

Blue Badge Scheme

(Disabled Persons' Parking Badge Scheme)

Policy, Procedure and Practice

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INFORMATION SHEET

Service area	Communities Directorate
Date effective from	April 2012
Responsible officer(s)	Divisional Manager for Independent Living
Date of review(s)	April 2013
Status:	Mandatory
Target audience	Halton Direct Link and Contact Centre staff, Initial Assessment Team and Complex Care Team.
Date of committee/SMT decision	8/8/2012
Related document(s)	None
Superseded document(s)	Blue Badge Policy, Procedure and Practice, March 2011
Equality Impact Assessment completed	EIA completed
Adult Safeguarding Audit Tool completed	Yes
File reference	

1.	POLICY	<i>Practice</i>
1.1	<p>INTRODUCTION</p> <p>The Blue Badge Scheme (BBS) 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>In April 2000, the BBS replaced the Orange Badge Scheme 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 Halton Direct Link (HDL) and the Contact Centre (CC) with support from the Independent Living Team (ILT) and Complex Care Team (CCT).</p> <p><u>Additional resources and sources of information</u></p> <p>The DfT website provides a wide range of information about Blue Badges, including a list of publications and resources, to assist local authorities to administer the scheme.</p> <p>The Blue Badge Network provides a website offering useful advice, information and support to disabled people and their families.</p>	<p><i>https://www.gov.uk/government/publications/the-blue-badge-scheme-local-authority-guidance-england</i></p> <p><i>http://www.direct.gov.uk/en/DisabledPeople/MotoringAndTransport/Bluebadgescheme/index.htm</i></p>
1.2	<p>POLICY AIMS</p> <p>The aims of the policy are to:-</p> <ul style="list-style-type: none"> • ensure that the BBS is administered consistently and fairly, in accordance with the DfT regulations and guidance; • actively promote and raise awareness of the BBS in order to encourage disabled people to apply for and benefit from the Scheme; • ensure that the BBS promotes equal opportunities by enabling disabled people to enjoy maximum mobility, access local facilities and play a full and active role in their communities; and • work in partnership with the Police and other local authorities to enforce the Scheme and prevent fraud and abuse. 	
1.3	<p>LEGISLATION</p> <p>The main Regulations governing the scheme are:-</p> <ul style="list-style-type: none"> • The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000; and • The Disabled Persons (Badges for Motor Vehicles) (England) (Amendments) Regulations 2007. • The Disabled Persons (Badges for Motor Vehicles) (England) (Amendments) (No.2) Regulations 2011. <p>A full list of the legislation relating to the BBS can be found at Appendix A.</p> <p>In January 2008, following consultation on the scheme in 2007, the DfT published the current Guidance for local authorities on the BBS.</p> <p>This Guidance intended to promote improved assessment and enforcement of the BBS in order to promote consistency and prevent fraud/abuse.</p>	

1.	POLICY	Practice																
	<p>The Blue Badge Scheme Local Authority Reform Strategy Guidance (England) June 2011</p> <p>Following a five year reform strategy for the BBS (published in October 2008) the guidance for the Reform Strategy was published in June 2011.</p> <p>Changes made since last policy review:-</p> <table border="1" data-bbox="196 349 1209 963"> <thead> <tr> <th>Reform Measure</th> <th>Earliest Delivery</th> </tr> </thead> <tbody> <tr> <td>Transfer control of current NHS spend on badge eligibility assessment to local authorities</td> <td>01/04/11</td> </tr> <tr> <td>Legislation requires that eligibility under the 'permanent and substantial disability' walking criterion is confirmed by an independent mobility assessor, unless eligibility is self-evident.</td> <td>04/04/12</td> </tr> <tr> <td>Introduction of a new badge design that is harder to copy, forge and alter. Implemented via the new common service improvement project (BBIS)</td> <td>01/01/12</td> </tr> <tr> <td>Definition of the grounds by which a local authority may refuse to issue, or withdraw, a badge</td> <td>01/12/11</td> </tr> <tr> <td>Change legislation which raises the maximum fee that local authorities can charge from £2 to £10</td> <td>01/01/12</td> </tr> <tr> <td>Reforms to welfare system. Personal Independence Payment (PIP) will begin to be introduced for people who are aged 16 to 64</td> <td>8/04/13</td> </tr> <tr> <td>PIP will begin to replace Disability Living Allowance (DLA) for existing DLA recipients aged between 16 and 64</td> <td>Oct 1013</td> </tr> </tbody> </table> <p>A summary showing all the proposed reforms is included at Appendix B.</p> <p>This Policy, Procedure and Practice has been revised to incorporate the relevant measures from the June 2011 Guidance and the Amendments outlined in a Circular from DfT in November 2011.</p> <p>Changes relating to welfare reform are detailed in DfT circular January 2013</p> <p>Further changes to this Policy Procedure and Practice document will be required to take account of these changes as they are implemented.</p>	Reform Measure	Earliest Delivery	Transfer control of current NHS spend on badge eligibility assessment to local authorities	01/04/11	Legislation requires that eligibility under the 'permanent and substantial disability' walking criterion is confirmed by an independent mobility assessor, unless eligibility is self-evident.	04/04/12	Introduction of a new badge design that is harder to copy, forge and alter. Implemented via the new common service improvement project (BBIS)	01/01/12	Definition of the grounds by which a local authority may refuse to issue, or withdraw, a badge	01/12/11	Change legislation which raises the maximum fee that local authorities can charge from £2 to £10	01/01/12	Reforms to welfare system. Personal Independence Payment (PIP) will begin to be introduced for people who are aged 16 to 64	8/04/13	PIP will begin to replace Disability Living Allowance (DLA) for existing DLA recipients aged between 16 and 64	Oct 1013	 <p>Personal Independence Payme</p>
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1.4	<p>ELIGIBILITY FOR A BADGE</p> <p>There are two types of eligibility:-</p> <ul style="list-style-type: none"> ● Type 1: Eligible without further assessment; and ● Type 2: Eligible subject to further assessment <p>Type 1: Eligible without further assessment</p> <p>People who may be issued with a badge without further assessment are those who are <u>more than three years old</u> and meet one or more of the following criteria. They:-</p> <ul style="list-style-type: none"> ● receive Higher Rate Mobility Component of Disability Living Allowance (HRMCDLA) or the new Personal Independence Payment 'Moving Around' Mobility component (PIPMA); see Appendix B for timeline of transferring from DLA to PIP. <p>NOTE - PIP is not being extended to existing DLA claimants below the age of 16 and those aged 65 or over on 8 April 2013. However, anyone assessed as being entitled to PIP may continue to receive the benefit after the age of 65 if they continue to fulfil the entitlement conditions, including those for the mobility component.</p> <p>NOTE - From October 2013, DWP will begin reassessing existing DLA claimants to establish if they are eligible for PIP. Ministers have decided</p>	<p><i>Reg 4(2)(f) of the Principal Regs says: 'Permanent and substantial disability that causes inability to walk or very considerable difficulty in walking be confirmed by an independent mobility assessor.'</i></p>																

1.	POLICY	Practice
	<p>that if an existing recipient of the Higher Rate Mobility Component of DLA fails to score 8 points or more under the 'Moving Around' mobility component of PIP, they should be allowed to retain their current Blue Badge until it expires. If at that point the individual does not automatically qualify for a badge by virtue of a PIP award, they will be able to apply directly to their local authority to see whether they qualify under any of the other criteria.</p> <ul style="list-style-type: none"> • receive War Pensioners Mobility Supplement (WPMS) or Armed Forces Compensation Scheme (AFCS); and awarded a lump sum at Armed forces compensations Scheme (AFCS) tariffs 1-8; and assessed by the Service Personnel and Veterans Agency (SPVA) as having a permanent and substantial disability that causes inability to walk or very considerable difficulty in walking; • are registered blind (severely sight impaired). <p>Applicants are required to provide evidence that they qualify for a badge under the eligible without further assessment criteria. A list of the documentation which can be used to confirm eligibility without further assessment is at Appendix C.</p> <p>Type 2: Eligible subject to further assessment</p> <p>People who may be eligible for a badge subject to further assessment are those who are <u>more than three years old</u> and fall within one or more of the following descriptions:-</p> <ul style="list-style-type: none"> • drive a vehicle regularly, have a severe disability in both arms and are unable to operate or have considerable difficulty in operating a parking meter; and • is unable to walk/has considerable difficulty in walking because of a permanent and substantial disability. <p>For detailed guidance see Appendix D</p> <p>Previously the Council medical assessments were undertaken by local General Practitioners. However changes in legislation from the DfT cite:-</p> <p><i>'...that, in order for badge eligibility decisions to be fairer and more objective, assessments should be undertaken by assessors who are specifically trained in mobility, who hold appropriate professional qualification and who not open to bias because of a personal or commercial connection to the applicant.'</i></p> <p>However, the above condition does not apply when a local authority determines that from the information that they have about the applicant, it is self-evident (for example by undertaking a desk top assessment exercise) that the applicant meets the eligibility criterion i.e. that the applicant is clearly eligible or ineligible and a mobility assessment would not assist the local authority in determining eligibility.</p> <p>Children under the age of three</p> <p>Children under three may be eligible for a badge if they fall within <u>either or both</u> of the following descriptions. A child who has a condition that requires that they must always:-</p> <ul style="list-style-type: none"> • be accompanied by bulky medical equipment which cannot be carried without great difficulty; and • 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. <p>Examples of types of medical equipment and unstable medical conditions</p>	<p><i>Reg 4(2)(f) of the Principal Regs says: 'Permanent and substantial disability that causes inability to walk or very considerable difficulty in walking be confirmed by an independent mobility assessor.'</i></p>

