

# **Blue Badge Scheme**

(Disabled Persons' Parking Badge Scheme)

**Policy, Procedure and Practice**

**Final Draft February 2010**

# CONTENTS

## POLICY:

	Page No
1.1 Introduction	5
1.2 Policy Aims	5
1.3 Legislation	6
1.4 Eligibility for a Badge	7
Eligible without further assessment	7
Eligible subject to further assessment	7
Children under two years	8
Applicants with a terminal illness	8
Organisational Badges	8
1.5 Period of issue	9
1.6 Renewals	10
1.7 Fees	10
1.8 Grounds for refusing to issue a badge	10
1.9 Replacement Badges	11
1.10 Return of Badges	11
1.11 Misuse and Enforcement	11

## PROCEDURE:

2.1 Introduction	13
2.2 Initial application procedure	14
2.3 Renewal applications	15
2.4 Fast Track Procedures	15
2.5 Receiving applications	15
2.6 Furthering incomplete applications	16
2.7 Processing applications	17
2.8 Form of Badge	18
2.9 Issuing Badges	18
2.10 Collection of Fees	19
2.11 Unsuccessful applications	19
2.12 Appeals Procedure	20
2.13 Replacement Badges	21
2.14 Misuse of Badges	22

---

## APPENDICES

A: List of legislation relating to blue badge scheme

B: Documentation which can be used to confirm eligibility without further assessment

C: Detailed Guidance on Assessing Eligibility under the subject to further assessment criteria

D: Additional Guidance relating to Applications from Children under the Age of 2

E: Documentation Required to Assess Applications from Organisations

F: Standard Forms and Letters

### Applications

- 1 (a) Individual application form
- 1 (b) Individual application form – child under 2
- 2 (a) (b) (c) (d) (e) Cover letters sent to applicant with application form
- 3 (a) Letter sent to organisations with application for an Organisational Badge
- 3 (b) Application for an Organisational Badge
- 4 Duplicate Badge application
- 5 Form to register disabled with Social Services
- 6 Reminder to reapply for renewal of badge

### Processing Applications

- 7(a) Letter to applicant when GP form issued following receipt of application
- 7(b) Cover letter to GP
- 7(c) GP Supplementary Guidance Notes
- 7(d) Medical Information (BB3) Form
- 8(a) Reminder to applicant for proof of HRMCDLA
- 8(b) Reminder to applicant for photographs
- 8(c) Reminder to applicant for proof of ID
- 9(a) Reminder to GP for BB3
- 10 Request to GP for missing information
- 11 Letter to applicant terminating the application

---

## **Eligibility & Appeals**

- 12 (a) Ineligible notification (individual)
- 12 (b) Ineligible notification (organisation)
- 12(c) Ineligible notification –misuse ( notice of determination)
- 12 (d) Ineligible letter - fraud
- 13 Appeal acknowledgement
- 14 Letter advising that OT assessment required
- 15 (a) Successful appeal notification
- (b) Decision upheld notification

## **Issuing Badges**

- 16 (a), (b), (c), (d) Collection letters
- 17 Information about Blue Badge use
- 18 Additional Information about badges for children under 2

## **Misuse and Fraud**

- 19 (a) Misuse warning letter 1
- 19 (b) Misuse warning letter 2
- 19 (c) Letter requesting return due to misuse (notice of determination)
- 19 (d) Letter requesting return due to fraud ( notice of determination)

## **General**

- 20 Useful Contact Details

## INFORMATION SHEET

<b>Service area</b>	Adults and Community Directorate
<b>Date effective from</b>	March 2010
<b>Responsible officer(s)</b>	Principal Manager Halton Home Improvement and Independent Living Services
<b>Date of review(s)</b>	March 2011
<b>Status:</b> <ul style="list-style-type: none"> <li>• <b>Mandatory (all named staff must adhere to guidance)</b></li> <li>• <b>Optional (procedures and practice can vary between teams)</b></li> </ul>	Mandatory
<b>Target audience</b>	Halton Direct Link and Contact Centre staff and Halton Home Improvement and Independent Living Services staff
<b>Date of committee/SMT decision</b>	17/3/10
<b>Related document(s)</b>	None
<b>Superseded document(s)</b>	Blue Badge Policy, Procedure and Practice Feb 2003
<b>Equality Impact Assessment completed</b>	Stage 1 Community Impact Assessment completed
<b>File reference</b>	

1.	<b>POLICY</b>	<i><b>Practice</b></i>
1.1	<p><b>INTRODUCTION</b></p> <p>The Blue Badge Scheme provides a national arrangement of parking concessions for some people with disabilities who travel either as drivers or passengers. The scheme allows badge holders to park close to their destination.</p> <p>The Blue Badge Scheme replaced the Orange Badge Scheme from April 2000 to allow badge holders to use badges within the European Union.</p> <p>Social Services administer the scheme on behalf of the Department for Transport (DfT), following the Regulations set out by the Government. The service is provided by Direct Link and the Contact Centre with support from Halton Home Improvement and Independent Living Services and General Practitioners (GPs).</p>	<p><u><b>Additional Resources and Sources of Information</b></u></p> <p>The Department For Transport's (DfT) website provides a wide range of information relating to Blue Badges, including a list of publications and resources, to assist local authorities with administering the scheme.</p> <p>The Blue Badge Network provides a website offering useful advice, information and support to disabled people and their families (<b>Appendix A</b>).</p>
1.2	<p><b>POLICY AIMS</b></p> <ul style="list-style-type: none"> <li>• To ensure that the Blue Badge Scheme is administered consistently and fairly, in accordance with the Department for Transport regulations and guidance.</li> <li>• To actively promote and raise awareness of the Blue Badge Scheme in order to encourage disabled people to apply for and benefit from the Scheme.</li> <li>• To ensure that the Blue Badge Scheme promotes equal opportunities by enabling disabled people to enjoy maximum mobility, access local facilities and play a full and active role in their communities.</li> <li>• To work in partnership with the Police and other local authorities to enforce the Scheme and prevent fraud and abuse.</li> </ul>	

<b>1.</b>	<b>POLICY</b>	<b><i>Practice</i></b>
<b>1.3</b>	<p><b>LEGISLATION</b></p> <p>The main Regulations governing the scheme are:</p> <ul style="list-style-type: none"> <li>• <b>The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000.</b></li> <li>• <b>The Disabled Persons (Badges for Motor Vehicles) (England) (Amendments) Regulations 2007.</b></li> </ul> <p>Following consultation on the scheme in 2007, the Department for Transport (DfT) published the current Guidance for local authorities on the Blue Badge Scheme in January 2008. This Guidance intended to promote improved assessment and enforcement of the Scheme, in order to promote consistency and prevent fraud and abuse.</p> <ul style="list-style-type: none"> <li>• <b>The Blue Badge Scheme Local Authority Guidance (England) January 2008</b></li> </ul> <p>This Policy, Procedure and Practice has been revised to incorporate the current Guidance.</p> <p>A five year reform strategy for the Blue Badge scheme (published in October 2008) is ongoing. Planned changes to the scheme include extending Blue Badges to more disabled people, introducing independent medical assessments to improve fairness and consistency and introducing data sharing systems to reduce fraud and abuse. Further changes to this Policy Procedure and Practice document will be required to take account of these changes.</p>	<p><b><u>Legislation</u></b></p> <p><b>Appendix A</b> provides a full list of legislation relating to the Blue Badge Scheme.</p>

1.	<b>POLICY</b>	<b>Practice</b>
1.4	<p><b>ELIGIBILITY FOR A BADGE</b></p> <p>There are two types of eligibility:</p> <ul style="list-style-type: none"> <li>• <b>Type 1: Eligible without further assessment</b></li> <li>• <b>Type 2: Eligible subject to further assessment</b></li> </ul> <p><b>Type 1: Eligible without further assessment</b></p> <p>People who may be issued with a badge without further assessment are those who are <u>more than two years old</u> and meet one or more of the following criteria:</p> <ul style="list-style-type: none"> <li>• They receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA).</li> <li>• They receive a War Pensioners Mobility Supplement (WPMS).</li> <li>• They are registered blind (severely sight impaired).</li> </ul> <p><b>Type 2: Eligible subject to further assessment</b></p> <p>People who may be eligible for a badge subject to further assessment are those who are <u>more than two years old</u> and fall within one or more of the following descriptions:</p> <ul style="list-style-type: none"> <li>• Drive a vehicle regularly, has a severe disability in both arms and is unable to operate or has considerable difficulty in operating a parking meter.</li> <li>• Is unable to walk or has very considerable difficulty in walking because of a permanent and substantial disability.</li> </ul>	<p><b><u>Proving eligibility</u></b></p> <p>Applicants are required to provide evidence that they qualify for a badge under the eligible without further assessment criteria. <b>Appendix B</b> provides a list of the documentation which can be used to confirm eligibility without further assessment.</p> <p><b><u>Assessing eligibility</u></b></p> <p>Detailed guidance regarding assessing applications under the eligible subject to further assessment criteria is provided in <b>Appendix C.</b></p>



<p><b>1. POLICY</b></p>	<p><b><i>Practice</i></b></p>
<p><b>Children under the age of two</b></p> <p>Children under the age of 2 may be eligible for a badge if they fall within <u>either or both</u> of the following descriptions:</p> <ul style="list-style-type: none"> <li>• A child who has a condition that requires that they always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty.</li> <li>• A child who has a condition that requires that they must always be kept near a motor vehicle so they can be treated in that vehicle if necessary or taken quickly to a place where they can be treated.</li> </ul> <p>Each application will be treated as a special case. A medical assessment should not be necessary if the child’s paediatrician is able to write a letter outlining the child’s medical condition and any special equipment they need to use.</p> <p><b>Applicants with a terminal illness</b></p> <p>Terminally ill applicants will qualify for a badge where they have a terminal illness that <u>seriously limits their mobility</u>. It is recognised that time is of the essence when dealing with these applications And therefore a fast track procedure may be implemented (see Procedure section 2.4).</p> <p><b>Organisational Badges</b></p> <p>An organisational badge(s) may be issued to an organisation for a motor vehicle(s) used to carry disabled people as specified in the Regulations’ including mini-buses, specially adapted vehicles and tail-lift vehicles.</p> <p>Eligible organisations may be social services departments or private or voluntary organisations that transport groups of disabled people who would meet the eligibility criteria for a badge. Badges will only be issued to the organisation or department and not to individual employees.</p>	<p><b><u>Examples of types of medical equipment and unstable medical conditions</u></b> which may mean that children under 2 are eligible for a blue badge are provided in <b>Appendix D.</b></p> <p><b><u>Children and Eligibility for HRMCDLA</u></b> Children can qualify for the higher rate of the mobility component Of Disability Living Allowance (HRMCDLA) <u>from their 3<sup>rd</sup> birthday (they may apply from the age of 2 years 9 months) or from birth if terminally ill.</u> This will mean that they qualify for a blue badge without the need for further assessment. Families should be advised of this and offered a referral to the Welfare Rights Service.</p> <p><b><u>Proof of eligibility from organisations</u></b> Applications for badges from organisations will be examined to ensure they are genuine and necessary. A list of the documentation required is provided in <b>Appendix E.</b></p>

1.	<b>POLICY</b>	<b><i>Practice</i></b>
	<p>Organisations applying for a badge must cater for a minimum of three people with the required degree of disability. Where fewer people meet the eligibility criteria for a badge, service users should apply for their own individual badges.</p> <p>Eligible organisations will receive one badge for each specialist vehicle registered to their service. There is no overall limit on the number of badges that can be issued to any one organisation provided that they can supply the necessary documentation.</p>	<p><b><u>Use of organisational badges</u></b></p> <p>Organisations are encouraged only to use organisational badges on specialist vehicles e.g. those with tail lifts for wheelchairs. If employees use their own cars to transport service users, they are advised to help service users to apply for an individual badge.</p>
1.5	<p><b>PERIOD OF ISSUE</b></p> <p>Most blue badges, including organisational badges are issued for a period of three years with some exceptions:</p> <ul style="list-style-type: none"> <li>• Where entitlement to a badge is linked to receipt of benefits and allowances i.e. HRMCDLA and WPMS, the period of issue is linked to the period of receipt of that allowance, where that period is less than three years. Where HRMCDLA or WPMS has been granted for longer than three years, the badge will still only be issued for three years however.</li> <li>• In the case of children under two, the Regulations state that a badge will be issued for a maximum period of two years ending on the day immediately following their second birthday.</li> </ul> <p>Under no circumstances will a badge be issued for more than three years.</p>	

	<b>POLICY</b>	<b>Practice</b>
<b>1.6</b>	<p><b>RENEWALS</b></p> <p>In accordance with the Regulations, all badge holders will be given the opportunity to renew their badge every three years or when their old badge expires (if issued for less than three years). This is to ensure that badge holders continue to meet the eligibility criteria and that personal details remain up to date.</p>	
<b>1.7</b>	<p><b>FEES</b></p> <p>The fee for both individual and organisational badges is £2.</p> <p>There is no fee payable for a replacement for a lost or stolen badge if a crime or incident reference number is provided. In all other circumstances a fee will be charged.</p>	
<b>1.8</b>	<p><b>GROUND FOR REFUSING TO ISSUE A BADGE</b></p> <p>The grounds for refusing to issue a badge are set out in the Regulations. These are:</p> <ul style="list-style-type: none"> <li>• The applicant holds or has held a badge and misuse has led to at least three relevant convictions.</li> <li>• The applicant (individual or organisation) fails to provide the local authority with adequate evidence of their eligibility.</li> <li>• The applicant does not pay the fee for a badge, where a fee is required.</li> <li>• There are grounds to believe that the applicant is not who they claim to be or would permit another person to use the badge. This decision will only be taken by the Operational Director after careful consideration of the facts.</li> </ul>	<p><b><u>Appeals Procedure</u></b></p> <p>The applicant must be notified in writing as to the reasons why their application has been refused and informed about the <b>appeals procedure</b> (see Procedure section 2.12).</p>

