



## Blue Badge Application

### Form

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 note.

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

**First names** (in full – maximum of 20 characters):

**Surname** (maximum of 20 characters):

**Surname at birth** (maximum of 20 characters):

**Gender:** Male  Female  **Date of Birth** (DD/MM/YYYY):   /   /

Town:

**Place of Birth:** Country:

**National Insurance Number (16 and over)**  
**NHS Number (for under 16s)**

(see Section 1 of the accompanying guidance notes)

**Driving Licence Number:**  
(If you hold a driving licence)

**Current address and contact details:**

Address:

Postcode:

Home Tel (including code):

Mobile Tel:

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:

- 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:**  I do not pay Council Tax, am over the age of 16 and give consent to the local authority to check my address on the electoral register.
- 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:

- Birth certificate / adoption certificate       Marriage / Divorce certificate       Passport
- Civil Partnership / Dissolution certificate       Valid driving licence

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

**Photograph:**

Please enclose a recent passport-style 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 7(a) and 7(d) of this form to confirm that the photograph is a true likeness.

**Badge issue fee :**

If your application is successful there is a charge of £20.00 payable at West District Housing Office 3 Sinclair Street DD2 3DA, East District Housing Office 169 Pitkerro Road DD4 8ES & Dundee House 50 North Lindsey Street DD1 1QE Dundee

Cheques/Postal Orders should be made payable to Dundee City Council. Cash payments will also be accepted. Payments can be made online at [www.dundee.gov.uk](http://www.dundee.gov.uk) – Pay for it – Parking – Blue Badge

Payment will only be taken if your application for a Blue Badge is successful. You will only be issued with a Blue Badge once your payment has been received.

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 the **Mobility Component** of Personal Independence Payment;
- were in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment
- 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 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 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:

If NO, then please indicate whether you have enclosed 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.

Yes:  No:

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

#### [Regulation 4(2)(a)]

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

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?

(DD/MM/YYYY):   /   /

If you are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance you must enclose an original letter of entitlement to this benefit issued within the last twelve months or

your original annual uprating letter.

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 meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP)**  
**[Regulation 4(2)(aa)(ii)]**

Does your 'Moving Around' descriptor for the Mobility component meet/match any of the following statements?

- [I've decided that] You can stand and then move unaided more than 20 metres but no more than 50 metres. [This gives you a score of 8.]
- [I've decided that] You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. [This gives you a score of 10.]
- [I've decided that] You can stand and then move more than 1 metre but no more than 20 metres either aided or unaided. [This gives you a score of 12.]
- [I've decided that] You cannot aided or unaided stand or move more than 1 metre. [This gives you a score of 12.]

If you did not tick any statement above, please tick the 'NO' box.

No:

If you have ticked a statement above (8,10 or 12 points): have you been awarded this benefit for an ongoing period?

Yes:

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

(DD/MM/YYYY):  /  /

If you have ticked one of the above statements (8,10 or 12 points) for the 'Moving Around' descriptor of the Mobility Component of PIP, you must enclose an original letter of entitlement to this benefit issued within the last twelve months, or your original annual uprating letter.

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

**2d) People who meet a 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP)**  
**[Regulation 4(2)(aa)(i)]**

Does your 'Planning and Following Journeys' descriptor for the Mobility component meet/match the following statement?

- [I've decided that] You cannot follow the route of a familiar journey without another person, [an] assistance dog or [an] orientation aid. [This gives you a score of 12.]

If you did not tick the statement above, please tick the 'NO' box.

No:

If you have ticked the statement above (12 points): have you been awarded this benefit for an ongoing period?

Yes:

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

(DD/MM/YYYY):  /  /

If you have ticked the above statements (12 points) for the "Planning and Following Journeys" descriptor of the Mobility Component of PIP, you must enclose an original letter of entitlement to this benefit issued within the last twelve months, or your original annual uprating letter. Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

**2e) People who do not receive the Mobility Component of Personal Independence Payment (PIP) at a rate of 8 points or more for 'Moving Around' or 12 points for 'Planning and Following Journeys' and were in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately prior to being assessed for PIP.  
[Regulation 4(2)(ab)]**

Have you challenged the PIP decision by requesting a mandatory reconsideration is conducted by the Department for Work and Pensions (DWP)?

Yes:  No:

If YES, was the request for a mandatory reconsideration made within 1 year of:

- the date of expiry on your blue badge if you are a current blue badge holder
- the date of this application if you do not currently hold a blue badge

Yes:  No:

If YES, you must enclose an original letter of entitlement to HRMC DLA, or your original annual uprating letter AND your letter from DWP acknowledging receipt of your request for reconsideration. All documents to have been issued within the last twelve months.