1.	POLICY	<i>Practice</i>
	<p>which may mean that children under three are eligible for a Blue Badge are provided in Appendix E.</p> <p>Each application will be treated as a special case. A medical assessment should not be necessary if the child's paediatrician writes a letter outlining the child's medical condition and any special equipment needed.</p> <p><u>Children and Eligibility for HRMCDLA</u></p> <p>Children can be issued with a badge for three years anytime up to their third birthday.</p> <p>Children can qualify for higher rate mobility component of DLA (HRMCDLA) <u>from their third birthday (they may apply from the age of two years nine months) or from birth if terminally ill.</u></p> <p>This means 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>Applicants with a terminal illness</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 (Procedure section 2.4).</p> <p>Organisational Badges</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><u>Proof of eligibility from organisations</u></p> <p>Applications for badges from organisations will be examined to ensure they are genuine and necessary.</p> <p>A list of the documentation required is provided in Appendix F.</p> <p>Eligible organisations may be social services departments or private or voluntary organisations which 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>Organisations applying for a badge must cater for a minimum of three people with the required degree of disability.</p> <p>Where relatively few people meet the eligibility criteria for a badge in the organisation, it would be preferable for the disabled people themselves to apply for badges, rather than have one issued to an organisation.</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>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.	POLICY	Practice
1.5	<p>PERIOD OF ISSUE</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"> • where entitlement to a badge is linked to receipt of benefits and allowances (ie HRMCDLA/PIPMA/WPMS/AFCS), the period of issue is linked to the period of receipt of that allowance, where that period is less than three years; • where HRMCDLA/PIPMA/WPMS/AFCS is granted for three years or more, the badge will still be issued for three years; • badges are issued as a replacement for one that has been lost or stolen. <p>Under no circumstances will a badge be issued for more than three years.</p>	
1.6	<p>RENEWALS</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>	
1.7	<p>FEES</p> <p>The fee for individual and organisational badges is £10.</p> <p>For many years the fee for Blue Badge was £2. However, as part of the review process it was decided that Local Authorities could charge up to £10 for the new badge to cover the costs of the increased costs of the new style Blue Badge Design.</p> <p><u>Replacement badges</u></p> <p>In all circumstances a £10 fee will be charged, if a badge is stolen a crime or incident reference number is required to apply for a replacement badge.</p>	<p><i>Increase approved by the Executive Committee on 01/12/11 in accordance with Reg 6 which raises the maximum fee Local Authorities can charge with effect from 01/01/2012</i></p>
1.8	<p>GROUND FOR REFUSING TO ISSUE A BADGE</p> <p>The grounds for refusing to issue a badge are set out in the Regulations and are that:-</p> <ul style="list-style-type: none"> • the applicant holds or has held a badge and misuse has led to one successful prosecution see 1.10; • the applicant (individual or organisation) fails to provide the local authority with adequate evidence of their eligibility; • the applicant has failed to pay the fee for a badge; • the applicant already holds a valid badge issued by another issuing authority; • the applicant has failed to provide adequate evidence of residency; • a report from an independent mobility assessor confirming an applicant's eligibility has not been made available to the Local Authority if a form that is satisfactory to them; • there are grounds to believe that the applicant is not who they claim to be or that they would permit another person to use the badge. This decision will only be taken by the Operational Director (OD) after careful consideration of the facts. 	<p>Reg8(2)(b)(i)</p> <p>Reg8(2)(e)</p>

1.	POLICY	Practice
	<p><u>Appeals Procedure</u></p> <p>The applicant must be notified in writing as to the reasons why their application has been refused and informed about the appeals procedure (see Procedure section 2.12).</p>	
1.9	<p>REPLACEMENT BADGES</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 £10 charge will be levied in all these circumstances, a crime reference number should be provided in relation to a lost or stolen badge.</p> <p>There is a facility for members of the public to be able to report lost and stolen badges and any change of circumstances via the Directgov website, which went live in April 2012.</p>	www.Direct.Gov.uk
1.10	<p>RETURN OF BADGES</p> <p>Under Section 9(1) of the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000, badge holders have a duty to return the badge immediately on the occurrence of any of the following circumstances:-</p> <ul style="list-style-type: none"> • the expiry of the period for which the badge was issued; • the death of the holder or, in the case of an institutional badge, the institution ceasing to exist; • the badge holder ceases to be a disabled person or (in the case of an institutional badge) the institution ceases to be eligible under regulation 5; • a replacement badge has been issued under regulation 7 to replace a lost or stolen badge and that badge is subsequently found or recovered; • the badge has become so mutilated or faded as no longer to be clearly legible when displayed on a vehicle; • the badge ceases to be required by the holder. <p>In accordance with the regulations, badge holders may be required to return their badge for one successful prosecution of a badge holder/third party, of:</p> <ul style="list-style-type: none"> • An offence under Section 21(4B) of the Chronically Sick and Disabled Person Act 1970 (<i>this covers misuse of a real badge or use of a fake/altered badge while the vehicle is being driven</i>); • An offence under sections 115 or 117 of the Road Traffic Regulations Act 1984 (<i>this covers misuse of a real badge or use of a fake/altered badge whilst the vehicle is parked</i>); • Dishonesty or deception committed under any other UK legislation in relation to the badge (<i>which takes into account the Fraud Act 2006, Theft Act 1968, Forgery & Counterfeiting Act 1981 etc.</i>) <p>However, a Penalty Charge Notice (PCN) is not regarded as a prosecution under these regulations.</p> <p>Where the offence was committed by a third party using the holder's badge, the authority needs to demonstrate that the holder knew the third party was using the badge, before it can be withdrawn.</p>	<p>Regulation 9(1)(a) Regulation 9(1)(b)</p> <p>Regulation 9(1)(c)</p> <p>Regulation 9(1)(d)</p> <p>Regulation 9(1)(e)</p> <p>Regulation 9(1)(f)</p>
1.11	<p>MISUSE AND ENFORCEMENT</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.	POLICY	<i>Practice</i>
	<p>There are several ways that badges can be misused including:-</p> <ul style="list-style-type: none"> • use of a badge that is no longer valid; • misuse of a badge by a friend or relative with or without the badge holder's knowledge or permission; • 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; • use of a stolen or copied badge; and • where a badge holder might attempt to sell (or gift) their badge, where the holder has purported to transfer the badge to another person. <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>	

2	PROCEDURE	Practice
2.1	<p>INTRODUCTION</p> <p>HDL Offices and the CC are responsible for administering the BBS. Their responsibilities include:-</p> <ul style="list-style-type: none"> • dealing with initial enquiries and issuing application packs; • processing new/renewal applications from individuals and organisations; • checking that any medical information forms are fully completed before forwarding to the Initial Assessment Team (IAT); • ordering badges and collecting fees; • sending/receiving correspondence and dealing with queries about the BBS; and • record keeping. <p>IAT provides:-</p> <ul style="list-style-type: none"> • Desk Based Assessments (DBA) where needed. • any application relating to a child <u>under three years; and</u> • new applications from organisations not previously issued with a badge. <p>CCT provides:-</p> <ul style="list-style-type: none"> • DBAs, where needed • Independent Mobility Assessments (IMA's) where necessary; • professional advice and support where required, particularly in relation to more complex applications. <p>Where, following a DBA and an IMA, the applicant appeals the decision not to issue them with a Blue Badge the application will be referred, via email, to the Divisional Manager (DM) for Independent Living who will email HDL with the decision of the review of the application.</p>	<p><u>ANITE</u> On receipt of an application HDL will initiate an ANITE case</p> <p><u>For children under three</u> Divisional IAT to email HDL which criteria applies i.e. Do they need bulky equipment? HDL will enter criteria into GP info box on Care First & CSDCSD.</p>
2.2	<p>INITIAL APPLICATION PROCEDURE</p> <p>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>Applicants must provide proof of their residence, which will be checked (for individual applicants via Council Tax registration details and/or the Electoral Register) before an application pack is issued. If the applicant is not resident in Halton, they must be referred to the relevant local authority.</p> <p>The DfT leaflet “Can I get a Blue Badge?” should be sent to anyone making an enquiry about the BBS. Applications can be made in person at HDL offices [Appendix G19] or by telephone 0151 907 8309.</p> <p>HDL and CC staff will undertake a brief assessment to ensure that the correct application pack is completed at HDL or emailed/handed/posted to the applicant or their representative, along with the appropriate covering letter. (Appendices G1 & 2).</p> <p>Members of the public can go online at Directgov to check eligibility and apply online for a Blue Badge, the application will then be sent to the Local Authority for processing.</p> <p>There are five different types of application packs containing different</p>	

	<p>application forms and information letters:-</p> <ul style="list-style-type: none"> • Individual (Over three years old) without further assessment; • Individual (Over three years of age) with further assessment; • Individual (Child under three years); • Fast track applications; and/or • Organisation. <p>For individual applicants, HDL and CC staff also assess whether the applicant meets the <i>eligible without further assessment</i> criteria or whether medical information will be required to determine eligibility.</p> <p>Where applicants apply under the “subject to further assessment criteria”, they should also be offered a referral to the Welfare Rights Service (0151 471 7448) to check their eligibility for qualifying benefits.</p> <p>Recording applications</p> <p>Applications (complete or not) are recorded on Care First & Customer Service Delivery (CSD), together with notes of any contact with the applicant. Contacts include any telephone calls and correspondence, including standard letter.</p> <p>HDL will also start an ANITE document tracking process for each application.</p>	<p><i>Appendix G1(a)</i> <i>Appendix G1(b)</i> <i>Appendix G1(c)</i> <i>Appendix G1(e)</i> <i>Appendix G3(a&b)</i></p>
<p>2.3</p>	<p>RENEWAL APPLICATIONS</p> <p>Applicants will be allowed to renew their blue badge within 6 weeks of the expiry date on their existing badge. Renewal badges will not be issued more than seven days prior to the date of expiry on the old badge. Completion of a new application form is required in all cases.</p>	
<p>2.4</p>	<p>FAST TRACK PROCEDURES</p> <p>An application may be fast tracked where an applicant has a terminal illness that seriously affects their mobility.</p> <p>A ‘Fast Track’ application form (Appendix G1e) should be completed in the normal way and sent to HDL along with the necessary supporting documentation.</p> <p>The applicant’s GP or the Palliative Care Team can send a fax or email to HDL Blue Badge administration providing details of the applicant’s medical condition in order to fast track an application.</p>	
<p>2.5</p>	<p>PRE-ASSESSMENT APPLICATION</p> <p>Whilst undertaking an assessment in an individual’s home the Occupational Therapist (OT) or Community Care Worker (CCW) may feel that the individual would meet the criteria for a Blue Badge without further assessment. In these cases they can fill out the pre-assessment form (Appendix G1d) and leave a letter with the applicant which explains that they will need to send in the payment and photographs. This will remove the need for a further medical assessment.</p>	

2	PROCEDURE	<i>Practice</i>
2.6	<p>Proof of identification</p> <p>In order to validate that the applicant is the person they claim to be and that they are resident in Halton, two forms of identification are required with all individual applications.</p> <p>This will not apply where the application is on behalf of a child under three, where a copy of their birth or adoption certificate should be supplied.</p> <p>If possible at least one form of identification should be photographic identification, for example a bus pass, passport or new style driving licence, and at least one form of identification should show the applicant's current address.</p> <p>Where the applicant is an organisation, photographic identification is not required. However, the organisation's logo must be supplied with the application.</p> <p><u>Proof of eligibility</u></p> <p>Appendix C provides details of the documentation required to support applications from individuals who are eligible without further assessment.</p> <p>Applicants applying under the "severe disability in both arms" criteria who drive an adapted vehicle must provide insurance documents to prove this.</p> <p>Appendix F provides details of the documentation required to assess and process applications from organisations.</p> <p><u>Desk Based Medical information form</u></p> <p>This must be completed by the staff from the IAT for applications requiring further assessment to determine eligibility.</p> <p><u>Signature of applicant</u> (or guardian/appointee) is required for all individual applications received by post. The manager must sign organisational badge application forms. Online applications will not contain a signature.</p>	
2.7	<p>FURTHERING INCOMPLETE APPLICATIONS</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 G8(a), 8(b) or 8(c)) will be sent.</p> <p>Applicants whose application indicates that they receive HRMCDLA/PIPMA or WPMS/AFCS but who have not provided the necessary evidence, will be sent the standard letter to remind them that they must do so [Appendix G8a].</p> <p>Before terminating an incomplete application, CareFirst & CSD should be checked in case the applicant is deceased.</p> <p>The car badge screen will be updated as 'badge discontinued' and the reason stated in the notes field.</p>	