1.	<b>POLICY</b>	<i>Practice</i>
1.9	<p><b>REPLACEMENT BADGES</b></p> <p>When a badge is lost, stolen, destroyed, or has become so damaged or faded that it is no longer legible when displayed; a replacement badge will be issued. The £2 charge will be levied in all these circumstances except where a crime reference number is provided in relation to a lost or stolen badge.</p>	
1.10	<p><b>RETURN OF BADGES</b></p> <p>Badge holders are informed that they have a duty under the Regulations to return the badge in the following circumstances:</p> <ul style="list-style-type: none"> <li>• The badge expires.</li> <li>• The badge holder is no longer eligible or in the case of an organisation, the organisation no longer exists or is no longer eligible.</li> <li>• It is a replacement badge for one that is lost and stolen and the original is found / recovered.</li> <li>• The badge is so damaged / faded that the details on it are illegible.</li> <li>• The badge is no longer required by the holder e.g. where they have become housebound.</li> <li>• The badge holder dies.</li> </ul> <p>In accordance with the regulations, badge holders may be required to return their badge on account of its misuse leading to three relevant convictions or where a badge has been obtained by false representation</p>	
1.11	<p><b>MISUSE AND ENFORCEMENT</b></p> <p>There are several ways in which badges can be misused including;</p> <ul style="list-style-type: none"> <li>• Use of a badge that is no longer valid.</li> <li>• Misuse of a badge by a friend or relative with or without the badge holder's knowledge or permission.</li> </ul>	<p><b><u>Information provided to Badge holders on misuse</u></b></p> <p>All badge holders are made aware of their responsibilities and of the consequences of misusing their badge when it is issued in order to help prevent instances of accidental misuse.</p>

1.	<b>POLICY</b>	<b><i>Practice</i></b>
1.11	<ul style="list-style-type: none"> <li>• Use of a badge that has been reported as lost or stolen. A reported loss of a badge can be a deliberate deception by the badge holder to supply another badge to a friend or family member.</li> <li>• Use of a stolen or copied badge.</li> </ul> <p>A robust approach will be adopted to tackle systematic abuse of the Scheme through effective information sharing and active inspection and surveillance, in partnership with parking enforcement teams, Cheshire Police and other local authorities. Data sharing systems will be used when made available via the Blue Badge Reform Strategy.</p>	

<b>2</b>	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.1	<p data-bbox="204 241 496 280"><b>INTRODUCTION</b></p> <p data-bbox="204 327 1114 450">The <u>Direct Links and the Contact Centre</u> are responsible for administering the Blue Badge Scheme. Their responsibilities include:</p> <ul data-bbox="252 501 1114 846" style="list-style-type: none"> <li>• Dealing with initial enquiries and issuing application packs</li> <li>• Processing new and renewal applications from individuals and organisations</li> <li>• Issuing badges and collecting fees</li> <li>• Sending and receiving correspondence and dealing with queries relating to the scheme</li> <li>• Record keeping</li> </ul> <p data-bbox="204 898 1114 1061"><u>Halton Home Improvement and Independent Living Services (HHILS)</u> provide professional advice and support where required, particularly in relation to more complex applications.</p> <p data-bbox="204 1113 1114 1189">Applications are referred to the Principal Manager HHILS in the following circumstances:</p> <ul data-bbox="252 1240 1114 1630" style="list-style-type: none"> <li>• Any application relating to a child <u>under 2 years</u>.</li> <li>• Queries and borderline cases as indicated by the medical information (BB3) form (see 2.7).</li> <li>• Where it is confirmed that the applicant has a terminal illness that seriously limits their mobility.</li> <li>• New applications from organisations not previously issued with a badge.</li> <li>• Where the applicant appeals against the decision not to issue them with a Blue Badge.</li> </ul>	<p data-bbox="1137 1240 1493 1317"><b><u>Referrals to Principal Manager HHILS</u></b></p> <p data-bbox="1137 1317 1493 1496">Where applications are referred to the Principal Manager, this is recorded on the Car Badge Screen.</p>

<b>2</b>	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.2	<p><b>INITIAL APPLICATION PROCEDURE</b></p> <p>The DfT leaflet “Can I get a Blue Badge” should be sent to anyone making an enquiry about the Blue Badge Scheme. Applications can be made in person at the Direct Links [Appendix F 20] or by telephone <b>0151 471 7623</b>.</p> <p>Direct Link and Contact Centre staff will undertake a brief assessment to ensure that the correct application pack is completed at Direct Link or given out or posted to the applicant or their representative, along with the appropriate covering letter. (Appendix F 1 &amp; 2).</p> <p>There are three different types of application packs containing different application forms and information letters:</p> <ul style="list-style-type: none"> <li>• Individual (Over 2 years of age) (Appendix F1a)</li> <li>• Individual (Child under 2 years) (Appendix F1b)</li> <li>• Organisation (Appendix F 3)</li> </ul> <p>For individual applicants Direct Link and Contact Centre staff also assess whether the applicant meets the eligible without further assessment criteria or whether medical information will be required to determine eligibility. If medical information is needed, a GP pack will also be issued to the applicant.</p> <p>The GP pack contains the following:</p> <ul style="list-style-type: none"> <li>• GP covering letter and guidance notes (Appendices F7(b) and F7(c))</li> <li>• Covering letter to applicant (Appendices F2 &amp; F7(a))</li> <li>• Prepaid envelope</li> <li>• Medical Information Form (BB3 form) (Appendix F 7 (d))</li> </ul> <p>The applicant needs to complete the first page of the medical information (BB3) form and post it back to Direct Link.</p> <p>An explanatory letter is sent to the applicant if they are sent the GP pack separately from the application form. (Appendix F7 (a)).</p>	<p><b><u>Register of Disabled Persons</u></b> Applicants for a Blue Badge are invited to register as disabled with the Social Services Department in accordance with Section 29 of The National Assistance Act 1948.</p> <p><b><u>Proof of residence</u></b> This must be checked for all individual applicants (via council tax registration details and/or the electoral register) before an application pack is issued. Applicants will need to be referred to the relevant local authority if they are not resident in Halton.</p> <p><b><u>Referrals to Welfare Rights Service</u></b> Where applicants are applying under the subject to further assessment criteria, they should also be offered a referral to the Welfare Rights Service (<b>0151 471 7448</b>) to check their eligibility for qualifying benefits.</p> <p><b><u>Recording applications</u></b> Applications (complete or not) are recorded on Care First, together with notes of any contact with the applicant. Contacts include any telephone calls and correspondence, including standard letters sent.</p>

2	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.3	<p><b>RENEWAL APPLICATIONS</b></p> <p>Existing badge holders are reminded approximately three weeks prior to the expiry of their badge that their badge is due to expire and that they must return their expired badge to Direct Link on receipt of their new one [Appendix F 6].</p> <p>Renewal badges will not be issued more than 7 days prior to the date of expiry on the old badge. Completion of a new application form is required in all cases.</p>	
2.4	<p><b>FAST TRACK PROCEDURES</b></p> <p>An application may be fast tracked where an applicant has a terminal illness that seriously affects their mobility. An application form should be completed in the normal way and sent to the Contact Centre along with the necessary supporting documentation. The applicant's GP or the Palliative Care Team can send a fax to the Principal Manager HHILS providing details of the applicant's medical condition in order to fast track an application. The Principal Manager HHILS checks the medical information and once approved sends the medical form to the Contact Centre which issues the badge in the normal way.</p>	<p><b><u>Fast Track Procedures</u></b> Details of how to use the fast track procedures are provided to GPs on the medical information form (BB3).</p> <p>The Principal Manager HHILS will alert the Contact Centre via e-mail that the medical information is on its way.</p>
2.5	<p><b>RECEIVING APPLICATIONS</b></p> <p>All applications received are date stamped and checked for the following:</p> <p><b>Photographs</b> Two recent passport size photographs, with the applicant's name and signature on the back should be supplied with the application. The photographs must show the applicant's face clearly. One photograph should be used for the badge and the other kept on the applicant's file. Where the applicant is unable to sign the photographs because of their young age or disability, the person applying on their behalf should sign.</p>	<p><b><u>Photographs</u></b> Photographs are not required if an applicant is severely facially disfigured. Some cases may require special consideration e.g. where an applicant is undergoing chemotherapy recent, pre-treatment photos are acceptable.</p>



2	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.5	<p><b>Proof of identification</b> Two forms of identification are required with all individual applications other than for children under 2 who are required to supply a copy of their birth or adoption certificate only. If possible at least one of the forms of identification should be a photograph form of identification for example a bus pass passport or new style driving licence and at least one of the forms of identification should show the applicant's current address.</p> <p><b>Proof of eligibility</b> Appendix B provides details of the documentation required to support applications from individuals who are eligible without further assessment. Applicants applying under the "severe disability in both arms" criteria who drive an adapted vehicle must provide insurance documents to prove this. Appendix E provides details of the documentation required to assess and process applications from organisations.</p> <p><b>Medical information form (BB3 form)</b> This must be completed by the applicant's GP for applications requiring further assessment to determine eligibility.</p> <p><b>Signature of applicant</b> (or guardian/appointee) is required for all individual applications. For organisational badges the manager must sign the application form.</p>	<p><b><u>Organisations</u></b> Photographs are not required for organisational badges. However the organisation's logo must be supplied with the application.</p>
2.6	<p><b>FURTHERING INCOMPLETE APPLICATIONS</b></p> <p>The applicant should be telephoned to request any items that are missing from their application. If this is not possible, the relevant standard letter (Appendices F 8(a), 8(b) or 8(c)) will be sent.</p> <p>Applicants, who have indicated on their application that they receive HRMCDLA or WPMS but have not provided the necessary evidence, are sent the standard letter to remind them that they must do so [Appendix F 8a].</p> <p>If there is no response from an applicant's GP after more than one month, a standard letter is issued</p>	<p><b><u>Terminating incomplete applications</u></b> Before terminating an incomplete application, Care First should be checked in case the applicant is deceased. The car badge screen will be updated as 'badge discontinued' and the reason stated in the notes field.</p>

<b>2</b>	<b>PROCEDURE</b>	<b><i>Practice</i></b>
	<p>asking for a response [Appendix F 9a]. If the required supporting information has not been provided within three months of the application, the application is terminated. A letter is sent to notify the applicant [Appendix F 11], enclosing their application form and photographs.</p>	
<b>2.7</b>	<p><b>PROCESSING APPLICATIONS</b></p> <p><b>Eligible without further assessment</b> Where applicants meet the eligible without further assessment criteria, the application is complete once photographs, proof of identification and other relevant evidence to support the application has been provided. The badge can then be issued.</p> <p><b>Eligible subject to further assessment</b> The information supplied on the medical information (BB3) form is checked for the following:</p> <ul style="list-style-type: none"> <li>• GP's signature and practice stamp</li> <li>• That the responses on the form match the following: Question A1 – response is <b>yes</b> Question A2 - response is <b>permanent</b> Question A4 – response is <b>less than 27 metres or between 27 and 64 metres</b></li> </ul> <p>If the above conditions are satisfied, the badge can be issued. If the GP returns the form incomplete, the standard letter will be sent in reply. (<a href="#">Appendix F10</a>)</p> <p>If any of the above questions are answered differently the applicant is usually not eligible for a badge.</p> <p>However if Question A5 or Section B or Section C of the medical information form have been completed, the application should be referred to the Principal Manager HHILS for further assessment and advice.</p>	<p><b><u>Record keeping</u></b> Correspondence with GPs, including the date the medical information form (BB3) is returned is recorded on Care First in the medical letter box, on the car badge screen.</p> <p><b><u>Referrals to HHILS</u></b> If there are queries relating to the BB3 form, the Contact Centre should telephone the GP surgery in the first instance as the GP may simply have completed the form incorrectly. However if there are still queries and /or inconsistencies on checking the history of applications and previous GP reports, the application must be referred to the Principal Manager HHILS for further advice.</p>

2	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.8	<p><b>FORM OF BADGE</b></p> <p>Badges contain a gender specific serial number for parking enforcement purposes which must be correctly assigned to the applicant and a tamper proof hologram.</p> <p>The Parking Disc (time clock) is designed to be displayed with the Blue Badge when parking on yellow lines or in parking bays which are time limited and set to show the time of arrival by badge holders. A parking disc should be issued to new badge holders at the same time as their blue badge</p> <p>Permanent inks must be used when writing on badges and all badges are provided in tamper proof pouches to reduce the possibility of badges being amended.</p>	<p><b><u>Transsexual and transgender applicants</u></b> should be regarded in the gender with which they identify.</p>
2.9	<p><b>ISSUING BADGES</b></p> <p>Blue Badges are issued over the counter by Halton Direct Link staff. Applicants or organisations are sent a notification letter (Appendix F 16a and 16(b)) asking them (or their representative) to collect their Blue Badge in person from the relevant Direct Link office. Only exceptionally, at the specific request of the applicant or their representative, may the badge be posted out from the Contact Centre.</p> <p>To help prevent fraud, Direct Link staff must check that the person collecting the badge is the applicant by checking the photograph on the badge. Representatives collecting badges on behalf of applicants will be asked to provide the notification letter and a form of photo identification from the applicant as authorisation.</p> <p>An information letter (Appendix F17) and the DfT leaflet “The Blue Badge Scheme: rights and responsibilities” are provided to all successful applicants and organisations with the badge. Parents /Guardians of children under 2 are also issued with additional information on the qualifying criteria (Appendix F18) Most badges are issued for three years, although there are some exceptions as explained in the Policy section (1.5).</p>	<p><b><u>Care First recording</u></b> Once applications have been processed, the outcome is recorded (service completed) and the case closed.</p>

