letters from other professionals involved in your care, dated within the last 2 years
- Personal Independence Payment (PIP) decision letters, dated within the last 12 months
- Evidence of other benefits received, dated within the last 12 months
- Contact details of professionals who can support your application, dated within the last 2 years

Section 8a Photograph

- A passport-style colour photograph of yourself with your name on the back.

Blue Badge application form Guidance notes

What sections of the application form should I complete?

All applicants should complete **Sections 1, 7 and 8**.

Applicants will also need to complete:

- **Section 2** if they receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- **Section 2** if they are registered blind (severely sight impaired), or if they wish to be registered blind and have a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist which states that they are severely sight impaired (blind).
- **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 2** if they receive Personal Independence Payment (PIP) under the "Moving Around" category, have been awarded 8 points or more **or** receives 10 points specifically for Descriptor E: under the "planning and following journey" activity, on the grounds that you cannot undertake any journey because it would cause overwhelming psychological distress to the claimant and their condition is likely to last for at least 12 months.
- **Section 3** if they have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- **Section 4** if they 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.
- **Section 6** Invisible (Hidden) Disabilities. Please see section 6 of Guidance Check List for proofs required

Section 1 Information about you

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

A copy of one of the following, confirming your current name: birth certificate / adoption certificate, marriage / divorce certificate, passport, valid driving licence (Photocard), certificate of British nationality, HM Forces ID card, identity card for foreign nationals, civil partnership / dissolution certificate.

Proof of your address

A copy of one of the following, confirming your address in Wandsworth: pension letter from The Pensions Service, council tax bill dated within the last 12 months, benefit letter dated within the last 12 months, valid driving licence, award letter from Veterans UK.

Blue Badge Issue Fee

The issue fee of £10 can be made by cheque, postal order or credit / debit card. If you wish to pay by card an officer from the Supported Travel team will call you on the number provided to take payment once your application has been approved. Cash payment is no longer accepted in person. We will only issue successful applicants with a Blue Badge once payment of the required fee has been processed.

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 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 For 'without further assessment' applicants

You will be automatically eligible for a badge if you are more than two years old, can provide evidence of your residence in the borough, evidence of your identity, and meet at least one of the eligibility criteria in Section 2. You will need to enclose the appropriate documentation to prove eligibility under one of the criteria.

Section 2a

Please complete this section if you are registered as severely sight impaired (blind). You are asked to state the name of the local authority or borough 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 as severely sight impaired (blind).

The current formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are severely sight impaired (blind). 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 Department for Work and Pensions (DWP). You will also have been sent an annual uprating letter stating your entitlement. Either of these letters will be accepted, provided it has been issued within the last 12 months. If you have lost your award letter, then please contact the Disability Benefits Centre for a current award letter by:

Telephone: 0800 121 4600

Textphone: 0800 121 4493

Visit: www.gov.uk/dla-disability-living-allowance-benefit/what-youll-get

This helpline is open from 8am to 6pm Monday to Friday. For further details visit www.gov.uk.

Section 2c

Please complete this section if you receive a War Pensioner's Mobility Supplement (WPMS). You should have an official letter from Veterans UK demonstrating receipt of the grant. You must enclose a copy of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted by:

Telephone: 0808 1914 218 (UK only)

Email: veterans-uk@mod.uk .

Section 2d

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 Veterans UK 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 Veterans UK 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 this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted by:

Telephone: 0808 1914 218 (UK only) or email: veterans-uk@mod.uk

Section 2e

Please complete this section if you have been awarded PIP of eight points or more under the "Moving

Around" category, **or** receives the mobility component of PIP and has 10 points specifically for "Descriptor E" under the "planning and following journeys" activity, on the grounds that they are unable any journey because it would cause overwhelming psychological distress to the claimant, and their condition is likely to last for at least 12 months.

Your decision letter can be used as proof of the relevant PIP award which should be dated within the last 12 months. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

Telephone: 0800 121 4433 Textphone: 0800 121 4493

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

Section 3

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 1 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 attend a mobility assessment with their occupational therapist, in order to determine whether you meet the eligibility criteria.

Section 4

For 'subject to further assessment' applicants with disabilities in both arms

Section 4 should be completed by applicants 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

For 'subject to further assessment' applicants under the age of three

Section 5 should be completed by a parent or guardian 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.

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. We 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 Invisible Invisible (Hidden) Disabilities

Please see section 6 of Guidance Check List for proofs required

Section 7 Declarations and signatures

Section 7a: 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 Blue Badge application being unaccepted.

Section 7b: You may wish to tick the optional declarations in order to speed up your application and improve the service you receive from us. In doing so, you will be providing specific consent to allow us to share information about you with relevant departments and service providers within the authority.

Section 7c: All applicants must sign and date the form prior to submitting it.

We may refuse to issue a badge if we 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 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 also be viewed at www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england.

Section 8 Photograph / issue fee / ethnicity

8a Photograph

The photograph must be: passport sized (45mm x 35mm); colour; recently taken; facing forwards, looking straight towards the camera including the whole head and not have any of the chin, top of head or ears missing; with nothing covering the face. It must show the full head, without any head covering, unless worn for religious beliefs or medical reasons. It must be taken against a plain background, preferably against a pale plain background so that all features are clearly distinguishable. The photograph must be undamaged, for example, by creases, staples, paperclips, or other marks. Eyes must be open and clearly visible. Reactor glasses may be worn as long as your eyes are clearly visible through the lens. Dark glasses are permitted if worn for medical reasons.

8b Badge issue fee

You will only be issued with a Blue Badge once the badge fee has been processed.

8c Ethnic origin

This section is optional, please tick the relevant box.

Equalities Act 2010: Should you require a reasonable adjustment or assistance to complete an application for a Blue Badge, or if you need it in an alternative format (e.g. large print) please contact us

Supported Travel Team

Tel: (020) 8871 8871

Fax: (020) 8871 6264

Email: concessionarytravel@wandsworth.gov.uk

www.wandsworth.gov.uk

Wandsworth Council has to protect the public money it deals with and may use the information you have given to prevent and detect fraud. For this reason, it may also share this information with other organisations dealing with public money.