	<ul style="list-style-type: none"> <u>No:</u> <p>OT emails the decision to HDL Admin on the pro forma. The OT should provide specific reasons why the service user is not eligible for a badge, as this will need to be included in the letter (Appendix G14b) which HDL will send to the service user together with details of the appeal or complaint.</p> <p>Following an IMA, any appeal received will be for the application (and any DBA or IMA) to be reviewed by the DM to ensure all processes have been followed correctly.</p> <p>If the DM feels the process has not been applied correctly and approves a Blue Badge, an email should be sent to HDL for issue. If the application is declined, a letter will be sent to the applicant by the DM with an explanation as to why they are not eligible for a Blue Badge.</p> <p>If the process has not followed correctly the DM should raise the issues with the staff team concerned to ensure further problems to not occur.</p> <p>Corporate Complaints may be made concerning the behaviour/attitude of staff, or the process not having been correctly followed, but not against the decision.</p>	<p>NOTE <i>Refusal letter should be specific on the reasons why the application has been unsuccessful.</i></p> <p><i>Appeals procedure see 2.12 for the process.</i></p> <p><i>An approval at the DM stage should only be considering if the process has been followed correctly.</i></p>
<p>2.9</p>	<p>FORM OF BADGE</p> <p>Badges contain a gender specific serial number for parking enforcement purposes, which must be correctly assigned to the applicant. The old style badges were easy to copy and forge, and details such as the expiry date could be altered.</p> <p>The new design, which has been implemented for both individual and organisational badges, uses sophisticated secure print technologies to ensure badges cannot be copied or forged, and details cannot be altered. The new badge design also included raised text features, a hologram and has been tested to withstand up to 120 degrees centigrade.</p> <p>An up to date photograph must be submitted and digitally scanned onto the back of an individual badge (unless the LA is satisfied that the holder is not expected to live beyond six months from the date of issue).</p> <p>A 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><i><u>Transsexual/transgender applicants</u> should be regarded in the gender with which they identify.</i></p>
<p>2.10</p>	<p>ISSUING BADGES</p> <p>Blue Badges for successful applicants who meet the necessary criteria are ordered via the BBIS system by HDL staff. The badges are delivered to the HDL office as requested by the applicant. Applicants are telephoned to advise that the badge has been delivered and is available for collection.</p> <p>Badges may only be collected within 7 days of any current badge's expiry date.</p> <p>Applicants who cannot be reached via telephone are sent a letter (Appendices G15a, b, c, or d) asking them/their representative) to collect the Blue Badge in person from the relevant HDL office.</p> <p>Only exceptionally, at the specific request of the applicant or their representative, may the badge be posted out by the Blue Badge Administration Team.</p>	<p><i><u>Care First & CSD recording</u></i> <i>Once applications have been processed, the outcome is recorded (service completed) and the case closed.</i></p>

	<p>To help prevent fraud, HDL staff must check that the person collecting the badge is the applicant by checking the badge photographs. 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 G16) 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 three are also issued with additional information on the qualifying criteria (Appendix G17). Most badges are issued for three years, although there are exceptions as explained in the Policy section (1.5).</p>	
<p>2.11</p>	<p>COLLECTION OF FEES</p> <p>A £10 fee will be charged when an application is accepted to be processed, as a receipt number is requested by the badge ordering system. In cases where a further medical assessment is needed to establish eligibility, and an application is subsequently refused, a full refund will be made.</p> <p>In the case of postal applications, the applicant/organisation will be written to when the badge is approved. Payment of the £10 fee is requested at that point. No badge will be issued without payment of the fee.</p>	
<p>2.12</p>	<p>UNSUCCESSFUL APPLICATIONS</p> <p>The grounds for refusing to issue a badge are set out in the Regulations and explained in the Policy section at 1.8. The most common reason for unsuccessful application is the applicant failing to provide adequate evidence of eligibility.</p> <p>In all cases where application is unsuccessful, a letter giving reasons for refusal of the badge (Appendices G11(a), (b), (c) or (d)) must be sent to the applicant.</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, by email, to the Manager of the Initial Assessment Team for further advice.</p> <p>Any photographs which were provided must also be returned. The decision letter provides information on the Appeals Procedure (see 2.12).</p> <p>A period of 6 months must elapse before an unsuccessful applicant may reapply, unless the applicant becomes eligible under one of the automatic criteria or there is a substantial change in their medical condition.</p>	
<p>2.13</p>	<p>APPEALS PROCEDURE</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 contact HDL or the CC, to request an appeal.</p> <p>Appeals will be logged in the notes field of the Car Badge Application details (date sent/initials of the member of staff forwarding the appeal. Notification of the appeal and its outcome should be noted on CareFirst & CSD System.</p> <p>There are two instances in which an applicant may request an appeal during the assessment stages. These are:-</p> <ol style="list-style-type: none"> 1. If an IAT DBA results in a refusal letter, the applicant can be invited for an IMA. 	

	<p>2. If an IMA is carried out by the OT and results in a refusal letter - The staff at HDL/CC will scan and email all relevant documents i.e. Application form, any desk based assessments and any other supporting document to the Divisional Manager , who will review all the information and inform the applicant of their decision.</p> <p>Appeals will be dealt with within 28 days of receipt. 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. Appeals must be forwarded to the DM by the Blue Badge Administration Team on the same day they are received.</p> <p>After reviewing evidence gathered during the investigation, the DM will re-determine eligibility and confirm/revise the original decision and send a pro forma by email to HDL/CC, for recording on Care First & CSD. If the decision is revised in the applicant's favour, the DM notifies the applicant by letter (Appendix G14(a)). Subsequently, the Blue Badge Admin Team will write to the applicant (Appendices G15(a), (b),(c) or (d)) advising them when/where they can collect the badge.</p> <p>If the decision is to confirm the original decision of not issuing a badge then the DM will send a letter to the applicant detailing the decision. The completed pro forma should be returned to HDL together with notification of the outcome of the appeal.</p> <p>When the relevant notifications are sent to the applicant, they should be advised that if they are unhappy about the attitude/behaviour of the assessor they can lodge a complaint, which will trigger the social care complaints process.</p> <p>If a social care complaint is received, HDL should be notified by email to make the appropriate note on the service user's notes.</p> <p>Misuse of badge</p> <p>In cases where:-</p> <ul style="list-style-type: none"> • an application is refused because an applicant has previously misused a badge leading to one relevant prosecution (see 1.10); or • a badge holder has been required to return a badge on account of its misuse; or • it is believed that the badge has been obtained by false representation; <p>the case will be reviewed by the OD, Prevention and Assessment who will make the final decision as to whether to refuse or withdraw the badge.</p> <p>The Applicant may appeal against the decision to the Secretary of State for transport within 28 days from the date of the decision letter (notice of determination). These are the only circumstances in which appeals may be made to the Secretary of State.</p> <p>Where an appeal to the Secretary of State is unsuccessful, further appeal will be via the magistrate's court, whose decision is final.</p>	
<p>2.14</p>	<p>REPLACEMENT BADGES</p> <p>Badge holders must complete the application form for a duplicate badge (Appendix G4).</p> <p>If the badge has been lost or stolen, the applicant should be advised to</p>	<p>Fees A £10 fee is charged for all replacement badges, whether damaged, lost or</p>

	<p>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. Damaged badges must be returned to HDL at the same time the replacement badge is issued.</p> <p>There is a facility for members of the public to be able to report lost and stolen badges and any change of circumstances via Directgov, which went live April 2012</p> <p>Replacement badges will have an issue number on the front of the card next to the badge reference number. 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><i>stolen.</i></p> <p><u>Record keeping</u> <i>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.</i></p>
<p>2.15</p>	<p>MISUSE OF BADGES</p> <p>All reports of incidents of misuse of badges reported to Social Services must be recorded on CareFirst & CSD.</p> <p>Following a reported incident of misuse, the badge holder will be sent a letter (Appendix G18(a)) asking them to present their badge for inspection to a Team Leader at one of the HDLs. 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>If more than one incident relating to an individual is recorded, a warning notice will be issued to the badge holder. (Appendix G18(b))</p> <p>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 (Appendix G18(c)). The applicant has the right to appeal against this decision to the Secretary of State for Transport (see 2.12 - Appeals Procedure).</p>	<p><u>Recording Misuse</u></p> <p><i>Reports of misuse (including letters received from any transport enforcement officer e.g. PCOS, Police etc) of a badge where the badge holder is identified, are recorded under 'misuse'.</i></p>

The disabled persons' 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 (SI 2000/682);
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2000 (SI 2000/1507);
- the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 (SI 2000/693);
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2007 (SI 2007/2531);
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment No. 2) Regulations 2007 (SI 2007/2600);
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment No. 3) Regulations 2011 (SI 2011/1307).

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 the Acts) can also be viewed on the website of the Office of Public Sector Information at www.opsi.gov.uk.

The Department for Transport has produced the following leaflets about the Blue Badge Scheme:

- Can I Get a Blue Badge?
- The Blue Badge Scheme: rights and responsibilities

The Blue Badge Scheme: rights and responsibilities leaflet should be issued to the badge holder, along with the badge.

The DfT is unable to provide hard copies of these leaflets but they can be downloaded from the DfT website.