<b>2</b>	<b>PROCEDURE</b>	<b><i>Practice</i></b>
<b>2.10</b>	<p><b>COLLECTION OF FEES</b></p> <p>Where an application for a badge is made in person and the applicant is eligible without further assessment, the £2 fee is collected at that point.</p> <p>If the applicant may be eligible subject to further assessment, the £2 fee is taken once the application has been approved and the badge is ready to be issued.</p> <p>In the case of postal applications, the applicant / organisation will be written to when the badge is ready. Payment of the £2 fee is requested at that point.</p> <p>No badge will be issued without payment of the fee (where a fee is applicable – See Policy section (1.7)).</p>	
<b>2.11</b>	<p><b>UNSUCCESSFUL APPLICATIONS</b></p> <p>The grounds for refusing to issue a badge are set out in the Regulations and explained in the Policy section (1.8).</p> <p>The most common reason for unsuccessful application is the applicant failing to provide adequate evidence of their eligibility.</p> <p>In all cases where an application is unsuccessful, a decision letter detailing the reasons for refusal of the badge (Appendix F12 (a), 12(b), 12(c) 12(d)) must be sent to the applicant. Photographs must also be returned. The decision letter provides information on the Appeals Procedure (see 2.10)</p>	<p><b><u>Checks to carry out prior to issuing the decision letter</u></b></p> <p>Before the decision letter is issued, the history of applications will be checked. If there is a lack of consistency, the application must be referred to the Principal Manager HHIILS for further advice.</p>

<b>2</b>	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.12	<p><b>APPEALS PROCEDURE</b></p> <p>Applicants have the right to request a review of the decision not to issue them with a badge within 28 days of the date of the decision letter. They must write to the Principal Manager HHILS, who will carry out the appeal investigation. Appeals will be dealt with within 28 days of receipt. Where the Principal Manager has been involved in the original assessment, the Divisional Manager Independent Living Services will carry out the review.</p> <p>Applicants are also advised that if they consider there have been any procedural irregularities in dealing with their application, they should report these to the Local Government Ombudsman.</p> <p>Appeals must be forwarded to the Principal Manager HHILS by the Contact Centre on the same day they are received.</p> <p>The appeal request is acknowledged in writing. (Appendix F 13). If the Principal Manager HHILS decides that a further assessment is required, the applicant is notified that an Occupational Therapist will carry out an assessment of their mobility difficulties. (Appendix F14).</p> <p>After reviewing the evidence compiled during the investigation, the Principal or Divisional Manager will re-determine eligibility and reaffirm or revise the original decision.</p> <p>If the decision is revised in favour of the applicant, the applicant is notified (Appendix F 15(a)) and the Contact Centre is instructed to issue the badge via e-mail. The Contact Centre writes to the applicant (Appendix F 16 a and b) advising when and where they can collect the badge.</p>	<p><b><u>Recording Appeals</u></b></p> <p>Appeals will be logged on the notes field on the Car Badge Application details (date sent and initials of the member of staff forwarding the appeal).</p>

2	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.12	<p>Cases where an application is refused because an applicant has previously misused a badge leading to at least three relevant convictions or where a badge holder has been required to return a badge on account of its misuse or where it is believed that the badge has been obtained by false representation, are reviewed by the Operational Director Older People's and Independent Living Services who will make the final decision as to whether to refuse or withdraw the badge. The Applicant may appeal against the decision to the Secretary of State within 28 days from the date of the decision letter (notice of determination). <u>These are the only circumstances in which appeals may be made to the Secretary of State.</u></p> <p>Where an appeal to the Secretary of State is unsuccessful, further appeal would be via the magistrate's court, the decision of which is final.</p>	
2.13	<p><b>REPLACEMENT BADGES</b></p> <p>Badge holders must complete the application form for a duplicate badge (<a href="#">Appendix F 4</a>).</p> <p>If the badge has been lost or stolen, the applicant should be advised to report the loss or theft to the Police and obtain a crime / lost property number. The applicant is advised to return the original badge, if it is later recovered so that it can be destroyed.</p> <p>Damaged badges must be returned to Direct Link at the same time the replacement badge is issued.</p> <p>Replacement badges must have a new serial number and be clearly marked "duplicate" on the front. The expiry date shown on the replacement badge should be the same as the date that appeared on the original badge. The record of the original badge should be updated to show it is no longer valid.</p>	<p><b><u>Fees</u></b> There is no fee for a replacement for a lost or stolen badge if a crime reference number is provided. In all other circumstances a £2 fee is charged.</p> <p><b><u>Record keeping</u></b> Each time a replacement badge is issued, the date of reissue and reason should be recorded so that cases can be monitored and action taken if abuse is suspected.</p>

<b>2</b>	<b>PROCEDURE</b>	<b><i>Practice</i></b>
2.14	<p data-bbox="204 241 587 280"><b>MISUSE OF BADGES</b></p> <p data-bbox="204 327 1129 409">All reports of incidents of misuse of badges reported to Social Services must be recorded on Care First.</p> <p data-bbox="204 456 1129 792">Following a reported incident of misuse, the badge holder will be sent a letter (<a href="#">Appendix F 19(a)</a>) asking them to present their badge for inspection to a Team Leader at one of the Direct Links. This provides an opportunity to check whether the badge has been tampered with and to advise the badge holder of their responsibilities and encourage them to comply with them in the future.</p> <p data-bbox="204 840 1129 967">If more than one incident relating to an individual is recorded, a warning notice will be issued to the badge holder. (<a href="#">Appendix F 19(b)</a>)</p> <p data-bbox="204 1014 1129 1267">Three relevant convictions for misuse of a blue badge may lead to the badge holder being asked to return their badge and /or refusal to re-issue / renew their badge (<a href="#">Appendix F 19(c)</a>). The applicant has the right of appeal against this decision to the Secretary of State for Transport (see 2.12 - Appeals Procedure).</p>	<p data-bbox="1153 241 1437 280"><b><u>Recording Misuse</u></b></p> <p data-bbox="1153 327 1490 611">Reports of misuse (including letters received from traffic wardens or the Police) of a badge where the badge holder is identified, are recorded under 'misuse'.</p>

**List of Legislation Relating to the Blue Badge Scheme**

The disabled person' parking badge scheme came into operation on 1 December 1971 by means of Regulations made under section 21 of the Chronically Sick and Disabled Persons Act 1970 ( Badges for display on motor vehicles used by disabled persons).

The Scheme as it currently stands is governed by the following Regulations:

- The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 (SI2000/682)
- The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2000 (SI2000/1507)
- The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 (SI2000/683)
- The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2007 (SI2007/2531)
- The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment No.2) Regulations 2007 (SI2007/2600)

**Other relevant legislation:**

- Section 21A (Recognition of badges issued outside Great Britain) of the Chronically Sick and Disabled Persons Act 1970
- Section 117 (Wrongful use of disabled person's badge) and 142(1) (General Interpretation of Act) of the Road Traffic Regulation Act 1984 (provides powers to tackle parking related abuse of the Scheme)

All of the above Statutory Instruments and some of the Acts can be viewed online at **[www.opsi.gov.uk](http://www.opsi.gov.uk)**

Reproduced from **The Blue Badge Scheme Local Authority Guidance (England) January 2008**



## **Additional Sources of Information, Resources and Support**

### **Department for Transport**

Provides information on policy development and lists publications and resources

[www.dft.gov.uk/transportforyou/access/bluebadge/](http://www.dft.gov.uk/transportforyou/access/bluebadge/)

### **The Blue Badge Network**

Offers information, help and advice to some 8,000 members in the UK. The website is an information database gathered over the past 10 years. It contains news, ideas, legislation, and information relating to parking concessions in particular and disability issues in general. The following website link and address are useful: [concessionary parking permit](#)

#### **The Blue Badge Network**

(General Enquiries)

Head Office:

198 Wolverhampton Street

Dudley

West Midlands

DY1 1DZ

Tel. 01384 257001

[headoffice@bluebadgenetwork.org.uk](mailto:headoffice@bluebadgenetwork.org.uk)

**Documentation which can be used to confirm eligibility for a blue badge without further assessment**

**Proof of being registered blind (severely sight impaired)**

An applicant who is registered blind (severely sight impaired) may be registered with Social Services, although registration is voluntary. Therefore Care First can usually confirm eligibility unless an applicant registered in another local authority area in which case further proof will be needed.

The formal notification required to register as severely sight impaired is a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist. The applicant should have a copy of their CVI and be encouraged to register if they have not already done so as they may be entitled to other benefits as well.

**Proof of receipt of the Higher Rate Mobility Component of Disability Living Allowance (HRMCDLA)**

An applicant receiving HRMCDLA will have an award notice letter from the Disability and Carers Service (DCS) or a vehicle excise duty exemption certificate (which is given to those who receive HRMCDLA).

**Proof of receipt of the War Pensioner's Mobility Supplement (WPMS)**

An applicant receiving WPMS will have an award letter from the Service Personnel and Veterans Agency.

### Detailed Guidance on Assessing Eligibility under the “subject to further assessment” Criteria

#### **Severe disability in both arms**

This criterion was amended in October 2007 and it is now necessary to consider whether the applicant meets **all** of the following:

- a) regularly drives an adapted or non- adapted vehicle and**
- b) has a severe disability in both arms and**
- c) is unable to operate or has considerable difficulty operating all or some types of parking meter (including a machine for issuing pay and display tickets as well as a parking meter)**

Under no circumstances should anyone who does not satisfy all three of the conditions above receive a badge. In particular a badge should not be issued to a person who travels solely as a passenger or a person who has difficulties carrying parcels, shopping or other heavy objects.

In most cases eligibility is likely to be linked to those applicants who drive an adapted vehicle. Such individuals should be able to provide insurance documents which will state this.

Where the applicant does not have an adapted vehicle, only drivers with the most severe disabilities in both their arms (who cannot operate a parking meter) should be considered eligible. This may cover disabled people with e.g. a limb reduction deficiency of both arms, bilateral upper limb amputation, muscular dystrophy, spinal cord injury, motor neurone disease or a comparable severe condition.

#### **Walking Disability**

An applicant would need to have a **permanent and substantial disability** (i.e. a condition that is likely to last at least three years) that means they cannot walk or which makes walking very difficult.

Badges should only generally be issued to people who are unable to walk or who are able to walk only with excessive labour and at an extremely slow pace or with excessive pain. Applicants should generally be physically incapable of visiting shops, public buildings and other places unless allowed to park close to their destination. Their degree of impairment should be comparable to that required to claim HRMCDLA i.e.

- (d) **they cannot walk** i.e. they cannot take a single step or can only swing through crutches **or**
- (e) **they are virtually unable to walk** i.e. they are unable to walk very far without experiencing severe discomfort (pain or breathlessness) as a result of a physical condition

The following factors should be taken into account:

- the **distance** over which they can walk without experiencing severe discomfort
- the **speed** at which they can walk
- the **length of time** for which they can walk
- the **manner** in which they can walk

If they can only walk up to 27 metres without severe discomfort then they will qualify for HRMCDLA; between 27 and 64 metres then they are likely to qualify for HRMCDLA. If they can walk over 64 metres without severe discomfort then they will need to show that the other three factors mean that they are virtually unable to walk.

As a guide the average person can walk the following in a minute:

- 90 metres at a brisk pace
- 60-70 metres at moderate speed
- 40-50 meters at a slow pace
- 30-40 at a very slow pace

- (f) **Or the exertion required to walk would constitute a danger to their life or would be likely to lead to a serious deterioration in their health**

This criterion is intended for people with serious chest, lung or heart conditions. Some people with haemophilia may also qualify for HRMCDLA in this way. The serious deterioration does not have to be permanent but it should require medical intervention for them to recover. They will need to show that any danger to their health is a direct result of the physical effort required to walk.

In all cases entitlement depends on the applicant's difficulty in walking and considerations such as difficulty carrying parcels should not be taken into account.

The use of walking aids may be relevant to the decision but these alone should not determine whether or not a badge is issued.

**Additional Guidance relating to Applications from Children under the age of 2**

**Bulky Medical Equipment**

Children likely to fall into this criterion may be those who need to be accompanied by any of the following types of equipment:

- Ventilators;
- Suction machines;
- Feed pumps;
- Parenteral equipment;
- Syringe drivers;
- Oxygen administration equipment;
- Continuous oxygen saturation monitoring equipment;
- Casts and associated medical equipment for the correction of hip dysplasia.

**Highly Unstable Medical Conditions**

Examples of children with highly unstable medical conditions who need quick access to transport to hospital or home:

- Children with tracheostomies;
- Children with severe epilepsy/ fitting;
- Children with highly unstable diabetes;
- Terminally ill children who can only access brief moments of outside life and need a quick route home.

### **Documentation Required to Assess Applications from Organisations**

- A covering letter on the organisation's headed notepaper, together with a copy of the organisation's CSCI registration. Voluntary organisations are required to provide a copy of their constitution or statement of purpose.
- Photocopy of tax disc(s) as proof that the organisation has vehicles licensed under Disabled Passenger Vehicle (DPV) class (for exemption from Vehicle Excise Duty). Alternatively an organisation may make a declaration on the organisation's headed paper to confirm that they are an organisation concerned with the care of disabled people and that they will be using the vehicle solely for the purpose of transporting those people.
- A copy of the organisation's logo is required to issue the badge(s).

**STANDARD FORMS AND LETTERS**

**Appendix F1(a)**

Individual Application Form (Applicant over 2 years of age)



FOR OFFICE USE ONLY	
ID NO	
CURRENT EXPIRY	
ISSUE DATE	
NEW EXPIRY DATE	
PERMIT NO.	
SERIAL NO	
RECEIPT NO.	

**The Blue Badge Scheme of Parking  
Concessions for Disabled and Blind People  
Application Form  
(Over 2 years of age)**

FOR OFFICE USE ONLY		
	SENT	RETURNED
GP PACK		
PHOTO LETTER		
PROOF LETTER		
ID LETTER		

\*Please ✓ as appropriate

**PART A: PERSONAL DETAILS**

Full Name of Applicant	Title: Mr/Mrs/Miss/Ms
<input type="text"/>	<input type="text"/>

Date of Birth:	Gender:	National Insurance No:
<input type="text"/>	<input type="checkbox"/> Male <input type="checkbox"/> Female	<input type="text"/>

Address:

<input type="text"/>	
<input type="text"/>	
Postcode: <input type="text"/>	Tel: <input type="text"/>

Previous address if different in last 3 years:

<input type="text"/>	
<input type="text"/>	Postcode <input type="text"/>

Renewals only:

Badge Number: <input type="text"/>	Expiry date: <input type="text"/>
------------------------------------	-----------------------------------



**PART B: Eligible without further assessment**

B1. Are you registered as severely sight impaired (blind) under the National Assistance Act 1948?