If you have challenged the PIP decision by requesting the DWP to conduct a mandatory reconsideration, you will have received a letter from DWP confirming receipt of your reconsideration request.

**2f) People who were in receipt of a lifetime or indefinite award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment.  
[Regulation 4(2)(ac)]**

Did you receive the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment?

Yes:  No:

If YES, were you awarded that benefit on a 'lifetime' or 'indefinite' basis?

Yes:  No:

If YES, Please provide an original letter of entitlement to HRMC DLA and your PIP award notification letter from DWP.

Please note that only the original letter of entitlement to HRMC DLA details whether the award was made for a lifetime or indefinite period.

**2g) 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?

(DD/MM/YYYY):   /   /

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 free-phone enquiry number: 0800 169 22 77.

**2h) 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 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 the original of this 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.

## Section 3 – Declarations and signatures

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

### 3a) 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.

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared within the local authority, 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 my local authority of any changes that may affect my entitlement to a badge.

#### Declarations to be completed by all individual applicants

- 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.

### 3b) Your consent to use your information to improve the service you receive

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 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 local authority departments/service providers so that I can be informed about other local authority services that may be of benefit to me.

### 3c) 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 Council Tax / electoral register / school records).
- A certified photocopy of proof of your identity.
- A passport-style photograph of yourself with your name on the back.

#### Section 2a – 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 (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

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

#### Section 2c – People who meet a ‘Moving Around’ descriptor for the Mobility Component of Personal Independence Payment (PIP)

- An original Personal Independence Payment decision letter issued within the last 12 months or your original annual uprating letter

#### Section 2d – People who meet a ‘Planning and Following Journeys’ descriptor for the Mobility Component of Personal Independence Payment (PIP)

- An original Personal Independence Payment decision letter issued within the last 12 months or your original annual uprating letter.

#### Section 2e - People who do not receive the Mobility Component of Personal Independence Payment (PIP) at a rate of 8 points or more for ‘Moving Around’ or 12 points for ‘Planning and Following Journeys’ and were in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately prior to being assessed for PIP.

- An original letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months or your original annual uprating letter **AND** your letter from DWP acknowledging receipt of your request for reconsideration.

#### Section 2f - People who were in receipt of a lifetime or indefinite award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment.

- An original letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months **AND** your letter from DWP detailing the PIP decision.

#### Section 2g – People who receive the War Pensioner’s Mobility Supplement

- An original letter of entitlement for the War Pensioner’s Mobility Supplement.



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

An 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.

**3d) Your signature against the declarations in Section 7a and 7b**

<b>Your signature:</b>	
<b>Date of application:</b>	(DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Please print your name here:</b>	

Please return this form, relevant documents and fee (which can only be cashed if you are successful to:

**Disabled Badge  
PO Box 10215  
Dundee City Council  
DD5 9AX**

**Misuse of the badge is a criminal offence and can lead to a fine. Please be aware of your Blue Badge expiry date. Once this has been reached you must return the badge to Dundee City Council as it is no longer valid – even if you are awaiting receipt of your new Blue Badge.**

# Blue Badge Application Form - Guidance Notes

What sections of the application form should I complete?

All individual applicants should complete Section 1 and Section 3.

Individual applicants will also need to complete:

- Section 2 if they are registered blind (severely sight impaired).
- Section 2 if they receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- 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 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.

- Council Employee
- Councillor
- Police Officer
- Religious Leader e.g. 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 there is a charge of £20.00 payable at West District Housing Office 3 Sinclair Street DD2 3DA, East Housing Office 169 Pitkerro Road DD4 8ES & Dundee House 50 North Lindsey Street DD1 1QE Dundee

Cheques/Postal Orders should be made payable to Dundee City Council. Cash payments will also be accepted.

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. Any documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed by the local authority.

#### Section 2a

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 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 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. 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:

- Telephone: 08457 123 456
- Textphone: 08457 224 433
- Email: [DCPU.Customer-Services@dwp.gsi.gov.uk](mailto:DCPU.Customer-Services@dwp.gsi.gov.uk)

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

[http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG\\_10011925](http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925)

### Section 2c

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 free-phone enquiry number: 0800 169 22 77.

### 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 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 free-phone enquiry number: 0800 169 22 77.

### Section 3 – Declarations and signatures

Section 3a): 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 3b): 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 3c): 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](http://www.bluebadgescotland.org)