Blue Badges, laminate sleeves and parking discs are available from The Stationery Office ('TSO') at:

- TSO Orders PO Box 29 Norwich NR3 1GN
- Tel: 0870 600 5522 Fax: 0870 600 5533 Web-site: www.tsoshop.co.uk

Other publications which may be of interest are:

- Inclusive Mobility

The Directgov Website also provides useful information on the following aspects of the scheme:

- Use of the Blue Badge in London
- The Congestion Charge Scheme for Blue Badge holders
- Toll Concessions for Disabled People
- Using a Blue Badge in other EU countries

(Re-produced from DfT - The Blue Badge Scheme Local Authority Guidance (England) June 2011)

Ensuring fair allocation of badges

The following measures will be implemented to help ensure that badges are issued fairly, against a background of rising demand, and that the scheme remains sustainable in the long term for those disabled people who rely on it in the most:-

Reform measure	Earliest delivery¹
Transfer control of current NHS spend on badge eligibility assessments to local authorities	April 2011
Publication of non statutory guidance on scheme administration and enforcement	May/June 2011
Amend legislation to require wider use of independent mobility assessments to determine eligibility, including where previously that assessment was carried out by a GP	2012
Extend eligibility to more disabled children under 3 with specific medical conditions	May 2011
Provide continuous automatic entitlement to severely disabled service personnel and veterans with specific tariffs of award under the Armed Forces Compensation scheme	May 2011
Amend residency requirements for disabled Armed Forces personnel and their families posted overseas on UK bases, so that they can apply for a badge	2013/14
Further research to inform a decision on whether or not to extend eligibility to people with a severe temporary disability (lasting at least one year)	Decision late 2011

¹ Delivery of many of the measures are subject to primary or secondary legislation and may change as a result of factors such as the availability of Parliamentary time

Delivering efficiency savings and improving customer services

The following measures will be implemented to help local authorities improve service delivery and achieve efficiency savings, and to improve customer services for badge holders:

Reform measure	Earliest delivery
Establish with local authorities a common service improvement project (BBIS) that will deliver operational efficiency savings. This project will be self-funding and should deliver efficiency savings of between £6.5 and £20 million per year. This project will improve customer services and establish an on-line application facility. It should result in faster, more automatic renewals for people whose circumstances do not change between renewal periods	System go live end 2011/ early 2012

Improved and effective prevention of abuse and enforcement

The following measures will be implemented to help prevent abuse from happening in the first place and to deal with rising levels of fraud and abuse:

Reform measure	Earliest delivery
Introduce a new badge design that is harder to copy, forge and alter. Implement (via the common service improvement project) new arrangements for printing and distribution to prevent fraud and effectively monitor cancelled, lost and stolen badges	End 2011
The common service improvement project (BBIS) will enable local authorities to detect abuse more effectively. Officers will be able to check details of new badges issued anywhere in England.	Early 2012
Introduce new or amended powers for local authorities to tackle abuse and fraud. In particular to: <ul style="list-style-type: none"> • extend the grounds available to local authorities to refuse to issue and to withdraw badges • provide local authorities with a power to cancel badges that have been lost, stolen, have expired, or have been withdrawn for mis-use • provide local authority authorised officers with a power to recover, on-the-spot, badges that have been cancelled or misused • amend existing legislation to clarify wrongful use of a badge and the powers to inspect badges 	End 2011 2013/14 2012/14 2013/14

The Badge fee

The following measure will be implemented to enable local authorities to cover administrative costs more appropriately and to enable the delivery of the new badge design:

Reform measure	Earliest delivery
Change legislation to raise the maximum fee that local authorities can charge for a badge from £2 to £10. This will pay for the new badge design and it enable the common service improvement project (BBIS). Badge holders should, in return, benefit from improved accessibility as abuse is reduced.	End 2011

What we are not doing

The following measures will not be implemented:

Reform measure
Increasing or decreasing the length of time that badge holders can park on yellow lines (from the current 3 hours); or changing it so that badge holders, for example, could not park on double-yellow lines; or extending the scheme so that it includes off-street parking or includes the four local authorities covered by the 'London Concession'. No changes are being made to the concession itself.
Further extending eligibility, for example, to those with cognitive or behavioural impairments, those with colitis, Crohn's disease or similar conditions (or those with a temporary disability of less than one year).
Introducing a centrally administered scheme.
Raising the maximum fee to £20 (as is the case in Scotland) or removing the maximum that a local authority may charge. It was felt, based on consultation, that £10 would be the most appropriate fee. Amending primary legislation to make it mandatory for all local authorities to charge the same fee. This was rejected as it does not support the localism agenda. Charging the fee on application for rather than on issue of a badge, so that unsuccessful applicants would also have to pay the fee. This was rejected as it was felt to be unfair.
Other options in relation to new or amended enforcement powers that were not considered proportionate.

Welfare Reforms April 2013

The Department for Work & Pensions (DWP) is introducing a new social security benefit called Personal Independence Payment (PIP) which will replace Disability Living Allowance (DLA) for people aged 16-64 on or after 8 April 2013.

New claims to PIP

From April 2013, PIP will be introduced for new claimants (aged between 16-64 on or after 8 April 2013) living in the North West and part of the North East of England [see list of Blue Badge issuing local authorities affected from April at Annex A]. DLA will continue in other parts of the country during this controlled start period.

From June 2013, PIP will be introduced in the remaining parts of Great Britain for new claimants aged 16-64.

Existing DLA claimants

From October 2013 – the following DLA recipients will be invited by DWP to claim PIP: individuals who report a change that affects their DLA care or mobility needs; recipients of a fixed term DLA award whose award expires from the end of February 2014 onwards; young people turning age 16 (with the exception of those awarded DLA under the rules for people who are terminally ill);

From 2015 – DWP will start to contact everyone else aged 16-64 receiving DLA (through a random selection process). DWP will write to individuals in plenty of time and they do not need to contact DWP now.

PIP is not being extended to existing DLA claimants below the age of 16 and those aged 65 or over on 8 April 2013. However, anyone assessed as being entitled to PIP may continue to receive the benefit after the age of 65 if they continue to fulfil the entitlement conditions, including those for the mobility component.

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 & CSD 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) & Personal Independence Payment (PIP)

An applicant receiving HRMCDLA will have a recent (dated within the last 12 months) award notice letter from the Disability and Carers Service (DCS) or an annual letter detailing the uprated allowance.

From 8 April

begin issuing badges, without further assessment, to people who receive 8 points or more under the 'Moving Around' mobility component of PIP because they cannot stand and walk (aided or unaided) more than 50.

These people should provide an original PIP award letter in support of their application which must include one of the descriptions C-F mentioned above in the 'Moving Around' box which features under the Mobility Component section of the letter. Scores will not be included in the letters until October 2013.

After October 2013

If someone aged 16-64 applies for a badge with a DLA letter, we would recommend you check with DWP that their award has not been stopped.

By 2018

People of 16-64 should not be attempting to claim a badge by virtue of DLA as entitlement will have stopped and any DLA award letter presented is likely to be out of date.

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

An applicant receiving WPMS will have a recent (dated within the last 12 months) award letter from the Service Personnel and Veterans Agency or an annual letter detailing the uprated allowance.

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 above conditions 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 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. In all cases entitlement depends on the applicant's difficulty in walking - 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.

Activity 12 – Moving around

This activity considers a claimant’s physical ability to move around without severe discomfort such as breathlessness, pain or fatigue. This includes the ability to stand and then move up to 20 metres, up to 50 metres, up to 200 metres and over 200 metres.

Notes:

This activity should be judged in relation to a type of surface normally expected out of doors such as pavements on the flat and includes the consideration of kerbs.

20 metres is considered to be the distance that a claimant is required to be able to repeatedly walk in order to achieve a basic level of independence in the home.

50 metres is considered to be the distance that a claimant is required to be able to repeatedly walk in order to achieve a basic level of independence outdoors.

50 to 200 metres is considered to be the distance that a claimant is required to be able to repeatedly walk in order to achieve a higher level of independence outdoors.

Standing means to stand upright with at least one biological foot on the ground with or without suitable aids and appliances (note – a prosthesis is considered an appliance so a claimant with a unilateral prosthetic leg may be able to stand whereas a bilateral lower limb amputee would be unable to stand under this definition).

“Stand and then move” requires an individual to stand and then move independently while remaining standing. It does not include a claimant who stands and then transfers into a wheelchair or similar device. Individuals who require a wheelchair or similar device to move a distance should not be considered able to stand and move that distance.

Aids or appliances that a person uses to support their physical mobility may include walking sticks, crutches and prostheses.

When assessing whether the activity can be carried out reliably, consideration should be given to the manner in which they do so. This includes but is not limited to, their gait, their speed, the risk of falls and symptoms or side effects that could affect their ability to complete the activity, such as pain, breathlessness and fatigue. However, for this activity this only refers to the physical act of moving. For example, danger awareness is considered as part of activity 11.

A	Can stand and then move more than 200 metres, either aided or unaided	0
B	Can stand and then move more than 50 metres but no more than 200 metres, either aided or unaided.	4
C	Can stand and then move unaided more than 20 metres but no more than 50 metres	8
D	Can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres <i>(For example this would include people who can stand and move more than 20 metres but no further than 50 metres, but need to use an aid or appliance such as a stick or crutch to do so.)</i>	10
E	Can stand and then move more than 1 metre but no more than 20 metres, either aided or unaided.	12
F	Cannot, either aided or unaided: (i) Stand; or (ii) Move more than 1 metre	12

Note – This section is taken from the PIP guidance 23 January 2013 which says the document will continue to be refined in the run – up to the implementation of PIP in April 2013

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.

- A covering letter on the organisation's headed notepaper, together with a copy of the organisation's CQC 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



The Blue Badge Scheme of Parking Concessions for Disabled / Blind People

Application Form (Over 3 years of age)
Eligible without further assessment

*Please ✓ as appropriate

Part A: Personal Details

Title:	First Names:
Surname:	
Surname at birth (if different):	
Town of birth:	Country of birth:
Current address:	
Town:	Postcode:
Gender: Male/Female (Please delete)	Date of birth:
	National Insurance No:
Email:	Tel:

Previous address if different in the last 3 years:

	Postcode:

Do you currently hold a Blue Badge, or have you held a Blue Badge before?

Yes No

If Yes, please confirm the following:

Badge Serial Number:	Expiry date:
Which local authority issued the badge?	

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

If **Yes**, do you give permission for us to check the local authorities register of blind people to see whether your disability is already known.

Yes **No**

If **No**, please supply a copy of your Certificate of Vision Impairment (CVI), or BD8 form, signed by a Consultant Ophthalmologist and indicate that you wish to be registered as blind.

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

Yes **No**

If **Yes**, please supply an original letter of entitlement dated within the last 12 months or an original copy of your current annual uprating letter.

B3.

If you meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP), does your statement match one of the following:

- You can stand and then move unaided more than 20 metres but no more than 50 metres
- You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres
- You can stand and then move more than 1 metre but no more than 20 metres
- You cannot stand or move more than 1 metre

No, none of the above (go to B4).

If your statement **did** match one of the statements above, have you been awarded this benefit for an ongoing period?

Yes

No, it is due to end on / / (DD/MM/YYYY)

You must enclose an original letter of entitlement to this benefit issued within the last 12 months.

B4. Do you receive War Pensioners' Mobility Supplement? **Yes** **No**

If **Yes**, please supply your award letter from the Service Personnel and Veterans Agency.

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number 0800 169 22 77

B5. Do you receive Armed Forces Compensation Scheme (AFCS) tariff 1-8; and have been assessed by the SPVA as having a permanent and substantial disability that causes inability to walk or considerable difficulty in walking?

Yes **No**

If **Yes**, please supply your award letter from the Service Personnel and Veterans Agency.

If you have answered Yes to any of the questions in Part B, please go to Part C. If you have answered No to all the questions in Part B, you may qualify for a badge with further assessment. Please read the notes below.

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 3 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.
2. You are over 3 years of age and cannot walk, or have severe difficulty with walking due to a permanent and substantial disability.

Please complete application form for applicants who require further assessment

3. The application is for a child under 3, who falls into one or both of the following categories:
 - A medical condition that requires the person must always be near a vehicle for the purposes of speedy treatment. E.g. 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.
 - Children who have a condition requiring the transportation of bulky medical equipment, which cannot be carried around with the child without great difficulty. Examples of equipment would include: Ventilators; suction machines; feed pumps; parenteral equipment; syringe drivers; oxygen equipment; continual oxygen saturation monitoring equipment and casts and associated medical equipment for correction of hip dysplasia.