Yes  No

If **Yes**, please give the name of the local authority you are registered with

--

B2. Do you receive the **higher rate of the mobility component** of Disability Living Allowance?

Yes  No

If **Yes**, please supply evidence (e.g. an official letter confirming an award of the allowance or a Vehicle Excise Duty Exemption Certificate)

Office Use Only - Attach copy of proof	
--	--

B3. Do you receive War Pensioners' Mobility Supplement?

Yes  No

If **Yes**, please supply evidence (e.g. an official letter confirming award of War Pensioners' Mobility Supplement)

Office Use Only - Attach copy of proof	
--	--

**If you have answered YES to any of the questions in Part B, please go to Part F. If you have answered No to all the questions in Part B, you may qualify for a badge under Part C or D. Please read through the notes on the next page.**

## Important Notes – Please read before completing Parts C or D

If you have answered **No** to all questions in Part B, you will only qualify for a badge if you fall into one of the following categories:

1. You are over 2 years of age, hold a valid driving licence, drive regularly and have a severe disability affecting both arms and cannot use or find it difficult to use parking meters: **Go to PART C**
  2. You are over 2 years of age and cannot walk, or have severe difficulty with walking due to a permanent and substantial disability: **Go to PART D**
  3. The application is for a child under 2, who falls into either or both of the following categories:
    - Those who have a medical condition requiring that they must always be near a motor vehicle for the purposes of speedy treatment  
*Examples would include those children with: tracheostomies; severe epilepsy/fitting; highly unstable diabetes or terminally ill children who can only access brief moments of outside life and need a quick route home*
    - Those who have a condition requiring the transportation of bulky medical equipment, which cannot be carried around with the child without great difficulty.  
*Examples of such equipment would include: Ventilators; suction machines; feed pumps; parenteral equipment; syringe drivers; oxygen administration equipment; continual oxygen saturation monitoring equipment and casts and associated medical equipment for the correction of hip dysplasia* **Please complete child under 2 application form**
- The intention of the Scheme is that only very severely disabled people will qualify under these conditions.
  - It is essential that each application under Part C or D be considered carefully. You may be asked to provide medical evidence of your disability or have a medical examination.
  - Badges will only be issued to people who would otherwise find it impossible to visit shops, public buildings or other places; or to drivers who regularly drive an adapted or non adapted vehicle and have a severe disability in both arms and cannot use or find it difficult to use parking meters.
  - People with temporary disabilities, such as a broken leg, will not qualify for badges.

**If after reading these notes you think that you may qualify for a badge, please read Part C and Part D**

**PART C: Severe disability in both arms (Eligible subject to further assessment)**

**Complete this part only if you hold a valid driving licence, drive regularly and have a severe disability in both arms**

C1 Please describe your disability/medical condition?

C2 Do you hold a valid driving licence and drive regularly?

Yes  No

C3 Do you drive a specially adapted car?

Yes  No

If **Yes** please give details of the type of adaptation and provide proof with your application e.g. insurance documents stating that you drive an adapted vehicle.

C4 Are you able to use a parking meter (this includes pay-and-display meters)?

Yes  No

If **No**, please describe any difficulties you have in using a meter

Now go to **Part E**

**PART D: Unable to walk or experience considerable difficulty in walking due to a permanent and substantial disability (Eligible subject to further assessment)**

**Complete this part only if you consider that you have a permanent and substantial disability causing inability to walk or very considerable difficulty walking**

D1 Are you able to walk? Please tick No if you are unable to walk at all.

Yes  No

D2 Do you have a disability that makes it difficult for you to walk?

Yes  No

If yes please give details


D3 How far can you normally walk before you feel severe discomfort?

(If you are not sure it may be useful to measure this).

Severe discomfort means shortness of breath, pain, extreme tiredness or muscle spasms

metres/yards

D4 How long on average would it take you to walk this far?

minutes

D5 How many minutes can you walk for before you feel severe discomfort?  
(If you are not sure it may be useful to time this)

minutes
---------

D6 Please tick the box that best describes your walking speed

- Normal or Moderate (about 51 metres (55 yards) or more a minute)
- Slow (about 40 – 50 metres (44 – 55 yards) a minute)
- Very slow (less than 40 metres (44 yards) a minute)

If there is not a box that describes your walking speed, tell us in your own words about your walking speed


D7 Please tick the box that best describes the way you walk

- Normally
- Adequately e.g. you walk with a slight limp
- Poor e.g. you walk with a heavy limp, a stiff leg or shuffle or have problems with balance
- Very Poor e.g. you drag your leg, stagger, use swing through crutches or need physical support

D8 Do you use a walking aid e.g. a wheelchair, walking stick, walking frame or crutches or artificial limbs?

Yes  No

If Yes, please give details of which type(s) of walking aids you use


Now go to **Part E**

**PART E**

**Please complete this part if you have completed Part C or D**

E1. What is the name and address of your (or the child's) family doctor?

Name

Address

E2 Are you willing to agree to a medical examination to determine the extent of your disability (or that of the child) for the purpose of obtaining information to support this application?

Yes

No

Now go to **Part F**

## PART F

**This part must be completed by all applicants**

F1 Will you be a driver or a passenger in a car when using a Blue Badge?

F2 Please state the registration number of the vehicle you travel in most often

One number should be nominated but other vehicles may be used and the badge transferred when necessary.

F3 Two passport style photographs of the applicant should normally accompany applications. The applicant (or a parent /guardian/appointee) should sign the back of both photographs. Both photographs will be returned if the application is unsuccessful. You may send photographs taken from self-service booths or any suitable photographs cut down to an appropriate size (No larger than 5cm x 6cm). Photographs must show the applicant's face clearly.

I attach 2 photographs

I am unable to provide photographs because:

F4 Please attach a copy of two forms of identification. If possible at least one of these should be a photograph form of identification for example passport, bus pass or new style driving licence and at least one of the forms of identification should show the applicant's current address.

F5 You will need to collect your badge once it has been issued. From which Direct Link would you like to collect it?

Halton Lea, Runcorn

7 Brook Street, Widnes

Church Street, Runcorn

Queens Avenue., Ditton

**PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

**Declaration (to be completed by all applicants)**

I declare that to the best of my knowledge, all the information I have provided is correct

I understand that I must promptly inform Halton Borough Council of any changes that may affect my entitlement to a badge

I agree to Halton Borough Council contacting my GP or another accredited health professional if necessary for the purpose of obtaining information to support my application

I agree to Halton Borough Council sharing the information in this form with other local authorities responsible for administering the Blue Badge Scheme, with parking enforcement agencies and with the Audit Commission for the purpose of preventing and detecting crime and fraud.

**Data Protection Act 1998**

I understand that the information supplied by me on this form will be maintained by Halton Borough Council and will not be disclosed to any other party save those responsible for the prevention or detection of fraud ,the enforcement of parking restrictions or otherwise as the law allows

I further understand that the medical information I have supplied to support this application is deemed to be sensitive personal data and I consent to its disclosure only to a third party who is responsible for the operation and administration of the Blue Badge Scheme and other Government Departments or agencies to validate proof of entitlement

Signed		Date	
Print Full Name			



Please tick the appropriate box to indicate your ethnicity

**ALL INFORMATION WILL BE TREATED IN THE STRICTEST OF CONFIDENCE**

**WHITE**

<input type="checkbox"/>	British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Any other White background
<input type="checkbox"/>	

**MIXED**

<input type="checkbox"/>	White Black Caribbean
<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Any other Mixed background

**ASIAN OR ASIAN BRITISH**

<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Any other Asian background

**BLACK OR BLACK BRITISH**

<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	African
<input type="checkbox"/>	Any other Black background
<input type="checkbox"/>	

**OTHER ETHNIC GROUPS**

<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Polish
<input type="checkbox"/>	Gypsy Traveller
<input type="checkbox"/>	Any other ethnic group

**NOT STATED**

<input type="checkbox"/>	Not stated – client does not know
<input type="checkbox"/>	Not stated – not appropriate to ask
<input type="checkbox"/>	Not stated – referrer does not know
<input type="checkbox"/>	Not stated –refused to disclose

**PART G**

Each badge issued will have the badge holder’s signature. In the case of children, their parent/guardian should sign. If adults cannot sign for themselves, official appointees should sign on their behalf

Please sign the box below. If the application is successful the signature will be fixed to the badge. The badge cannot be issued if this box is not signed.

Badge holder’s signature

--

**Appendix F 1(b)**  
Individual Application Form (Children under 2 years of age)



FOR OFFICE USE ONLY	
ID NO	
CURRENT EXPIRY	
ISSUE DATE	
NEW EXPIRY DATE	
PERMIT NO.	
SERIAL NO	
RECEIPT NO.	

**The Blue Badge Scheme of Parking Concessions for Disabled and Blind People Application Form (Children under 2)**

FOR OFFICE USE ONLY		
	SENT	RETURNED
PHOTO LETTER		
ID LETTER		

\*Please ✓ as appropriate

**PART A: PERSONAL DETAILS**

Full Name of Child:

Date of Birth:

Gender:

	Male		Female	
--	------	--	--------	--

Address:

Postcode:	Tel:

Name of Person applying on behalf of child:

Relationship to child:

--	--

Contact Tel No (if different from above):

## Important Notes – Please read before completing application form

Complete this application form **ONLY** if you are applying on behalf of a child aged under 2 years who either has a condition requiring transportation of bulky medical equipment at all times and /or has a condition that requires that they must be kept near to a motor vehicle at all times in order to be treated in the vehicle or allow the child to be taken immediately to a place where they can be treated.

Applicants over 2 years of age should complete a different application form. This can be obtained by contacting **0151 907 8309**

1. Please describe the child's medical condition

2. Does this condition require regular transportation of bulky medical equipment?

Yes

No

3. If yes please provide details of the type(s) of medical equipment

4. Please provide a supporting letter from your child's paediatrician giving details of the child's medical condition and the type of medical equipment they need or provide contact details below:

5. Please state the registration number of the vehicle the child travels in most often

One number should be nominated but other vehicles may be used and the badge transferred when necessary.

6. Two passport-type photographs of the child should normally accompany applications. The child's parent /guardian should sign the back of both photographs. Both photographs will be returned if the application is unsuccessful. You may send photographs taken from self-service booths or any suitable photographs cut down to an appropriate size (No larger than 5cm x 6cm). The photographs must show the child's face clearly.

I attach 2 photographs

I am unable to provide photographs because:

7. Please attach a copy of the child's birth or adoption certificate as proof of identification

8. You will need to collect the badge once it has been issued. From which Direct Link would you like to collect it?

Halton Lea, Runcorn

7 Brook Street, Widnes

Church Street, Runcorn

Queens Avenue., Ditton

**PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

## Declaration

I declare that to the best of my knowledge, all the information I have provided is correct

I understand that I must promptly inform Halton Borough Council of any changes that may affect the child's entitlement to a badge

I agree to Halton Borough Council contacting the child's GP or another accredited health professional if necessary for the purpose of obtaining information to support the application

I agree to Halton Borough Council sharing the information in this form with other local authorities responsible for administering the Blue Badge Scheme, with parking enforcement agencies and with the Audit Commission for the purpose of preventing and detecting crime and fraud.

## Data Protection Act 1998

I understand that the information supplied by me on this form will be maintained by Halton Borough Council and will not be disclosed to any other party save those responsible for the prevention or detection of fraud, the enforcement of parking restrictions or otherwise as the law allows

I further understand that the medical information I have supplied to support this application is deemed to be sensitive personal data and I consent to its disclosure only to a third party who is responsible for the operation and administration of the Blue Badge Scheme and other Government Departments or agencies to validate proof of entitlement

Signed		Parent/Guardian
Print Full Name		
Date		

Please tick the appropriate box to indicate the child's ethnicity

**ALL INFORMATION WILL BE TREATED IN THE STRICTEST OF CONFIDENCE**

**WHITE**

<input type="checkbox"/>	British
<input type="checkbox"/>	Irish
<input type="checkbox"/>	Any other White background
<input type="checkbox"/>	

**MIXED**

<input type="checkbox"/>	White Black Caribbean
<input type="checkbox"/>	White and Black African
<input type="checkbox"/>	White and Asian
<input type="checkbox"/>	Any other Mixed background

**ASIAN OR ASIAN BRITISH**

<input type="checkbox"/>	Indian
<input type="checkbox"/>	Pakistani
<input type="checkbox"/>	Bangladeshi
<input type="checkbox"/>	Any other Asian background

**BLACK OR BLACK BRITISH**

<input type="checkbox"/>	Caribbean
<input type="checkbox"/>	African
<input type="checkbox"/>	Any other Black background
<input type="checkbox"/>	

**OTHER ETHNIC GROUPS**

<input type="checkbox"/>	Chinese
<input type="checkbox"/>	Polish
<input type="checkbox"/>	Gypsy Traveller
<input type="checkbox"/>	Any other ethnic group

<input type="checkbox"/>	Not stated – client does not know
<input type="checkbox"/>	Not stated – not appropriate to ask
<input type="checkbox"/>	Not stated – referrer does not know
<input type="checkbox"/>	Not stated –refused to disclose

**PART G**

Each badge issued will have the badge holder's signature. In the case of children, their parent/guardian should sign.

Please sign the box below. If the application is successful the signature will be fixed to the badge. The badge cannot be issued if this box is not signed.

Signature of Parent/Guardian

--

Dear

## **Blue Badge Scheme**

Thank you for your enquiry about the Blue Badge Scheme. The Blue Badge Scheme is governed by Regulations set out by the Department for Transport and is designed to allow people with severe disabilities to park close to places they wish to visit.

Please find enclosed an application form. Fill in **ALL** the sections that apply to you. If you answer YES to any of the questions in Part B you must provide **official written proof** of this; for example, letter awarding Disability Living Allowance (higher rate mobility component) or a Vehicle Excise Duty Exemption Certificate. If you cannot answer YES to any of the qualifying questions in Part B, your GP will be consulted to establish whether or not you meet the eligibility criteria for a badge.

Before your badge can be issued you **MUST** provide two passport-sized photographs of yourself, signed on the back. You can get these from photo booths, a local photographer or by cutting down two **RECENT** photos of yourself to 3.5cm x 4.5cm. The photographs must show your face clearly. You will also need to provide two forms of personal identification. If possible at least one should be a photograph form of identification e.g. passport, new style driving licence, bus pass and one should show your current address. Please also make sure that you have signed the application form and provided a signature for the badge.

