

Blue Badge Application Form

Guidance Notes

City of Bradford MDC

www.bradford.gov.uk

Section 1 - Information about the applicant

This section asks for your personal details including name, date of birth, National Insurance Number, address, telephone number and email address (where applicable). 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 complete the form with their details and provide their Child Registration Number. This can be found on Child Benefit documentation.

Proof of your identity and address

You are required to provide proof of identity and address.

Proof of identity will be in the form of a photocopy of your birth/adoption certificate, marriage/divorce certificate, valid driving licence or passport. A **photocopy** of one form of identity is required to be submitted with your application. **Do not send original documents.**

Proof of address will be in the form of an original Council Tax bill bearing your name and address. The original proofs must be submitted with your application and it will be returned at the end of the application process. You will not need to submit this if you have ticked the appropriate box in Section 1, which gives consent for us to find proof of your address by cross-checking our Council Tax records or electoral role.

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 aids us with our enforcement of Blue Badge rules, but please note 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 over 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.

Section 2a

For those registered as severely sight impaired (blind) - you are asked to state the name of the local authority or borough in which you are registered. The formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist, however registration is voluntary.

Section 2b

For those who receive the Higher Rate of the Mobility Component of Disability Living Allowance. An applicant receiving this benefit will have had an award notice letter from the Department for Work and Pensions. In addition, recipients of Disability Living Allowance are sent an annual uprating letter, stating their entitlement and this letter can be used as proof of receipt of DLA if your award letter is more than 12 months old. If you do not have your award notice letter or your uprating letter, then please contact the DWP for a current award letter by:

- **Telephone: 08457 123 456**
- **Text phone: 08457 22 44 33**
- **Email: DCPU.Customer-Services@dwp.gsi.gov.uk**

Section 2c

For those who receive a War Pensioner's Mobility Supplement (WPMS). An applicant receiving WPMS will have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. If you do not have this letter, then the agency can be contacted via the free-phone enquiry number: **0800 169 22 77**

Section 2d

For those who 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 copy of this letter as proof of entitlement. If you do not have this letter, then the agency can be contacted via the free-phone enquiry number: **0800 169 22 77**

Any documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once we are finished looking at your application.

Section 3 - Questions for 'subject to further assessment' applicants with walking difficulties

Section 3 is to be completed if you have a permanent and substantial disability (i.e. a condition that is likely to last for the duration of your life) which means you cannot walk or which means that you have very considerable difficulty walking. Medical conditions such as asthma, autism, psychological / behavioural problems, 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 criterion, but only if they are unable to walk or have very considerable difficulty in walking, in addition to their condition. Applicants are asked to describe the nature of their disability and give more details about how this affects their mobility.

Your local authority may ask you to have a mobility assessment with a nominated doctor in order to determine whether you meet the eligibility criteria.

Please note we are unable to contact your GP for information as Bradford Council has an agreement with the Local Medical Committee that applicant's own GPs will not be involved in the assessment process.

If you have any recent medically validated evidence (reports or letters) from medical professionals who have been involved in your care, you may include copies of these with your application. They may assist us in determining whether you are eligible for a Blue Badge.

Section 4 – Questions for 'subject to further assessment' applicants with disabilities in both arms

Section 4 is for applicants over the age of two 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.

Section 5 – Questions for 'subject to further assessment' applicants under the age of three

Section 5 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:

- tracheotomies;
- 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 – Declarations and signature

Section 6a

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

Section 6b

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 local authority to allow them to share information about you with relevant departments and service providers within the authority.

Section 6c

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

A local authority 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.

Other Information and Blue Badge Issue Fee

If your application is successful we will write to you requesting the Blue Badge issue fee, so that we can order your Badge. The fee is £10.00, payment methods will be detailed when we write to you.

Please do not send payment with your application.

If your application is unsuccessful we will write to you giving the reasons why. Under the National Scheme, following consideration of all information collected, the final decision to award or refuse a badge rests with the local authority. **There is no right of appeal under the National Scheme.** In Bradford however, if you disagree with our decision you may write to us, enclosing additional medically validated evidence and ask for a review of your application.

If you require any further information please contact a member of our team on:

01274 438723