Please complete child under 3 application form

- The intention of the Scheme is that only very severely disabled people will qualify under these conditions.
- 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.

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

C1. Will you be a driver or a passenger in a car when using a Blue Badge?
Driver Passenger

C2. Please state the registration number of the vehicles you travel in most often
Note: Up to three registration numbers should be nominated but other vehicles may be used and the badge transferred when necessary.

--	--	--

C3. A passport quality photograph of the applicant is required for display on the badge. Please ensure that the applicants name is on the back of the photograph and that you complete the declaration in section D of this form to confirm that the photograph is a true likeness.

C4. We need to check that you are a resident in this local authority before we can process your application. Please attach a recent utility bill, Council Tax bill, tenancy agreement or bank statement.
Alternatively you may give permission for us to check your residency against the Council Tax database or electoral register (see declaration in part D)

C5. You must provide proof of identity by producing one of the following original documents:

Birth certificate/adoption certificate Marriage/Divorce Certificate

Civil partnership/dissolution certificate Valid driving licence

Passport

Please note this list is not exhaustive, please contact us if you are unable to provide one of the documents listed.

C5. 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

Runcorn Library, Granville St, Runcorn

Ditton Library, Queens Ave, Widnes

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

I declare that to the best of my knowledge, all the information I have provided is complete and accurate. I realise you may take action against me if I have provided false information in this application form.

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

I confirm that the photographs I have submitted with my application are a true likeness.

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.

I give permission to the local authority to check my personal details against the Council Tax database or electoral register so that I do not need to submit proof of my address.

I understand that I must not hold more than one valid Blue Badge at any time.

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

Print Full Name:

Signed:

Date:

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



The Blue Badge Scheme of Parking Concessions for Disabled / Blind People

Application Form (Over 3 years of age)
For those who require further assessment

*Please ✓ as appropriate

Part 1: Personal Details

Title:	First Names:
Surname:	
Surname at birth (if different):	
Town of birth:	Country of birth:
Current address:	
Town:	Postcode:
Gender: Male/Female (Please delete)	Date of birth:
Carefirst ID:	National Insurance No:
Email:	Tel:

Previous address if different in the last 3 years:

	Postcode:

Do you currently hold a Blue Badge, or have you held a Blue Badge before?

Yes No

If Yes, please confirm the following:

Badge Serial Number:	Expiry date:
Which local authority issued the badge?	

Applicants with walking difficulties who require further assessment – go to part 2.

Applicants with a disability in both arms who require further assessment – go to part 3.

Part 2

Questions for applicants with walking difficulties who require further assessment.

These questions are intended for people who do not meet the criteria for eligibility without further assessment, **see below**:

- Registered as severely sight impaired (blind) under the National Assistance Act 1948.
- In receipt of the higher rate of the mobility component of Disability Living Allowance.
- In receipt of War Pensioners Mobility Supplement.
- In receipt of Armed Forces Compensation Scheme (AFCS) tariff 1-8.

If you are unable to meet one of these criteria then you may be eligible with further assessment, however you will only qualify for a Blue Badge if you, or the person on whose behalf you are applying, are over three years of age and **have a permanent and substantial disability which means you are unable to walk or you have very considerable difficulty in walking.**

Please complete **all** questions – if a question does not apply to you please state 'not applicable', do not leave any question blank or your form may be returned to you.

2(1) Please describe:

- Any medical conditions/disabilities **which affects your mobility**.
- If you know them please state the medical terms for the condition you have been diagnosed with.

Office use only

2(2) Please describe:

- Any surgery or courses of treatment you have undergone or specialist clinics you have attended in relation to each medical condition / disability you have mentioned.
- Please state when you underwent any relevant surgery or treatment or attended specialist clinics.

Surgeries/courses of treatment/specialist clinics:	Dates you received treatment:
Office use only	

2 (3) Are you currently...

(Please answer “YES” or “NO” to the statements you and provide further details in the space below).

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	A) Awaiting surgery in relation to the conditions / disabilities described above?
<input type="checkbox"/>	<input type="checkbox"/>	B) Recuperating from surgery in relation to the conditions / disabilities described above? If yes - Please state below if your condition has changed in any way since your surgery.
<input type="checkbox"/>	<input type="checkbox"/>	C) Awaiting treatment for any of the conditions / disabilities described above?
<input type="checkbox"/>	<input type="checkbox"/>	D) Managing your condition / disability since you have been advised it is not expected to improve any further?
<input type="checkbox"/>	<input type="checkbox"/>	E) Is your condition / disability likely to improve?

Office use only

2(4)What medication do you currently take in relation to the conditions / disabilities you described ?

Medication	Dosage	Frequency
Office use only		

2(5) Are you currently taking any pain relief for your mobility in relation to your medical conditions / disabilities?

Yes **No**

If yes, please explain what you are taking and how frequently you need it:

Office use only

2(6) Please give details of the healthcare professionals or specialists (including your GP) who have been treating you in relation to the conditions / disabilities described :

Name	Job title	Hospital/Health Centre	Telephone Number
Office use only			

2(7) Do you anticipate that your conditions / disabilities will improve in the next 3 years? (Tick as appropriate).

Yes **No**

Office use only

2(8) If you ticked YES, please describe how much you expect your conditions / disabilities to improve.

Office use only

2(9) How do the conditions / disabilities you described above affect your ability to walk?

Office use only

2(10) Please answer “YES” or “NO” to the following statements to describe your general walking ability:

Yes No

<input type="checkbox"/>	<input type="checkbox"/>	A) I am able to walk well, including recreational walks.
<input type="checkbox"/>	<input type="checkbox"/>	B) I am able to walk around the supermarket to do my own shopping.
<input type="checkbox"/>	<input type="checkbox"/>	C) I am able to walk and can use public transport for some of my local trips.
<input type="checkbox"/>	<input type="checkbox"/>	D) I am able to walk, but struggle with longer distances or hills.
<input type="checkbox"/>	<input type="checkbox"/>	E) I am able to walk, but get breathless if I walk for more than a few minutes.
<input type="checkbox"/>	<input type="checkbox"/>	F) I am able to walk, but find it too painful to walk for more than a few minutes.
<input type="checkbox"/>	<input type="checkbox"/>	G) I am able to walk but use a wheelchair for longer trips outside the home.
<input type="checkbox"/>	<input type="checkbox"/>	H) I am able to walk around my home
<input type="checkbox"/>	<input type="checkbox"/>	I) I am unable to climb the stairs.
<input type="checkbox"/>	<input type="checkbox"/>	J) I am unable to walk at all.

Office use only

2(11) Are you able to walk outside without help?

Yes **No**

Office use only

2(12) Where, in your local area, can you comfortably walk to from your home?

(Please state a specific location or landmark which could be found on a map, e.g. a shop, street address or park).

Office use only

2(13) Please answer “YES” or “NO” to the statements below that describe the way you walk:

YES NO

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	A) No specific problems with walking.
<input type="checkbox"/>	<input type="checkbox"/>	B) You walk with a slight limp.
<input type="checkbox"/>	<input type="checkbox"/>	C) You walk with a heavy limp, a stiff leg or shuffle, or have problems with balance.
<input type="checkbox"/>	<input type="checkbox"/>	D) You drag your leg, stagger, swing through two crutches or need physical support.
Office use only		

2(14) Do you use any of the following walking aids?

(Please tick whichever options apply to you - you can tick more than one box).

<input type="checkbox"/>	1 elbow crutch.	<input type="checkbox"/>	2 elbow crutches.
<input type="checkbox"/>	1 walking stick.	<input type="checkbox"/>	2 walking sticks.
<input type="checkbox"/>	Walking frame (Zimmer frame).	<input type="checkbox"/>	Rollator.
<input type="checkbox"/>	Wheelchair.	<input type="checkbox"/>	Powered wheelchair.
<input type="checkbox"/>	Other (please describe in the space below)		
Office use only			

2(15) Were your walking aids...

(Please answer "YES" or "NO" to the following statements).

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	A) Purchased privately by me.
<input type="checkbox"/>	<input type="checkbox"/>	B) Prescribed by a healthcare professional.
<input type="checkbox"/>	<input type="checkbox"/>	C) Provided by Social Services.
<input type="checkbox"/>	<input type="checkbox"/>	D) Other (please describe below).
Office use only		

2(16) How far would you estimate you are able to walk, using any walking aids, before you feel severe discomfort?

(Please state the distance in metres or yards using whichever measure is best for you).

: metres

: yards

When answering this question please note that:

- The average adult step is just less than one metre, which is 1.1 yards or 3 feet and 4 inches.
- If you walk alongside someone and they take 100 steps you would have walked roughly 90 metres, or 100 yards.
- The average double-decker bus is about 11 metres, or 12 yards, long.
- A tennis court is about 24 metres, or 26 yards, long.
- A full size football pitch is about 100 metres, or 110 yards, long.

Office use only

2(17) Roughly how much time would you estimate it takes you to walk this distance?

: minutes

Office use only

2(18) Are you able to continue walking after a short rest?

Yes No

Office use only

2(19) If you can continue, roughly how long (in minutes) are you able to walk for in total?

: minutes

Office use only

2(20) Please answer 'YES' or 'No' to each of the following questions by ticking the relevant box:

YES NO

<input type="checkbox"/>	<input type="checkbox"/>	A) Are you troubled by shortness of breath when hurrying on level ground or walking up a slight hill?
<input type="checkbox"/>	<input type="checkbox"/>	B) Do you get short of breath walking with other people of your own age on level ground?
<input type="checkbox"/>	<input type="checkbox"/>	C) Do you have to stop for breath when walking at your own pace on level ground?
<input type="checkbox"/>	<input type="checkbox"/>	D) Do you get too breathless to leave your home, or after dressing?

Office use only

2(21) Is there anything else you would like to add that you think is relevant in support of your application for a Blue Badge?

Office use only

Part 3

Questions for applicants with a disability in both arms who require further assessment.

These questions are intended for people who **drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, parking meters.**

3(1) Do you drive regularly?

Yes **No**

Office use only

3(2) Do you have a severe disability in both arms?

Yes **No**

Office use only

3(3) Please describe your medical condition/disability:

Office use only

3(4) Are you unable to operate, or have considerable difficulty operating a parking meter or pay and display machine due to your upper limb disability?

Yes **No**

Office use only

3(5) If yes please describe the difficulties you have with operating parking meters and pay and display machines:

Office use only

3(6) Do you drive a specially adapted vehicle?

Yes **No**

Office use only

3(7) If yes, please describe how the vehicle has been adapted for you, and enclose a copy of your insurance details verifying this adaptation:

Office use only

Part 4

This part must be completed by all applicants

(4A) Will you be a driver or a passenger in a car when using a Blue Badge?
Driver Passenger

(4B) Please state the registration number of the vehicles you travel in most often
Note: Up to three registration numbers should be nominated but other vehicles may be used and the badge transferred when necessary.

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(4C) A passport quality photograph of the applicant is required for display on the badge. Please ensure that the applicants name is on the back of the photograph and that you complete the declaration in section D of this form to confirm that the photograph is a true likeness.