If you are applying for a renewal of your blue badge, we recommend that you apply **at least** three weeks before your badge runs out to make sure that we can process your new badge in time. You must complete the application form and provide the supporting documentation requested. We will write to tell you whether you are eligible for a Blue Badge. If you are, then you will be asked to pay a £2.00 administration fee. **PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

Please return your application to any Halton Direct Link. These are situated in Runcorn at Halton Lea Shopping Centre and Church Street or in Widnes at 7 Brook Street and Queens Avenue Ditton. If you are posting your application, please send it to Blue Badge Administration, Halton Direct Link, PO Box 223, Widnes. WA8 2DA. If you need help to fill in your forms, advisors at the Direct Link offices can assist you. If you are eligible and provide the proof to support your application, the badge will be processed while you wait. For all enquiries regarding the Blue Badge Scheme call **0151 907 8309**.

Yours sincerely,  
Halton Direct Link Team

Dear

## Blue Badge Scheme

Thank you for your enquiry about the Blue Badge Scheme. The Blue Badge Scheme is governed by Regulations set out by the Department for Transport and is designed to allow people with severe disabilities to park close to places they wish to visit.

Please find enclosed an application form. Fill in **ALL** the sections that apply to you. If you answer YES to any of the questions in Part B you must provide **official written proof** of this; for example, letter awarding Disability Living Allowance (higher rate mobility component) or a Vehicle Excise Duty Exemption Certificate. If you cannot answer YES to any of the qualifying questions in Part B, your GP will be consulted to establish whether or not you meet the eligibility criteria for a badge.

Before your badge can be issued you **MUST** provide two passport-sized photographs of yourself, signed on the back. You can get these from photo booths, a local photographer or by cutting down two **RECENT** photos of yourself to 3.5cm x 4.5cm. The photographs must show your face clearly. You will also need to provide two forms of personal identification. If possible at least one should be a photograph form of identification e.g. passport, new style driving licence, bus pass and one should show your current address. Please also make sure that you have signed the application form and provided a signature for the badge. If you are applying for a renewal of your blue badge, we recommend that you apply at least three weeks before your badge runs out to make sure that we can process your new badge in time. You must complete the application form and provide the supporting documentation requested.

We will write to tell you whether you are eligible for a Blue Badge. If you are, then you will be asked to pay a £2.00 administration fee. **PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

Please return your application to any Halton Direct Link. These are situated in Runcorn at Halton Lea Shopping Centre and Church Street or in Widnes at 7 Brook Street and Queens Avenue Ditton. If you are posting your application, please send to Blue Badge Administration, Halton Direct Link, PO Box 223, Widnes. WA8 2DA. If you need help to fill in your forms, advisors at the Direct Link offices can assist you. If you are eligible and provide the proof to support your application, the badge will be processed while you wait. For all enquiries regarding the Blue Badge Scheme call **0151 907 8309**.

Yours sincerely  
Halton Direct Link Team



Dear

## **Blue Badge Scheme**

Thank you for your enquiry about the Blue Badge Scheme. The Blue Badge Scheme is governed by Regulations set out by the Department for Transport and is designed to allow people with severe disabilities to park close to places they wish to visit.

Please find enclosed an application form. If you are applying for a replacement badge, which has expired or is due to expire, you must still complete the application form. Please fill in **ALL** the sections that apply to you.

Before your badge can be issued you **MUST** provide two passport-sized photographs of yourself, signed on the back. You can get these from a photo booth, a local photographer or by cutting down two **RECENT** photos of yourself to 3.5cm x 4.5cm. The photographs must show your face clearly. You will also need to provide two forms of personal identification. If possible at least one should be a photograph form of identification e.g. passport, new style driving licence, bus pass. And one should show your current address. Please also make sure that you have signed the application form and provided a signature for the badge.

According to the information you gave when requesting the application form you do not meet the eligible without further assessment criteria, so we will need to consult your GP to decide whether you are entitled to a badge. Please find enclosed:

- A medical information (BB3) form
- A covering letter and supplementary guidance notes for your GP
- A prepaid envelope

You need to complete your name/address/date of birth and disability details on the BB3 form and return it to us with your completed application form. We will write to let you know whether you are eligible for a badge when we receive a reply from your GP.

If you are eligible you will be asked to pay £2.00. **PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

Please return your application to any Halton Direct Link. These are situated in Runcorn at Halton Lea Shopping Centre and Church Street or in Widnes at 7 Brook Street and Queens Avenue Ditton. If you are posting your application, please send to Blue Badge Administration, Halton Direct Link, PO Box 223, Widnes. WA8 2DA. If you need help to fill in your forms, advisors at the Direct Link offices can assist you. For all enquiries regarding the Blue Badge Scheme call **0151 907 8309**

Yours sincerely  
Halton Direct Link Team

Dear

## **Blue Badge Scheme**

Thank you for your enquiry about the Blue Badge Scheme. The Blue Badge Scheme is governed by Regulations set out by the Department for Transport and is designed to allow people with severe disabilities to park close to places they wish to visit.

Please find enclosed an application form. If you are applying for a replacement badge, which has expired or is due to expire, you must still complete the application form. Please fill in **ALL** the sections that apply to you.

Before your badge can be issued you **MUST** provide two passport-sized photographs of yourself, signed on the back. You can get these from a photo booth, a local photographer or by cutting down two **RECENT** photos of yourself to 3.5cm x 4.5cm. The photographs must show your face clearly. You will also need to provide two forms of personal identification. If possible at least one should be a photograph form of identification e.g. passport, new style driving licence, bus pass and one should show your current address. Please also make sure that you have signed the application form and provided a signature for the badge.

According to the information you gave when requesting the application form you do not meet the eligible without further assessment criteria, so we will need to consult your GP to decide whether you are entitled to a badge. Please find enclosed:

- A medical information (BB3) form
- A covering letter and supplementary guidance notes for your GP
- A prepaid envelope

You need to complete your name/address/date of birth and disability details on the BB3 form and return it to us with your completed application form. We will write to let you know whether you are eligible for a badge when we receive a reply from your GP.

If you are eligible you will be asked to pay £2.00. **PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

Please return your application to any Halton Direct Link. These are situated in Runcorn at Halton Lea Shopping Centre and Church Street or in Widnes at 7 Brook Street and Queens Avenue Ditton. If you are posting your application, please send to Blue Badge Administration, Halton Direct Link, PO Box 223, Widnes. WA8 2DA. If you need help to fill in your forms, advisors at the Direct Link offices can assist you. For all enquiries regarding the Blue Badge Scheme call **0151 907 8309**.

Yours sincerely  
Halton Direct Link Team

Dear

### **Blue Badge Scheme**

Thank you for your enquiry about the Blue Badge Scheme. The Blue Badge Scheme is governed by Regulations set out by the Department for Transport and is designed to allow people with severe disabilities to park close to places they wish to visit.

Please find enclosed an application form for children under 2 years of age. Please answer all the questions on the application form and provide a supporting letter from your child's paediatrician giving details of the child's medical condition and the type of medical equipment they need.

Before the badge can be issued you **MUST** provide two passport-sized photographs of the child, signed on the back by the child's parent / guardian. You can get these from photo booths, a local photographer or by cutting down two **RECENT** photos of the child to 3.5cm x 4.5cm. The photographs must show the child's face clearly. You will also need to provide a copy of the child's birth or adoption certificate as proof of identification. Please also make sure that you have signed the application form on behalf of the child and provided a signature for the badge.

We will write to tell you whether the child is eligible for a Blue Badge. If they are, then you will be asked to pay a £2.00 administration fee. **PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

Please return your application to any Halton Direct Link. These are situated in Runcorn at Halton Lea Shopping Centre and Church Street or in Widnes at 7 Brook Street and Queens Avenue Ditton. If you are posting your application, please send to Blue Badge Administration, Halton Direct Link, PO Box 223, Widnes. WA8 2DA. If you need help to fill in your forms, advisors at the Direct Link offices can assist you. For all enquiries regarding the Blue Badge Scheme call **0151 907 8309**.

Yours sincerely

Halton Direct Link Team

Dear

### **Blue Badge Scheme**

Thank you for your enquiry about the Blue Badge Scheme. The Blue Badge Scheme is governed by Regulations set out by the Department for Transport and is designed to allow people with severe disabilities to park close to places they wish to visit.

Please find enclosed an application form for children under 2 years of age. Please answer all the questions on the application form and provide a supporting letter from your child's paediatrician giving details of the child's medical condition and the type of medical equipment they need.

Before the badge can be issued you **MUST** provide two passport-sized photographs of the child, signed on the back by the child's parent / guardian. You can get these from photo booths, a local photographer or by cutting down two **RECENT** photos of the child to 3.5cm x 4.5cm. The photographs must show the child's face clearly. You will also need to provide a copy of the child's birth or adoption certificate as proof of identification. Please also make sure that you have signed the application form on behalf of the child and provided a signature for the badge.

We will write to tell you whether the child is eligible for a Blue Badge. If they are, then you will be asked to pay a £2.00 administration fee. **PLEASE DO NOT INCLUDE ANY PAYMENTS WITH THIS APPLICATION.**

Please return your application to any Halton Direct Link. These are situated in Runcorn at Halton Lea Shopping Centre and Church Street or in Widnes at 7 Brook Street and Queens Avenue Ditton. If you are posting your application, please send to Blue Badge Administration, Halton Direct Link, PO Box 223, Widnes. WA8 2DA. If you need help to fill in your forms, advisors at the Direct Link offices can assist you. For all enquiries regarding the Blue Badge Scheme call **0151 907 8309**

Yours sincerely

Halton Direct Link Team

Dear Sir/Madam

### **BLUE BADGE SCHEME: APPLICATION FOR AN ORGANISATIONAL BADGE**

Thank you for your enquiry about the Blue Badge Scheme. Please find enclosed an application form. A badge may be issued to an organisation for a vehicle used to carry disabled persons as specified in the Regulations, which are set out by the Department for Transport. The Organisational Badge is intended for use by organisations caring for service users who meet one or more of the eligibility criteria for a Blue Badge. Eligible service users are

- People awarded the higher rate of the MOBILITY component of Disability Living Allowance **OR** War Pensioners Mobility Supplement.
- People who are registered severely sight impaired (blind).
- People with a severe disability in both upper limbs, who drive regularly and are unable to operate, or have considerable difficulty in operating all, or some types of parking meter.
- People with a permanent and substantial disability which means that they are unable to, or have considerable difficulty in walking.
- Children under 2, who fall into **either or both** of the following categories:
  - Who have a condition requiring the transportation of bulky medical equipment, which cannot be carried around with the child without great difficulty.
  - Who have a condition requiring that they must always be near a motor vehicle for the purposes of speedy treatment.

**NB: Eligible service users may apply for an individual Blue Badge and are then able to travel in any vehicle under the Blue Badge scheme.**

An organisation may apply for an Organisational Badge for motor vehicles, which include mini-buses, specially adapted vehicles and tail-lift vehicles. Each vehicle can have its own badge. Badges are issued for 3 years only, at which time a fresh application should be submitted for renewal (if applicable).

When submitting an application for an organisation badge, you will need to provide the following:

- A covering letter on your headed notepaper.
- A copy of your company stamp or logo (this should measure no more than (6cm x 5cm).
- A copy of the organisation's CSCI registration or if a voluntary organisation, a copy of the organisation's constitution or statement of purpose.

- Photocopy of tax disc(s) as proof that the organisation has vehicles licensed under Disabled Passenger Vehicle (DPV) class or alternatively a declaration on the organisation's headed paper to confirm that the organisation is concerned with the care of disabled people and that they will be using the vehicle(s) solely for the purpose of transporting those people.

**Please return completed applications to:**

The Principal Manager  
Halton Home Improvement and Independent Living Services  
Runcorn Town Hall,  
Heath Road,  
Runcorn,  
WA7 5TD

Yours faithfully

Halton Direct Link Team



**The Blue Badge Scheme: Application for an Organisational Badge**

<b>NAME OF ORGANISATION:</b>	
<b>ADDRESS:</b>	
<b>POSTCODE:</b>	
<b>TELEPHONE NO:</b>	
<b>CONTACT PERSON:</b>	
<b>CONTACT DETAILS: (If different from above)</b>	
<b>E-mail address:</b>	

**Renewals only:**

<b>Badge No(s):</b>		<b>Expiry Date:</b>	
---------------------	--	---------------------	--

**Please describe your organisation and the nature of the disabilities of the people you provide care for**

<b>Charity Number (if applicable):</b>	

<b>Number of service users cared for by the organisation</b>	
<b>Number of qualifying service users (i.e. meeting eligibility criteria for a blue badge)</b>	

**Describe why you are applying for a badge(s) including how often it will be used and why**


**Please provide details of the types of vehicles used by your organisation and how often they are used to transport disabled people**

Registration No	Type of vehicle	Registered under DPV* class Y/N	Frequency of use

**\* Disabled Passenger Vehicle Class**  
**Please continue on separate sheet if necessary**

**The form must be signed by the Manager**

<b>Signed</b>			
<b>Designation</b>		<b>Date</b>	

**With the completed form, you must provide:**

- A covering letter on headed notepaper
- A copy of your CSCI registration. If a voluntary organisation please provide copy of constitution or statement of purpose
- A copy of your company stamp or logo (this should measure no more than (6cm x 5cm)
- Photocopy of tax disc(s) as proof that the organisation has vehicles licensed under Disabled Passenger Vehicle (DPV) class or alternatively a declaration on the organisation's headed paper to confirm that they are an organisation concerned with the care of disabled people and that they will be using the vehicle(s) solely for the purpose of transporting those people.