(4D) We need to check that you are a resident in this local authority before we can process your application. Please attach a recent utility bill, Council Tax bill, tenancy agreement or bank statement.
Alternatively you may give permission for us to check your residency against the Council Tax database or electoral register (see declaration in part 5)

(4E) You must provide proof of identity by producing one of the following original documents:

- Birth certificate/adoption certificate Marriage/Divorce Certificate
- Civil partnership/dissolution certificate Valid driving licence
- Passport

Please note this list is not exhaustive, please contact us if you are unable to provide one of the documents listed.

(4F) 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

Part 5**Declaration (to be completed by all applicants)**

I declare that to the best of my knowledge, all the information I have provided is complete and accurate. I realise you may take action against me if I have provided false information in this application form.

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

I confirm that the photographs I have submitted with my application are a true likeness.

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.

I give permission to the local authority to check my personal details against the Council Tax database or electoral register so that I do not need to submit proof of my address.

I understand that I must not hold more than one valid Blue Badge at any time.

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

Print Full Name:

Signed:	Date:
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Additional Declaration for people signing this form for another person:

If you have signed this form for another adult, please give more details below:

Does the person named on this form know that you are signed this form for them? **YES / NO**

Your Name: _____

Your Relationship with the person who is applying for a Blue Badge: _____

Your Address:

Postcode:

Telephone Number:

Please tell us why you are signing this form for another adult. Tick all that apply.

They are too ill to sign I am a receiver for them under a Court Protection Order

I have Power of Attorney for them They cannot manage their own affairs

I receive money from the Benefits Agency for this person

Physically unable to sign

Other (please state): _____

Signed:	Date:
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Office use only

Score:

Recommendation:

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



The Blue Badge Scheme of Parking Concessions for Disabled/Blind People

Application Form (Under 3 years of age)

Part A: Personal Details

Full Name of Child:			
Surname at birth (if different):			
Town of birth:		Country of birth:	
Current address:			
Postcode:		Tel:	
Date of birth:		Male	Female
Carefirst ID:			

Renewals only:

Badge Serial Number:	Expiry date:
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Name of Person Applying on behalf of Child:	
Relationship to child:	
Contact tel no:	

Important Notes – Please read before completing application form

Complete this application form **only** if you are applying on behalf of a child aged **under 3 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 aged 3 years or more should complete a different application form. This can be obtained by ringing: **0151 907 8309**

1. Please describe child's medical condition.

2. Does this condition require regular transportation of bulky medical equipment? **Yes** **No**

3. If yes, please 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 or provide contract details below:

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

Note: One registration number should be nominated, however other vehicles may be used and the badge transferred when necessary.

6. A passport quality photograph of the child is required for display on the badge. Please ensure that the child's name is on the back of the photograph and that you complete the declaration in section D of this form to confirm that the photograph is a true likeness.
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 like to collect it?

Halton Lea, Runcorn

7 Brook Street, Widnes

Runcorn Library, Granville St, Runcorn

Ditton Library, Queens Ave, Widnes

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 child's entitlement to a badge

I confirm that the photographs I have submitted with this application are a true likeness of the child.

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

I understand that the child must not hold more than one valid Blue Badge at any time.

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

Print Full Name:

Signed:

Date:

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



The Blue Badge Scheme of Parking Concessions for Disabled / Blind People

Pre-assessed Form (Over 3 years of age)

Part 1: Personal Details

Title:	First Names:
Surname:	
Surname at birth (if different):	
Town of birth:	Country of birth:
Current address:	
Town:	Postcode:
Gender: Male/Female (Please delete)	Date of birth:
Carefirst ID:	National Insurance No:
Email:	Tel:

Previous address if different in the last 3 years:

	Postcode:

Do you currently hold a Blue Badge, or have you held a Blue Badge before?

Yes No

If yes, please confirm the following:

Badge Serial Number:	Expiry date:
Which local authority issued the badge?	

Part 2 – Assessed by Occupational Therapist/Medical Practitioner

I confirm that the applicant has a permanent disability or medical condition that affects walking ability, and I have assessed the applicant as being eligible for a Blue Disabled Car Badge. (Please provide details below)

I have assessed that the applicant **will not** require further assessment upon renewal of the Blue Disabled Car Badge.

Yes No

Signed:	Team:	Date:
Name:		Ext no:

Part 3

- (3a) Please state the registration number of the vehicles you travel in most often
Note: Up to three registration numbers should be nominated but other vehicles may be used and the badge transferred when necessary.

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- (3b) A passport quality photograph of the applicant is required for display on the badge. Please ensure that the applicants name is on the back of the photograph and that you complete the declaration in section D of this form to confirm that the photograph is a true likeness.
- (3c) We need to check that you are a resident in this local authority before we can process your application. Please attach a recent utility bill, Council Tax bill, tenancy agreement or bank statement.

Alternatively you may give permission for us to check your residency against the Council Tax database or electoral register (see declaration in part 5)

- (3d) You must provide proof of identity by producing one of the following original documents:

- Birth certificate/adoption certificate Marriage/Divorce Certificate
- Civil partnership/dissolution certificate Valid driving licence
- Passport

Please note this list is not exhaustive, please contact us if you are unable to provide one of the documents listed.

- (3e) 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
- Runcorn Library, Granville St, Runcorn Ditton Library, Queens Ave, Widnes

Part 4**Declaration (to be completed by all applicants)**

I declare that to the best of my knowledge, all the information I have provided is complete and accurate. I realise you may take action against me if I have provided false information in this application form.

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

I confirm that the photographs I have submitted with my application are a true likeness.

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.

I give permission to the local authority to check my personal details against the Council Tax database or electoral register so that I do not need to submit proof of my address.

I understand that I must not hold more than one valid Blue Badge at any time.

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

Print Full Name:

Signed:

Date:

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



Dear Applicant

To process your badge we will also need:

- A Passport sized photo which shows your face clearly and must be signed on the reverse (approximately 3.5cm x 4.5cm)
Photographs will be added to the badge in digital format and returned to you.
- 2 forms of personal identification – one must be a photograph form of identification and one must show your address
- £10.00 fee

You can return your application and proofs in person, or by post to one of the following Halton Direct Link offices:

Runcorn: Halton Direct Link Offices

Concourse Level Rutland House Halton Lea Shopping Centre Runcorn Cheshire WA7 2ES	Granville Street Runcorn WA7 1NE (inside library) Closed Wednesday
---	--

Widnes: Halton Direct Link Offices

7 Brook Street, Widnes, Cheshire WA8 6NB	Queens Avenue, Ditton, Widnes WA8 8HT (within Ditton Library)
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For all Blue Badge Scheme enquiries call 0151 907 8309



The Blue Badge Scheme of Parking Concessions for Disabled/Blind People

Fast-track Application

Part 1: Personal Details

Title:	First Names:
Surname:	
Surname at birth (if different):	
Town of birth:	Country of birth:
Current address:	
Town:	Postcode:
Gender: Male/Female (Please delete)	Date of birth:
Carefirst ID:	National Insurance No:
Email:	Tel:

Previous address if different in the last 3 years:

	Postcode:

Do you currently hold a Blue Badge, or have you held a Blue Badge before?

Yes No

If yes, please confirm the following:

Badge Serial Number:	Expiry date:
Which local authority issued the badge?	

Part 2 – Assessed by medical practitioner/palliative care team.

I confirm that the applicant has a terminal illness that seriously limits their walking ability, and I have assessed the applicant as being eligible for a Blue Disabled Car Badge. (Please provide details below)

--

Signed:	Team:	Date:
Name:		Ext no:

Please note, no payment will be made by Halton Borough Council for the completion of this form.

Part 3**Declaration (to be completed by all applicants)**

I declare that to the best of my knowledge, all the information I have provided is complete and accurate. I realise you may take action against me if I have provided false information in this application form.

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

I confirm that the photographs I have submitted with my application are a true likeness.

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.

I give permission to the local authority to check my personal details against the Council Tax database or electoral register so that I do not need to submit proof of my address.

I understand that I must not hold more than one valid Blue Badge at any time.

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

Print Full Name:

Signed:

Date:

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

Blue Badge Checklist
For Palliative Care Team Use Only

Proof of address:	Please circle: YES/NO
Photo I.D.	Please state type:
Other I.D.	Please state type:
Higher rate DLA proof:	Please circle: YES/NO (Proof to be enclosed)
War pensioner proof	Please circle: YES/NO (Proof to be enclosed)
AFCS proof	Please circle: YES/NO (Proof to be enclosed)



Blue Badge Scheme

Dear Customer

The Blue Badge Scheme is governed by the regulations set out by the Department for Transport.

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.

To process your badge we will also need:

- A Passport sized photo which shows your face clearly and must be signed on the reverse (approximately 3.5cm x 4.5cm)
Photographs will be added to the badge in digital format and returned to you.
- 2 forms of personal identification – one must be a photograph form of identification and one must show your address
- Proof of your eligibility, if you are applying without further assessment – acceptable forms of proof are listed on the application form
- £10.00 fee payable

You can return your application and proofs in person, or by post to one of the following Halton Direct Link offices:

Runcorn: Halton Direct Link

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

Granville Street
Runcorn
WA7 1NE (in side library)
Closed Wednesday

Widnes: Halton Direct Link

7 Brook Street,
Widnes,
Cheshire
WA8 6NB

Queens Avenue,
Ditton,
Widnes
WA8 8HT
(within Ditton Library)

For all Blue Badge Scheme enquiries call 0151 907 8309

Yours sincerely

Blue Badge Administration
Halton Direct Link

19 February 2013

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 score 8 points or more under the 'Moving Around' mobility component of Personal Independence Payment, War Pensioners Mobility Supplement or Armed Forces Compensation Scheme (AFCS) tariff 1-8.
- 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 3, 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 (3.5cm x 4.5cm).
- A copy of the organisation's CQC 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.
- £10.00 fee payable

All applications can be returned in person or by post to:

Runcorn: Halton Direct Link

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

Granville Street
Runcorn WA7 1LX
(Within Runcorn Library)
Closed Wednesday

Widnes: Halton Direct Link

7 Brook Street,
Widnes, WA8 6NB

Queens Avenue,
Ditton,
Widnes, WA8 8HT
(within Ditton Library)

If you have any queries relating to the Blue Badge application process please contact us on 0151 907 8309.

Yours faithfully

Blue Badge Administration
Halton Direct Link



The Blue Badge Scheme

Application for an Organisational Badge

Name of Organisation	
Address	
Postcode	
Telephone No.	
Contact Person	
Contact Details (if different from above)	
Email address	

Renewals Only

Badge No (s)	Expiry Date

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

Charity Number (if applicable)	
Number of service users cared for by the organisation	
Number of qualifying service users (i.e. meeting eligibility criteria for a blue badge)	

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 Yes/No	Frequency of use

*** Disabled Passenger Vehicle Class - please continue on separate sheet if necessary**

This form must be signed by the Manager

Signed	
Date	
Designation	

Declaration (to be completed by all applicants)

I declare that to the best of my knowledge, all the information I have provided is complete and accurate. I realise you may take action against me if I have provided false information in this application form.

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

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

With the completed form, you must provide:

- A covering letter on headed notepaper
 - A copy of your CCQ 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 (3.5cm x 4.5cm)
 - 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.
-
- £10.00 fee payable
 - You will need to collect your badge(s) once issued. From which Direct Link would you like to collect?
 - Halton Lea, Runcorn
 - 7 Brook Street, Widnes
 - Runcorn Library, Granville St, Runcorn
 - Ditton Library, Queens Ave, Widnes



The Blue Badge Scheme of Parking Concessions for Disabled/Blind People

Request for a Duplicate Badge

Part A: Personal Details	
Title:	Surname:
Forenames:	
Surname at birth (if different):	
Town of birth:	Country of birth:
Current address:	
Town:	Postcode:
Gender: Male/Female (Please delete)	Tel:
Date of birth:	National Insurance No:
Carefirst ID:	

Part B: Reason for Request

Please tick box: **Stolen** **Lost** **Destroyed/other**

Please give details:

--

If badge lost or stolen – which police station was it reported to?

--

What is the Police Officer's name/number?

--

Police Crime/Incident No.

--

Part C

A photograph is required for inclusion on the replacement badge. If not already on file, you will need to provide a passport quality photograph, signed by the badge holder on the reverse.

Signed

Date

Please note a charge of £10.00 will be made for this service. Your duplicate badge will have the same expiry date as the original. We will notify you when your badge is ready for collection.

Office Use Only:

Cancelled badge number:	
New badge number:	
Receipt number:	
Expiry date:	
Photograph required:	Yes/No
Photograph supplied/taken:	Yes/No
Date badge ordered:	
Date badge collected:	



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**

SignedDate

Please return this form to:-

**Halton Direct Link
7 Brook Street
Widnes
Cheshire
WA8 6NB**

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 PIPMA i.e.

Activity 12 – Moving around

This activity considers a claimant's physical ability to move around without severe discomfort such as breathlessness, pain or fatigue. This includes the ability to stand and then move up to 20 metres, up to 50 metres, up to 200 metres and over 200 metres.

Notes:

This activity should be judged in relation to a type of surface normally expected out of doors such as pavements on the flat and includes the consideration of kerbs.

20 metres is considered to be the distance that a claimant is required to be able to repeatedly walk in order to achieve a basic level of independence in the home.

50 metres is considered to be the distance that a claimant is required to be able to repeatedly walk in order to achieve a basic level of independence outdoors.

50 to 200 metres is considered to be the distance that a claimant is required to be able to repeatedly walk in order to achieve a higher level of independence outdoors.

Standing means to stand upright with at least one biological foot on the ground with or without suitable aids and appliances (note – a prosthesis is considered an appliance so a claimant with a unilateral prosthetic leg may be able to stand whereas a bilateral lower limb amputee would be unable to stand under this definition).

“Stand and then move” requires an individual to stand and then move independently while remaining standing. It does not include a claimant who stands and then transfers into a wheelchair or similar device. Individuals who require a wheelchair or similar device to move a distance should not be considered able to stand and move that distance.

Aids or appliances that a person uses to support their physical mobility may include walking sticks, crutches and prostheses.

When assessing whether the activity can be carried out reliably, consideration should be given to the manner in which they do so. This includes but is not limited to, their gait, their speed, the risk of falls and symptoms or side effects that could affect their ability to complete the activity, such as pain, breathlessness and fatigue. However, for this activity this only refers to the physical act of moving. For example, danger awareness is considered as part of activity 11.

A	Can stand and then move more than 200 metres, either aided or unaided	0
B	Can stand and then move more than 50 metres but no more than 200 metres, either aided or unaided.	4
C	Can stand and then move unaided more than 20 metres but no more than 50 metres	8
D	Can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres (For example this would include people who can stand and move more than 20 metres but no further than 50 metres, but need to use an aid or appliance such as a stick or crutch to do so.)	10
E	Can stand and then move more than 1 metre but no more than 20 metres, either aided or unaided.	12
F	Cannot, either aided or unaided: (i) Stand; or (ii) Move more than 1 metre	12

Note – This section is taken from the PIP guidance 23 January 2013 which says the document will continue to be refined in the run – up to the implementation of PIP in April 2013

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.



Service Personnel & Veterans Agency

An Executive Agency of the Ministry of Defence

Armed Forces Compensation Scheme

Norcross, Thornton-Cleveleys
Lancashire, England, FY5 3WP

Freephone: 0800 169 22 77

Overseas: + 44 1253 866 043

Textphone: 0800 169 34 58

Surname

Other names

Member number

You have received a lump sum benefit under the Armed forces and Reserve Forces (Compensation) Scheme within tariff levels 1 – 8 (inclusive) and the Secretary of State certifies that you have:-

- a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking

You may be entitled to a blue badge and/or concessionary travel.

Further information on blue badges and concessionary travel can be found at .

You can also contact your local authority for information.

Helpline Hours: Monday – Thursday:8.15am – 5.15pm, Friday: 8.15am – 4.30pm

Telephone: 0800 169 22 77

e-mail: veterans.help@spva.gsi.gov.uk

Internet:www.veterans-uk.info

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.

In order that we may continue to process your application, please forward an official letter from the DWP, dated within the last 12 months, confirming the period of the award or your current Vehicle Excise Duty Exemption Certificate.

You can return your proof in person, or by post to one of the following Halton Direct Link offices:

Runcorn: Halton Direct Link

Concourse Level Rutland House Halton Lea Shopping Centre Runcorn Cheshire WA7 2ES	Granville Street Runcorn WA7 1NE (inside library) Closed Wednesday
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Widnes: Halton Direct Link

7 Brook Street, Widnes, Cheshire WA8 6NB	Queens Avenue, Ditton, Widnes WA8 8HT (within Ditton Library)
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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

Blue Badge Administration
Halton Direct Link Team

Date

Dear

Thank you for your application for a Blue Badge.

You have ticked the box to say that you are entitled to Personal Independence Payment (PIP). In order that we may continue to process your application, please forward an official letter from the DWP dated within the last 12 months confirming the period of your award.

Please note, we also await proof of your identification, as well as the £10 fee applicable for blue badge applications.

You can return your application and proofs in person or by post to one of the following Halton Direct Link offices:

Runcorn: Halton Direct Link

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

Granville Street
Runcorn
WA7 1NE (inside library)
Closed Wednesday

Widnes: Halton Direct Link

7 Brook Street,
Widnes
Cheshire
WA8 6NB,

Queens Avenue,
Ditton,
Widnes
WA8 8HT
(within Ditton Library)

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 us on 0151 907 8309.

Yours sincerely

Halton Direct Link
Blue Badge Administration

Dear

BLUE BADGE SCHEME

Thank you for your application for a Blue Badge.

Before we can issue your badge, we need two 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

Blue Badge Administration
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 three should provide a copy of their birth or adoption certificate only as proof of identification.

You can return your proofs in person, or by post to one of the following Halton Direct Link offices:

Runcorn: Halton Direct Link

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

Granville Street
Runcorn
WA7 1NE (inside library)
Closed Wednesday

Widnes: Halton Direct Link

7 Brook Street,
Widnes,
Cheshire
WA8 6NB

Queens Avenue,
Ditton,
Widnes
WA8 8HT
(within Ditton Library)

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

Blue Badge Administration
Halton Direct Link Team

19 February 2013

Dear

Thank you for your application for a disabled Blue Badge.

Unfortunately your application form is incomplete – see highlighted section(s).

I would ask that you complete and return the form in order that we may process your application.

You can return your application in person, or by post to one of the following Halton Direct Link offices:

Runcorn: Halton Direct Link

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

Granville Street
Runcorn
WA7 1NE
Closed Wednesday

Widnes: Halton Direct Link

7 Brook Street,
Widnes,
Cheshire
WA8 6NB

Queens Avenue,
Ditton,
Widnes
WA8 8HT
(within Ditton Library)

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

Yours sincerely

Halton Direct Link
Blue Badge Administration

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

Blue Badge Administration
Halton Direct Link



Blue Badge Pro-forma

Application details

Name:	
Address:	
Date of birth:	
Care-first ID:	
Application type: (please select)	Child under 3 Over 3 requiring further assessment Organisation
Date received:	
Badge approved :	Yes/No
To be renewed without further assessment?	Yes/No
If no, reason for refusal:	Insert details below:

Blue Badge Pro-forma

1st Stage appeal

Date received:	
IMA required:	Yes/No
Outcome – badge approved:	Yes/No
If no, reason for refusal:	

2nd Stage Appeal

Date received:	
Badge approved:	Yes/No
Date decision letter sent (please attach copy)	

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 / Personal Independence Payment, 8 points or more under moving around mobility component	<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"/>
The medical information provided by you has been assessed and does not indicate that you have a permanent and substantial disability which causes inability to walk or considerable difficulty in walking.	<input type="checkbox"/>
The medical information you provided has been assessed and does not indicate you have a severe disability in both arms and are unable to operate all or some types of parking meter.	<input type="checkbox"/>

You have applied on behalf of a child aged under three 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:

Appeals Procedure

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

Runcorn: Halton Direct Link

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

Granville Street
Runcorn
WA7 1NE (inside library)

Widnes: Halton Direct Link

7 Brook Street,
Widnes,
Cheshire
WA8 6NB

Queens Avenue,
Ditton,
Widnes WA8 8HT
(within Ditton Library)

Your application will be reviewed against the eligibility criteria for the Blue Badge Scheme. To assist in making a decision about your application you may be offered an Independent Medical Assessment (IMA) by an Occupational Therapist.

The IMA will take place at the Independent Living Centre on Collier Street in Runcorn. It will last up to 45 minutes and will include observation of your mobility and range of functional movement, and questions regarding your disability. The IMA is carried out so that the Occupational Therapist can decide if you meet the national eligibility criteria as set by the Department for Transport. You will not receive a decision on the day, but will be notified in writing.

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

Please note, a period of 6 months must elapse before an unsuccessful applicant may reapply, unless the applicant becomes eligible under one of the automatic criteria or there is a substantial change in their medical condition.

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

Blue Badge Administration
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:

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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<input type="checkbox"/>
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.	<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 Halton Direct Link within 28 days of receiving this letter, telling us why you think the decision is wrong.