**THE BLUE BADGE SCHEME OF  
PARKING CONCESSIONS FOR  
DISABLED AND BLIND PEOPLE**

**REQUEST FOR A DUPLICATE BADGE**

**PART A: PERSONAL DETAILS**

Full Name of Applicant: \_\_\_\_\_ Title: Mr/Mrs/Miss/Ms \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Gender: Male  Female  National Insurance No: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_ Tel: \_\_\_\_\_

**PART B: REASON FOR REQUEST**

Please tick box Stolen  Lost  Destroyed/Other

Please give details: \_\_\_\_\_

If badge lost /stolen:  
Police Station reported to: \_\_\_\_\_

Police Officer name/No: \_\_\_\_\_

Police Crime/Incident No: \_\_\_\_\_

**PART C**

All requests for a duplicate badge should normally be accompanied by 1 passport size photograph of the badge holder. You may send photographs taken from self-service booths or any suitable photographs cut down to an appropriate size (No larger than 5cm x 6cm). The photograph must show your face clearly. **The photograph should be signed on the back by the badge holder or their representative.**

I attach photograph

I am unable to provide a photograph because

Signed		Date	
Print Full Name			

**PLEASE NOTE**

There is no fee payable for a replacement for a lost or stolen badge if a crime or incident reference number is provided. **Under any other circumstances a charge of £2.00 will be made for lost badge replacement.** Your duplicate badge will have the same expiry date as the original. We will notify you when your badge is ready for collection.

**YOU MUST ALSO SIGN HERE AS**

**THIS WILL BE FIXED TO THE BADGE**

Each badge issued will have the badge holder's signature. In the case of children, their parent/guardian should sign. If adults cannot sign for themselves, official appointees should sign on their behalf.



**REGISTRATION WITH SOCIAL SERVICES DEPARTMENT AS PHYSICALLY DISABLED UNDER SECTION 29 OF THE NATIONAL ASSISTANCE ACT OF 1948**

You can register as physically disabled with Social Services under Section 29 of the National Assistance Act 1948.

This Register enables us to identify the total number of people registered as physically disabled and helps us to plan services for people with a disability on a national and local basis. The Data Protection Act safeguards registration, so your details will not be passed on to anyone else. If you would like to be registered, please complete the following form and return it to Halton Direct Link at the address below.

Surname:	First names:
Address (incl. postcode):	
Date of birth:	Telephone No:
Nature of disability:	
Doctor's name and address:	

It would also be helpful if you could supply the following additional information:-

Do you live alone? **Yes / No**      Do you live in? **house / bungalow / flat**

Are you? **owner-occupier / tenant (please circle private or housing assoc)**

Are you? **cohabiting / divorced / single / married / widowed / separated**

Signed .....Date .....

**PLEASE RETURN THIS FORM WITH YOUR COMPLETED APPLICATION FORM TO BLUE BADGE ADMINISTRATION, HALTON DIRECT LINK, PO BOX 223, WIDNES WA8 2DA.**

**REMINDER TO RENEW YOUR BLUE BADGE**

Dear Badge Holder

Your Blue Badge is due to expire on \_\_\_\_\_ and you need to apply for a new one.

**Everybody renewing a badge must complete a new application form**

You will need to provide an original copy of your current qualifying proof (if applicable) and two forms of proof of your identification. If possible at least one should be a photograph form of identification for example a passport, new style driving licence or bus pass and one should show your current address. You will also need to provide two new passport sized photographs which show your face clearly. You can take these items to any of the following Halton Direct Link outlets: Halton Lea Shopping Centre or Church Street in Runcorn and 7 Brook Street or Queens Avenue, Ditton in Widnes. Alternatively, you can post your application to the address below. A £2.00 payment will be required for the badge.

**POSTAL ADDRESS: BLUE BADGE ADMINISTRATION, HALTON DIRECT LINK, PO BOX 223, WIDNES WA8 2DA.**

I enclose an application form for you to fill in and return as soon as possible.

**New badges are issued approximately 7 days before your old badge expires.**

Yours sincerely,

Halton Direct Link Team

Dear

### **Blue Badge Scheme**

Thank you for your completed application form.

You have completed section C or D of your form, which means that we will need information from your doctor to support your application.

**PLEASE MAKE SURE THAT YOU FILL IN THE FIRST PAGE OF THE FORM WITH YOUR NAME / ADDRESS / DATE OF BIRTH AND DISABILITY INFORMATION AND THE NAME AND ADDRESS OF YOUR DOCTOR. RETURN THE FORM TO HALTON DIRECT LINK AT THE ABOVE ADDRESS.**

When your doctor has completed the forms they will return them to us and we will be able to make a decision about your application.

Yours sincerely,

Halton Direct Link Team

Dear Dr

**Blue Badge Scheme (Disabled Persons' Parking Badge Scheme)**

Please find enclosed a medical information form in respect of your patient who has applied for a Blue Badge. The Blue Badge Scheme is governed by Regulations set out by the Department for Transport. The Scheme is designed to allow people with severe disabilities to park close to places they wish to visit.

In order to assist the issuing authority (Halton Borough Council) in deciding whether the applicant is eligible for a Badge this form **should be completed by a medical practitioner** and returned to Halton Borough Council in the envelope provided. The ultimate decision to issue or refuse a badge rests entirely with the issuing authority.

To qualify for a Blue Badge a person must have:

**A PERMANENT and SUBSTANTIAL disability, which means they cannot walk or which makes walking very difficult.**

1. **Permanent:** for the purpose of Blue Badge applications, this is defined as a condition that is likely to last at least three years.
2. **Substantial:** This is defined as a degree of impairment comparable to that required to claim the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA).

A person assessed as able to walk **more than 64 metres without severe discomfort** would normally be assessed as ineligible for a blue badge unless the speed at which they can walk, the length of time they can walk and the manner in which they walk means that they are **virtually unable to walk**. Please refer to the enclosed supplementary guidance notes on the "subject to further assessment" criteria set out by the Department for Transport for further information.

A person may also qualify for a blue badge if they regularly drive an adapted or non adapted vehicle **AND** have a **SEVERE Disability in Both Arms AND** is unable to operate or has considerable difficulty in operating a parking meter. For applicants who do not drive an adapted vehicle confirmation of their disability / medical condition will be required in order to assess their application. Please refer to the enclosed supplementary guidance notes for further information.

Thank you for your assistance.

Yours sincerely,

Halton Direct Link Team

## Walking Disability

An applicant would need to have a **permanent and substantial disability** (i.e. a condition that is likely to last at least three years) that means they cannot walk or which makes walking very difficult.

Badges should only generally be issued to people who are unable to walk or who are able to walk only with excessive labour and at an extremely slow pace or with excessive pain. Applicants should generally be physically incapable of visiting shops, public buildings and other places unless allowed to park close to their destination. Their degree of impairment should be comparable to that required to claim HRMCDLA i.e.

- (a) **they cannot walk** i.e. they cannot take a single step or can only swing through crutches **or**
- (b) **they are virtually unable to walk** i.e. they are unable to walk very far without experiencing severe discomfort (pain or breathlessness) as a result of a physical condition

The following factors should be taken into account:

- the **distance** over which they can walk without experiencing severe discomfort
- the **speed** at which they can walk
- the **length of time** for which they can walk
- the **manner** in which they can walk

If they can only walk up to 27 metres without severe discomfort then they will qualify for HRMCDLA; between 27 and 64 metres then they are likely to qualify for HRMCDLA. If they can walk over 64 metres without severe discomfort then they will need to show that the other three factors mean that they are virtually unable to walk.

As a guide the average person can walk the following in a minute:

- 90 metres at a brisk pace
- 60-70 metres at moderate speed
- 40-50 meters at a slow pace
- 30-40 at a very slow pace

- (c) **Or the exertion required to walk would constitute a danger to their life or would be likely to lead to a serious deterioration in their health**

This criterion is intended for people with serious chest, lung or heart conditions. Some people with haemophilia may also qualify for HRMCDLA in this way. The serious deterioration does not have to be permanent but it should require medical intervention for them to recover. They will need to show that any danger to their health is a direct result of the physical effort required to walk.

In all cases entitlement depends on the applicant's difficulty in walking and considerations such as difficulty carrying parcels should not be taken into account.

The use of walking aids may be relevant to the decision but these alone should not determine whether or not a badge is issued.

### **Severe disability in both arms**

Where the applicant does not drive an adapted vehicle, only drivers with the most severe disabilities in both their arms (who cannot operate a parking meter) should be considered eligible. This may cover disabled people with e.g. a limb reduction deficiency of both arms, bilateral upper limb amputation, muscular dystrophy, spinal cord injury, motor neurone disease or a comparable severe condition.





**The Blue Badge Scheme of Parking  
Concessions for Disabled and Blind People  
Medical Information Form**

FOR OFFICE USE ONLY	
ID NO	
EXPIRY DATE	

**PART 1 - TO BE COMPLETED BY APPLICANT**

**I, the applicant consent to the local authority contacting my family doctor for the purpose of obtaining information to support my Blue Badge application.**

Full Name of Applicant    Mr/Mrs/Miss/Ms (delete as appropriate)    Date of Birth

--	--

Address (including Postcode)

--

Applicant's Signature:

Date:

--

--

Please provide details of your disability / medical condition (i.e. why you are applying for a Blue Badge)

--

Please provide the name and full address (including Postcode) of your GP:

--

## **PART 2 - TO BE COMPLETED BY A MEDICAL PRACTITIONER**

- In order to assist the issuing authority (Halton Borough Council) in deciding whether the applicant is eligible for a Badge this form **should be completed by a medical practitioner** and returned to the local authority in the envelope provided. The ultimate decision to issue or refuse a badge rests entirely with the issuing authority.
- The answers to the questions in this form should not be divulged to the applicant.

Please complete **either Section A or Section B** as appropriate to the disability /medical condition of the applicant as indicated in Part 1.

### **SECTION A : WALKING DISABILITY**

#### **A1 Does the applicant have a disability that affects walking ability?**

Yes  No

If you have answered No, please sign this form and return it to the local authority. There is no need to answer further questions.

#### **A2.Is the nature of the disability?**

Permanent  Temporary  Intermittent

#### **A3 Does the applicant regularly need to use:**

A wheelchair Yes  No  Not known

A walking aid Yes  No  Not known

**If Yes, please provide details of the type(s) of walking aid used**

#### **A4 From your knowledge of the applicant's condition, how far can the applicant walk without severe discomfort?**

Less than 27 metres  Between 27 metres & 64 metres

More than 64 metres

**A5 If the applicant can walk more than 64 metres without severe discomfort, please provide details of any other factors regarding the applicant's walking ability that should be taken into account in assessing their application** i.e. the speed at which they can walk, the length of time for which they can walk and the manner in which they can walk or whether the exertion required to walk would be likely to lead to a serious deterioration in their health. Please refer to guidance notes for further information.

**Please go to Section C**

**SECTION B: SEVERE DISABILITY IN BOTH ARMS**

**B1 Does the applicant have a severe disability in both arms?**

Yes  No

If you have answered No, please sign this form and return it to the local authority. There is no need to answer further questions.

**B2 If yes please provide details of the applicant's disability / medical condition**

**Please go to Section C**

**SECTION C: TERMINAL ILLNESS**

**C1 Does the applicant have a terminal illness that seriously limits their mobility?**

Yes  No

**C2 If yes please provide details**

If the applicant has a terminal illness their application can be fast tracked by either their GP or the Palliative Care Team faxing the above information for the attention of the Principal Manager Halton Home Improvement and Independent Living Team on 01928 704 547.

**Please go to Section D**

**SECTION D: GP SIGNATURE AND PRACTICE STAMP**

Signed:	<input type="text"/>	Practice Stamp	Date:	<input type="text"/>
Name:	<input type="text"/>		Tel No:	<input type="text"/>

Dear

### **Blue Badge Scheme**

Thank you for your application for a Blue Badge.

You have ticked the box to say that you are entitled to the Higher Rate of the Mobility Component of Disability Living Allowance.

We need to see proof of this before we can issue your badge. This needs to be either the letter you had from the DWP to say that you are entitled or your Vehicle Excise Duty Exemption Certificate (car tax exemption).

You can call in at any of the Halton Direct Link Offices or post the proof to us. Halton Direct Links are situated in Runcorn at Halton Lea Shopping Centre and Church Street or in Widnes at 7 Brook Street and Queens Avenue Ditton.

Postal Address: **BLUE BADGE ADMINISTRATION, HALTON DIRECT LINK, PO BOX 223, WIDNES WA8 2DA.**

If you do not have the original award letter please call the DWP Disability and Carers Service on **08457-123456** to request a copy. We cannot issue your Blue Badge until we have this information. If you would like to discuss this further or if you have any questions about the Blue Badge Scheme, please contact **0151 907 8309**.

Yours sincerely

Halton Direct Link Team

Dear

**BLUE BADGE SCHEME**

Thank you for your application for a Blue Badge.

Before we can issue your badge, we need 2 passport-sized photographs of you. You can get these from photo booths, a local photographer or by cutting two **recent** photographs of yourself down to size 3.5cm x 4.5cm. The photographs must show your face clearly. Please also remember to sign the photographs on the back before you send them.

Please use the envelope and tear-off slip provided at the bottom of this letter.

Only in exceptional circumstances can the photograph be left off the badge. If you need to discuss this further or if you have any questions about the Blue Badge Scheme, please contact **0151 907 8309**.

Yours sincerely

Halton Direct Link Team

.....  
Name:

Address:

Please find enclosed two photographs for my Blue Badge application.

Signed:.....

Dear

## **BLUE BADGE SCHEME**

Thank you for your application for a Blue Badge.

Before we can issue your badge, we need to see two forms of personal identification. If possible at least one of these forms of identification should be a photograph form of identification, for example a passport, bus pass or new style driving licence and one should show your current address. Children under two should provide a copy of their birth or adoption certificate only as proof of identification.

You can call in at any of the Halton Direct Link Offices or post the documentation to us. Halton Direct Links are situated in Runcorn at Halton Lea Shopping Centre and Church Street, or in Widnes at 7 Brook Street and Queens Avenue, Ditton.

Postal address: **BLUE BADGE ADMINISTRATION, HALTON DIRECT LINK, PO BOX 223, WIDNES WA8 2DA.**

If you would like to discuss this further or if you have any questions about the Blue Badge Scheme, please contact **0151 907 8309**.

Yours sincerely

Halton Direct Link Team

Dear Dr

**Blue Badge Application in respect of your patient:**

Name:

Address:

DOB:

Some time has passed since we wrote to you requesting a medical opinion on this patient's eligibility for the Blue Badge Scheme. To date we have not received a reply and therefore we are unable to process their application.

Please return the form at your earliest convenience if you haven't already done so. Thank you for your assistance with this matter.

Yours sincerely

Halton Direct Link Team



Dear Dr

**Blue Badge Scheme**

Please see section of the enclosed Blue Badge Medical Information (BB3) form, which appears to be incomplete. We would be grateful if you could supply the missing information as soon as possible. Please return the complete form in the envelope provided.

Thank you for your assistance with this matter.

Yours sincerely

Halton Direct Link Team

Dear

**Blue Badge Scheme**

We note from our records that it has been a while since we last had any contact with you about your application for a Blue Badge.

We assume that this is because you no longer wish to pursue your application. Please find enclosed the application form and photographs you sent to us. If you would like to apply again in future you will need to fill in a new form.

If you would like to discuss this further or if you have any questions about the Blue Badge Scheme, please contact **0151 907 8309**.

Yours sincerely

Halton Direct Link Team

Dear

**Blue Badge Application**

I am sorry to inform you that following your recent application, we are currently unable to issue you with a Blue Badge.

The reason(s) for this decision are given below:

You have not provided the evidence required to prove that you are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance.	<input type="checkbox"/>
You have not provided the evidence required to prove that you are in receipt of War Pensioners' Mobility Supplement.	<input type="checkbox"/>
It has not been possible to confirm you are registered as severely sight impaired (blind).	<input type="checkbox"/>
You have not paid the fee for the issue of the badge	<input type="checkbox"/>
The medical information provided by your doctor indicates that you are not considered to have a permanent and substantial disability which causes inability to walk or considerable difficulty in walking	<input type="checkbox"/>
The medical information provided by your doctor indicates that you are not considered to have a severe disability in both arms and be unable to operate all or some types of parking meter	<input type="checkbox"/>

You have applied on behalf of a child aged under two years of age and it has not been possible to confirm that the child has a medical condition that requires that they always be accompanied by bulky medical equipment and /or a condition that requires that they must always be kept near a motor vehicle so they can be treated in that vehicle if necessary or taken quickly to a place where they can be treated because.....	<input type="checkbox"/>
---	--------------------------

**Additional Information relevant to the decision not to issue you with a Blue Badge:**

If your circumstances change in the future or if you have additional relevant information to support your application, we will be pleased to consider your request again.

## **Appeals Procedure**

You have the right to appeal against this decision. If you disagree with this decision, please write to Direct Link within 28 days of receiving this letter, telling us why you think the decision is wrong.

Postal address: **BLUE BADGE ADMINISTRATION, HALTON DIRECT LINK, PO BOX 223, WIDNES WA8 2DA.**

The Principal Manager Halton Home Improvement and Independent Living Services will review your application against the eligibility criteria for the Blue Badge Scheme. To assist in making a decision about your application you may be offered an assessment by an Occupational Therapist.

The Principal Manager will write to you within 28 days, to let you know what the new decision is.

## **Local Government Ombudsman**

If you feel that the council has not applied its policy in a correct manner you may bring the matter to the attention of the Local Government Ombudsman.

If you would like to discuss this further or if you have any questions about the Blue Badge Scheme, please contact **0151 907 8309**

Yours sincerely

Halton Direct Link Team

Dear

**Blue Badge Application**

I am sorry to inform you that your recent application for an organisational badge has been unsuccessful.

The reason(s) for this decision are given below:

<p>The organisation is not eligible for a blue badge. An eligible organisation is an organisation concerned with the care of disabled persons. This must be evidenced through registration with the Commission for Social Care Inspection or for voluntary organisations through their constitution or statement of purpose.</p>	<input type="checkbox"/>
<p>You have not provided the evidence required to prove that the organisation cares for disabled people that meet the eligibility criteria for a blue badge as set out in the Department for Transport's Regulations for the Scheme.</p>	<input type="checkbox"/>
<p>The organisation does not cater for an adequate number of people with the required degree of disability (the minimum number is three). However eligible service users may apply for their own individual blue badge.</p>	<input type="checkbox"/>
<p>You have not provided the evidence required to prove that the organisation has vehicles registered under the DPV taxation class which are used to transport eligible service users.</p>	<input type="checkbox"/>
<p>You have not paid the fee for the issue of the badge</p>	<input type="checkbox"/>

If the organisation's circumstances change in the future or if you have additional relevant information to support the application, we will be pleased to consider your request again.

## **Appeals Procedure**

You have the right to appeal against this decision. If you disagree with this decision, please write to Direct Link within 28 days of receiving this letter, telling us why you think the decision is wrong.

Postal address: **BLUE BADGE ADMINISTRATION, HALTON DIRECT LINK, PO BOX 223, WIDNES WA8 2DA.**

The Principal Manager Halton Home Improvement and Independent Living Services will review the organisation's application and will write to you within 28 days, to let you know what the new decision is.

## **Local Government Ombudsman**

If you feel that the council has not applied its policy in a correct manner you may bring the matter to the attention of the Local Government Ombudsman.

If you would like to discuss this further or if you have any questions about the Blue Badge Scheme, please contact **0151 907 8309**

Yours sincerely

Halton Direct Link Team

Dear

### **Blue Badge Application**

You have recently applied for a blue badge. However I am sorry to inform you that after reviewing your application, I have decided not to issue you with a badge.

The reason for my decision is that according to our records and information received from the Police, **you have had at least three relevant convictions for previously misusing a blue badge.** This, in accordance with regulation 8 of The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000, provides grounds for a local authority to refuse to issue a badge. Relevant convictions are convictions for contravening or failing to comply with road traffic regulation orders and wrongful use of a disabled person's badge. Details of these convictions and the reasons for refusing to issue you with a badge are provided below:



## **Appeals Procedure**

You have the right to appeal against this decision to the Secretary of State for Transport. Your appeal must be made in writing to the address below within 28 days of the date of this letter.

**Department for Transport  
Great Minster House  
76 Marsham Street  
London  
SW1P 4DR**

Following an appeal to the Secretary of State, further appeal would be via the magistrate's court, the outcome of which is final.

## **Local Government Ombudsman**

If you feel that the Council has not applied its policy in a correct manner you may bring the matter to the attention of the Local Government Ombudsman.

Yours sincerely,

**Operational Director  
Older People's and Independent Living Services**

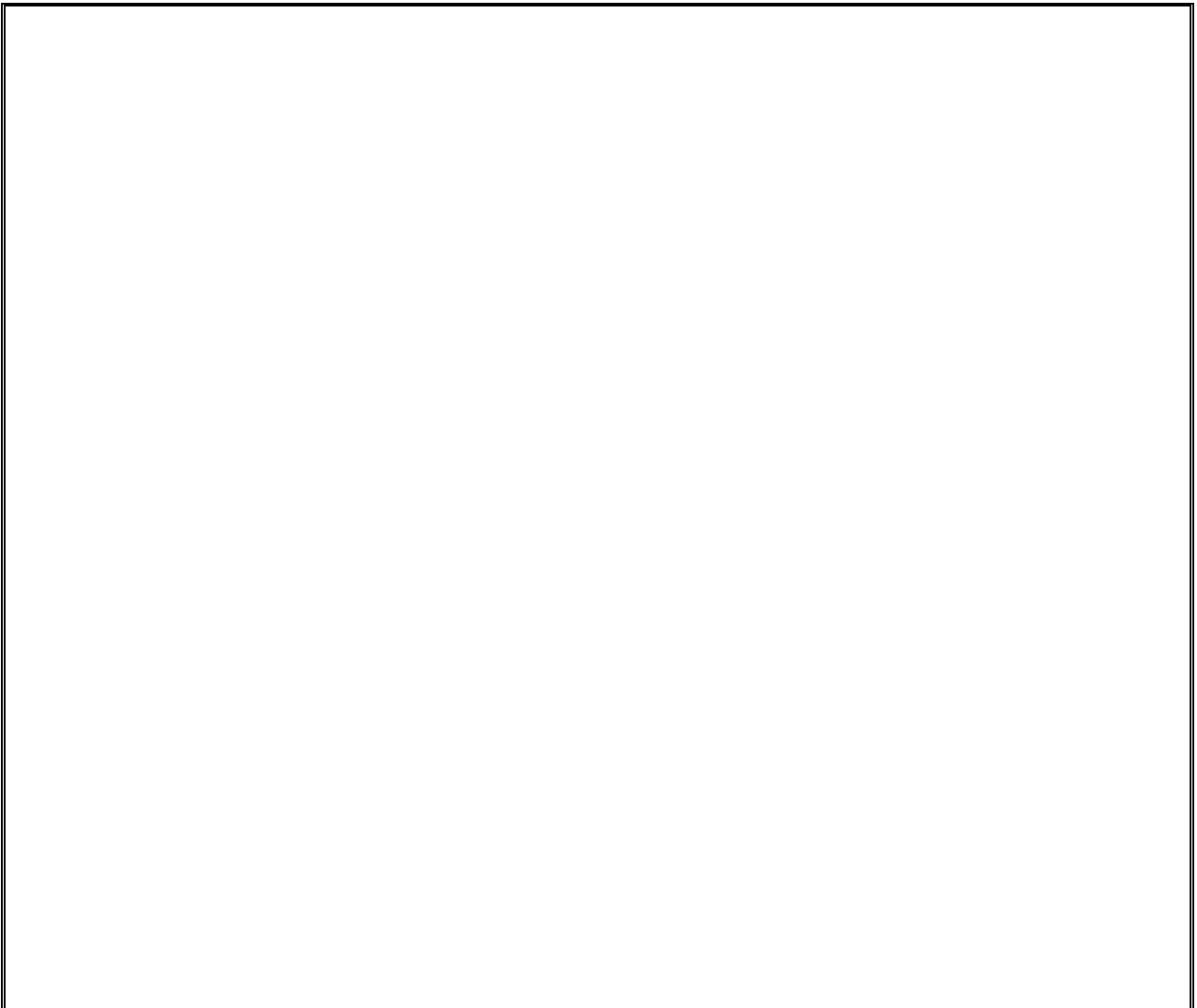
Dear

**Blue Badge Application**

You have recently applied for a blue badge. However I am sorry to inform you that after reviewing your application, I have decided not to issue you with a badge.

The reason for my decision is that the authority has **reason to believe you are not the person you claim to be OR you would permit another person to use the badge**

Further details of the reasons for refusing to issue you with a badge are provided below:



## **Appeals Procedure**

You have the right to appeal against this decision. If you disagree with this decision, please write to Direct Link within 28 days of receiving this letter, telling us why you think the decision is wrong.

Postal address: Postal address: **BLUE BADGE ADMINISTRATION, HALTON DIRECT LINK, PO BOX 223, WIDNES WA8 2DA.**

I will review my decision and write to you within 28 days, to let you know what the new decision is.

## **Local Government Ombudsman**

If you feel that the council has not applied its policy in a correct manner you may bring the matter to the attention of the Local Government Ombudsman.

If you would like to discuss this further or if you have any questions about the Blue Badge Scheme, please contact **0151 907 8309**

Yours sincerely

**Operational Director  
Older People's and Independent Living Services**

Dear

**BLUE BADGE SCHEME - APPEAL PROCESS**

Thank you for your letter asking us to look again at your application for a Blue Badge.

We will check again to see if we have all the information we need before making a new decision. If we need anything else, we will write to let you know.

You should receive an answer from us within 28 days of receipt of this letter.

Yours sincerely

**Principal Manager**  
**Halton Home Improvement and Independent Living Services**

Dear

**BLUE BADGE SCHEME - APPEAL PROCESS**

We are looking again at your application for a Blue Badge.

To assist us in making a decision, we need you to be assessed by our Occupational Therapist. You will be contacted again shortly to arrange a suitably convenient appointment.

Yours sincerely

**Principal Manager**  
**Halton Home Improvement and Independent Living Services**

Dear

**BLUE BADGE SCHEME - APPEAL PROCESS**

We have looked again at your application for a Blue Badge.

I am pleased to tell you that we have changed the decision and I am writing to confirm that you meet the eligibility criteria for a Blue Badge.

Halton Direct Link will write to you shortly to let you know when the badge will be ready for collection.

Yours sincerely

**Principal Manager**  
**Halton Home Improvement and Independent Living Services**

Dear

## **BLUE BADGE SCHEME - APPEAL PROCESS**

We have looked again at your application for a Blue Badge.

I am sorry to tell you that we have not changed the original decision not to issue you with a blue badge. Our investigation shows that you do not meet the criteria for a Blue Badge for the following reasons:

To qualify, you must fall into one of the following categories:

- People awarded the higher rate of the MOBILITY component of Disability Living Allowance **OR** War Pensioners Mobility Supplement
- People who are registered severely sight impaired (blind)
- People with a severe disability in both upper limbs, who drive regularly and are unable to operate, or have considerable difficulty in operating all, or some types of parking meter
- People with a permanent and substantial disability which means that they are unable to, or have considerable difficulty in walking
- Children under 2, who fall into **either or both** of the following categories:
  - Who have a condition requiring the transportation of bulky medical equipment, which cannot be carried around with the child without great difficulty
  - Who have a condition requiring that they must always be near a motor vehicle for the purposes of speedy treatment

If you feel that you satisfy any of the above conditions at any time in the future, please contact us again to make a new application.

Yours sincerely

**Principal Manager**  
**Halton Home Improvement and Independent Living Services**

Dear

**BLUE BADGE APPLICATION**

I am pleased to tell you that your Blue Badge is ready and can be collected from the Halton Direct Link one stop shop located at Halton Lea Shopping Centre, Runcorn.

You can collect your badge between 9 am – 5.30 pm from Monday to Friday, or 9 am – 1pm on Saturday. You will be asked to pay a fee of £2.00 before the badge is issued to you. Cheques need to be payable to Halton Borough Council.

Please bring this letter and the fee with you when you come to collect your badge. If someone else is collecting the badge for you, they must produce this letter and a photograph form of your identity e.g. your passport, bus pass or new style driving licence as your authority.

If this is a replacement badge for one which has expired or is about to expire please bring your old badge to exchange for your new one.

In order to prevent fraud badges must normally be collected and will only be posted in exceptional circumstances. If you would like to discuss this further please contact us on 0151 907 8300.

Yours sincerely

Halton Direct Link Team



Dear

## **BLUE BADGE APPLICATION**

I am pleased to tell you that your Blue Badge is ready and can be collected from the Halton Direct Link one stop shop located at Church Street Runcorn.

You can collect your badge between 9 am – 5.30 pm from Monday to Friday or 9 am – 1pm on Saturday. You will be asked to pay a fee of £2.00 before the badge is issued to you. Cheques need to be payable to Halton Borough Council.

Please bring this letter and the fee with you when you come to collect your badge. If someone else is collecting the badge for you, they must produce this letter and a photograph form of your identity e.g. your passport, bus pass or new style driving licence as your authority.

If this is a replacement badge for one which has expired or is about to expire please bring your old badge to exchange for your new one.

In order to prevent fraud badges must normally be collected and will only be posted in exceptional circumstances. If you would like to discuss this further please contact us on 0151 907 8300.

Yours sincerely

Halton Direct Link Team

Dear

## **BLUE BADGE APPLICATION**

I am pleased to tell you that your Blue Badge is ready and can be collected from the Halton Direct Link one stop shop located at 7 Brook Street, Widnes.

You can collect your badge between 9 am – 5.30 pm from Monday to Friday or 9 am – 1pm on Saturday. You will be asked to pay a fee of £2.00 before the badge is issued to you. Cheques need to be payable to Halton Borough Council.

Please bring this letter and the fee with you when you come to collect your badge. If someone else is collecting the badge for you, they must produce this letter and a photograph form of your identity e.g. your passport, bus pass or new style driving licence as your authority.

If this is a replacement badge for one which has expired or is about to expire please bring your old badge to exchange for your new one.

In order to prevent fraud badges must normally be collected and will only be posted in exceptional circumstances. If you would like to discuss this further please contact us on 0151 907 8300.

Yours sincerely

Halton Direct Link Team

Dear

## **BLUE BADGE APPLICATION**

I am pleased to tell you that your Blue Badge is ready and can be collected from the Halton Direct Link one stop shop located at Queens Avenue, Ditto.

You can collect your badge between 9 am – 5.30 pm from Monday to Friday or 9 am – 1pm on Saturday. You will be asked to pay a fee of £2.00 before the badge is issued to you. Cheques need to be payable to Halton Borough Council.

Please bring this letter and the fee with you when you come to collect your badge. If someone else is collecting the badge for you, they must produce this letter and a photograph form of your identity e.g. your passport, bus pass or new style driving licence as your authority.

If this is a replacement badge for one which has expired or is about to expire please bring your old badge to exchange for your new one.

In order to prevent fraud badges must normally be collected and will only be posted in exceptional circumstances. If you would like to discuss this further please contact us on 0151 907 8300.

Yours sincerely

Halton Direct Link Team

## FURTHER INFORMATION ABOUT THE USE OF YOUR BLUE BADGE

Dear Badge Holder

Before you use your Blue Badge you should carefully read the leaflet that you received with your badge.

**Please note that it is your responsibility to use your badge properly. Misusing your badge or allowing others to misuse your badge is a criminal offence and could result in you being fined and / or the withdrawal of your badge.**

Please remember, you must inform the DVLA in Swansea if your disability or condition affects your ability to drive safely.

### HOW TO USE YOUR BLUE BADGE

When you have parked your car you should loosely place the Blue Badge on the dashboard or fascia panel of the vehicle, where it can be seen. **Do not stick to the windscreen or leave on display when not in use.** The Parking Disc (Time clock) is designed to be displayed with the Blue Badge when parking on yellow lines or in bays which are time limited and set to show the time of arrival.

### WHAT TO DO IF YOUR BADGE IS LOST OR STOLEN

If this happens, please contact us. We will send you an application form for a duplicate badge. You should complete and return it to us with one passport-sized photograph. The loss or theft **must** be reported to the Police and a crime number/lost property number obtained. If a crime reference number is not obtained a charge of £2.00 will apply and this must be included with your application. Please make cheques payable to Halton Borough Council.

### WHAT TO DO IF YOUR BADGE IS DAMAGED

If your badge has become mutilated, faded or illegible, please return it to us immediately. You will need to supply us with another passport-sized photograph. A charge of £2.00 will apply and this must be included with your application. Please make cheques payable to Halton Borough Council.

## **RETURNING THE BADGE**

You have a duty under the Regulations to return the badge if:

- The badge expires
- The badge holder or organisation is no longer eligible for a badge
- The badge is a replacement for one that is lost or stolen and the original badge is found. In these circumstances the original badge should be returned to Direct Link.
- The badge is damaged and faded to such an extent that it is not possible to read the details of the badge.
- The badge is no longer needed by the holder e.g. they become confined to the house
- The badge holder dies

If you would like any more information about the Blue Badge scheme please contact us on **0151 907 8309**.

Yours faithfully

Halton Direct Link Team

**IMPORTANT INFORMATION ABOUT THE BLUE BADGE FOR CHILDREN  
AGED UNDER 2 YEARS**  
*Please read carefully*

A child aged under 2 years old may qualify for a Blue Badge if they fall into **either of both** of the following categories:

- They have a condition requiring the transportation of bulky medical equipment, which cannot be carried around with the child without great difficulty.
- They have a condition requiring that they must always be near a motor vehicle for the purposes of speedy treatment

The regulations for issuing Blue Badges, which are decided by the Department for Transport, state that badges issued to children under 2 must expire when the child reaches their second birthday. You will therefore need to return the existing badge to Direct Link and re-apply for a Blue Badge under the eligible subject to further assessment criteria at this time. In order to qualify under these criteria the child must have a permanent and substantial disability which means they unable to or have considerable difficulty in walking.

We expect that most children under 2 years of age who qualify for a blue badge will satisfy the qualifying conditions for the higher rate of the mobility component of Disability Living Allowance (HRMCDLA). You are therefore advised to apply for the higher rate of the mobility component of Disability Living Allowance (HRMCDLA) once the child reaches the age of two years and nine months, although HRMCDLA cannot be paid until the child's third birthday. If the child qualifies for HRMCDLA they will be eligible for a blue badge without further assessment.

If you have any queries about the child's entitlement to Disability Living Allowance, we recommend that you seek independent advice from the Welfare Rights Service on 0151 471 7448, or your local Citizen's Advice Bureau.

If you have any queries about this information sheet or the child's entitlement to a Blue Badge please telephone **0151 907 8309** for further advice.

Dear

**MISUSE OF THE BLUE BADGE**

It has been brought to my attention that you have misused your Blue Badge. This is a criminal offence and a serious breach of the rules of the scheme.

You are required to present your badge for inspection by a Team Leader at one of the Direct Link Offices at your earliest convenience.

**Runcorn:** Halton Direct Link

Concourse Level  
Rutland House  
Halton Lea Shopping Centre  
Runcorn  
Cheshire WA7 2ES

Runcorn Old Town  
Church Street  
Runcorn  
WA7 1LX

**Widnes:** Halton Direct Link

7 Brook Street,  
Widnes,  
Cheshire WA8 6NB

Queens Avenue,  
Ditton,  
Widnes  
WA8 8HT

Yours sincerely

Halton Direct Link Team

Dear

## **MISUSE OF THE BLUE BADGE**

It has been brought to our attention that you have misused your Blue Badge on more than one occasion. This is a criminal offence and a serious breach of the rules of the scheme.

I must inform you of the penalties you could incur if you continue to misuse the badge in this way. If you are convicted of misusing your badge on more than three occasions, I may be compelled to ask you to return the badge and /or your badge may not be renewed when it expires.

Either penalty is likely to result in considerable personal inconvenience to you. I would therefore strongly urge that you use the badge according to the terms and conditions under which it was issued to you.

If you would like information about the terms and conditions of the Blue Badge Scheme, please contact us on **0151 907 8309**.

Yours sincerely

Halton Direct Link Team



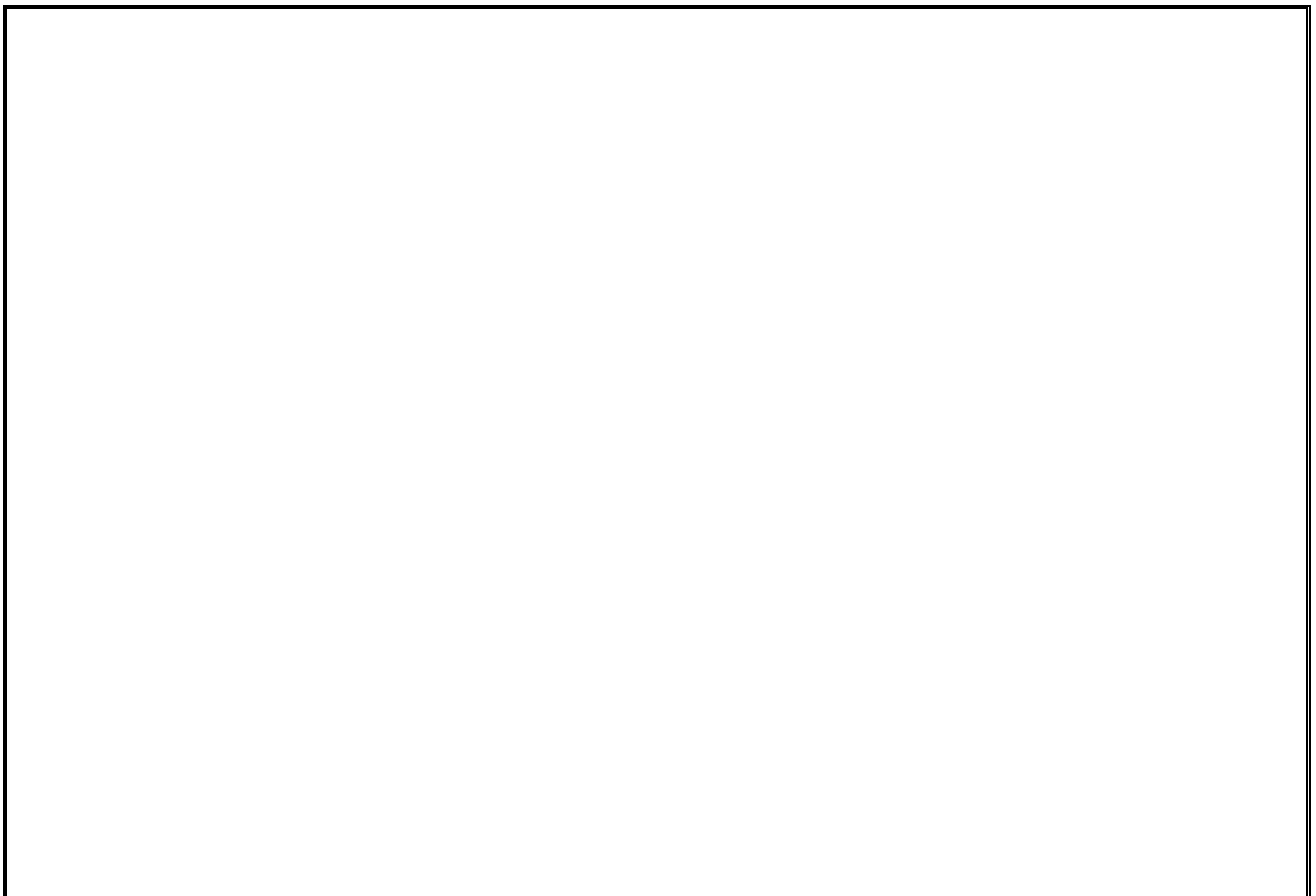
Dear

**MISUSE OF THE BLUE BADGE – REQUEST TO RETURN YOUR BADGE  
(Notice of Determination)**

According to our records and information received from the Police, you have been convicted of misusing your Blue Badge on at least three occasions.

Although I have written to you on **(dates)** advising you of the possible penalties for misuse, you have ignored these warnings. I must now request that you return the badge immediately in the enclosed prepaid envelope. I must warn you that continued use of the badge may result in prosecution.

Details of the convictions and the reasons for withdrawing your badge are as follows:



## **Appeals to the Secretary of State**

You have the right to appeal against this decision to the Secretary of State for Transport. Your appeal must be made in writing to the address below within 28 days of the date of this letter

**Department for Transport  
Great Minster House  
76 Marsham Street  
London  
SW1P 4DR**

Following an appeal to the Secretary of State, further appeal would be via the magistrate's court, the outcome of which is final.

Yours sincerely

**Operational Director  
Older People's and Independent Living Services**

Dear

**BLUE BADGE FRAUD – REQUEST TO RETURN YOUR BADGE  
(Notice of Determination)**

I am writing to inform you that we believe that you have provided false information in relation to your application for a Blue Badge and therefore you are not eligible to hold a Badge.

I must now request that you return the badge immediately in the enclosed prepaid envelope. I must warn you that continued use of the badge may result in prosecution.

Details of the reasons for withdrawing your badge are as follows:



## **Appeals to the Secretary of State**

You have the right to appeal against this decision to the Secretary of State for Transport. Your appeal must be made in writing to the address below within 28 days of the date of this letter

**Department for Transport  
Great Minster House  
76 Marsham Street  
London  
SW1P 4DR**

Following an appeal to the Secretary of State, further appeal would be via the magistrate's court, the outcome of which is final.

Yours sincerely

**Operational Director  
Older People's and Independent Living Services**

## Halton Direct Link

Face-to-face enquiries about council services are dealt with at Halton Direct Link's one-stop shops. There are currently 4 of these: two each in Runcorn and Widnes. The contact centre is accessible 24 hours a day on **0151 907 8300**

### **Runcorn:** Halton Direct Link

Concourse Level  
Rutland House  
Halton Lea Shopping Centre  
Runcorn  
Cheshire WA7 2ES

Runcorn Old Town  
Church Street  
Runcorn  
WA7 1LX

### **Widnes:** Halton Direct Link

7 Brook Street,  
Widnes,  
Cheshire WA8 6NB

Queens Avenue,  
Ditton,  
Widnes  
WA8 8HT