Runcorn: Halton Direct Link

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

Granville Street Runcorn WA7 1NE (inside library) Closed Wednesday

Widnes: Halton Direct Link

7 Brook Street, Widnes, WA8 6NB

Queens Avenue, Ditton, Widnes WA8 8HT (within Ditton Library)

Your application will be reviewed against the eligibility criteria for the Blue Badge Scheme. We 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

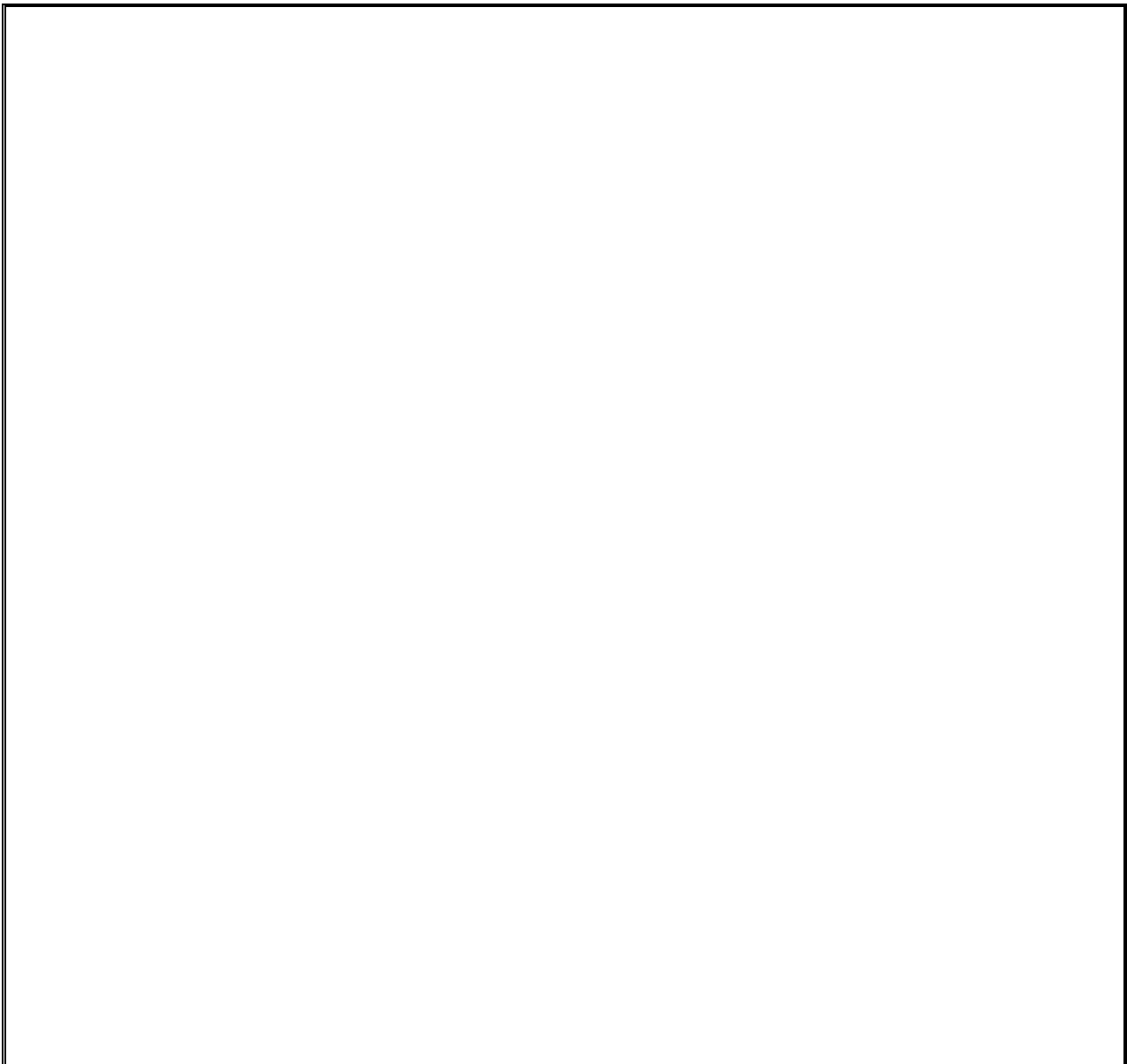
Blue Badge Administration
Halton Direct Link Team

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
Prevention and assessment**

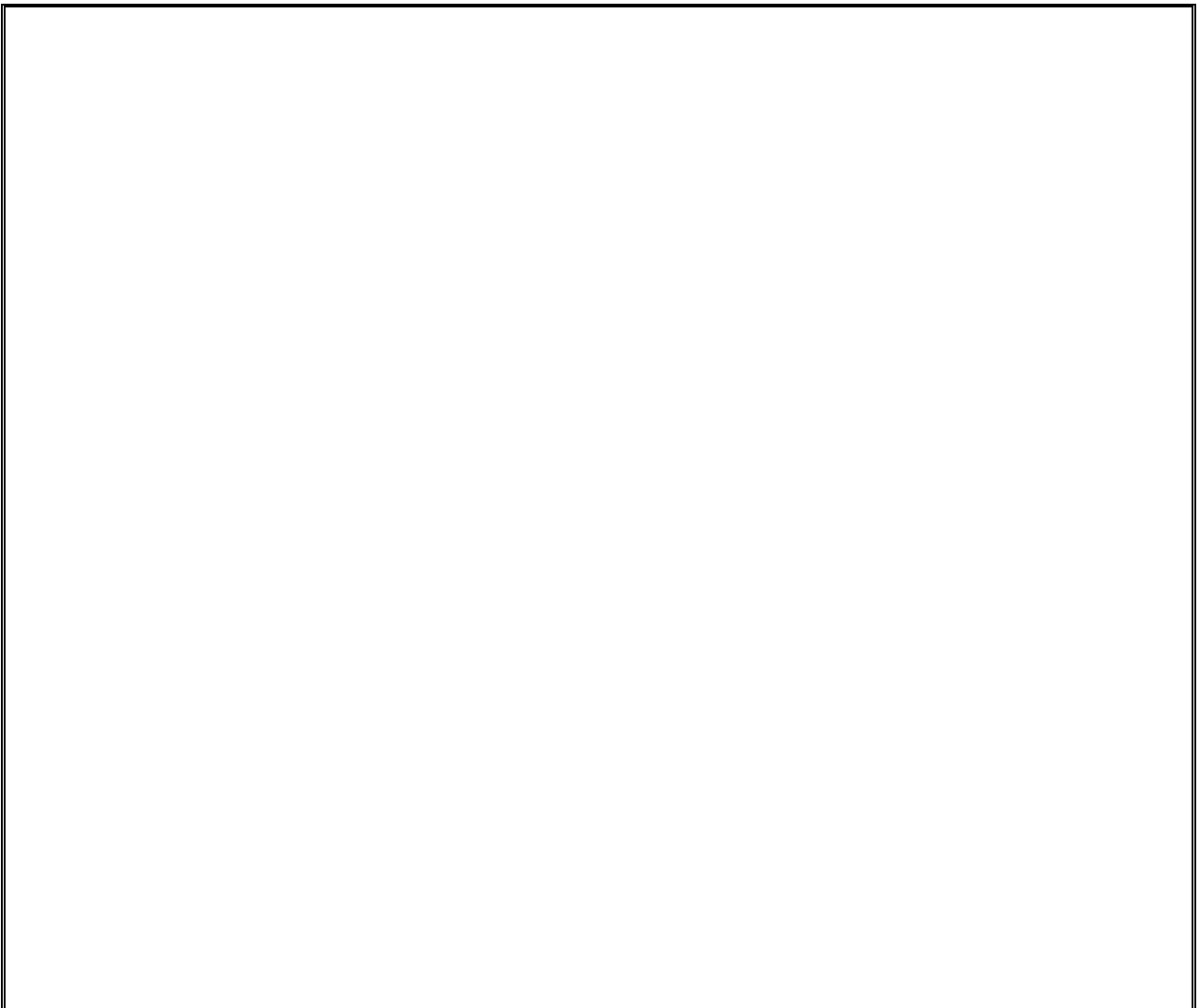
Dear

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 this address within 28 days of receiving this letter, telling us why you think the decision is wrong.

Runcorn: Halton Direct Link

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

Granville Street
Runcorn
WA7 1NE
WA7 1NE (inside library)

Widnes: Halton Direct Link

7 Brook Street,
Widnes,
Cheshire
WA8 6NB

Queens Avenue,
Ditton,
Widnes WA8 8HT
(within Ditton Library)

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
Prevention and Assessment**

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

Blue Badge Administration
Halton Direct Link

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
Initial Assessment Team

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
Initial Assessment Team

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 awarded the Personal Independence Payment who score 8 points or more under the moving around mobility component.
- 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 three, 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

Blue Badge Administration
Halton Direct Link

Dear Badge Holder

Blue Badge Application

I am pleased to tell you that your Blue Badge is ready and available for collection from the Halton Lea Direct Link One Stop Shop, Concourse Level, Rutland House, Halton Lea, Runcorn, WA7 2ES.

You can collect your badge between 9.00am – 5.30pm from Monday to Friday or 9.00am – 1.00pm Saturday. You will be asked to pay a fee of £10.00 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 proof of your identity e.g. your passport, bus pass or new style driving licence.

If this is a replacement badge for one that 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 8309.

Yours sincerely

Blue Badge Administration
Halton Direct Link

Dear Badge Holder

Blue Badge Application

I am pleased to tell you that your Blue Badge is ready and available for collection from the Runcorn Library, Granville Street, Runcorn, WA7 1NE.

You can collect your badge between 9.30-4.45 Monday, Tuesday, Thursday and Friday. You will be asked to pay a fee of £10.00 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 proof of your identity e.g. your passport, bus pass or new style driving licence.

If this is a replacement badge for one that 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 8309.

Yours sincerely

Blue Badge Administration
Halton Direct Link

Dear

Blue Badge Application

I am pleased to tell you that your Blue Badge is ready and available for collection from the Widnes Direct Link One Stop Shop, 7 Brook Street, Widnes, Cheshire, WA8 6NB.

You can collect your badge between 9.00am–5.30pm from Monday to Friday or 9.00am–1.00pm Saturday. You will be asked to pay a fee of £10.00 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 proof of your identity e.g. your passport, bus pass or new style driving licence.

If this is a replacement badge for one that 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 8309.

Yours sincerely

Blue Badge Administration
Halton Direct Link

Dear Badge Holder

Blue Badge Application

I am pleased to tell you that your Blue Badge is ready and available for collection from the Ditton Library, Queens Avenue, Ditton, Widnes, Cheshire, WA8 8HR.

You can collect your badge between 9.30am – 4.45pm from Monday to Friday. You will be asked to pay a fee of £10.00 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 proof of your identity e.g. your passport, bus pass or new style driving licence.

If this is a replacement badge for one that 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 8309.

Yours sincerely

Blue Badge Administration
Halton Direct Link

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 £10.00 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 £10.00 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; or
- the badge holder dies

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

Yours faithfully

Blue Badge Administration
Halton Direct Link Team

IMPORTANT INFORMATION ABOUT THE BLUE BADGE FOR CHILDREN AGED UNDER THREE YEARS

Please read carefully

A child aged under three 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 three 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 three 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 WA7 2ES

Granville Street
Runcorn
WA7 1NE (inside library)

Closed Wednesday

Widnes: Halton Direct Link

7 Brook Street,
Widnes,
Cheshire WA8 6NB

Queens Avenue, (inside library)
Ditton,
Widnes WA8 8HT

Yours sincerely

Blue Badge Administration
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

Blue Badge Administration
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
Prevention and Assessment**

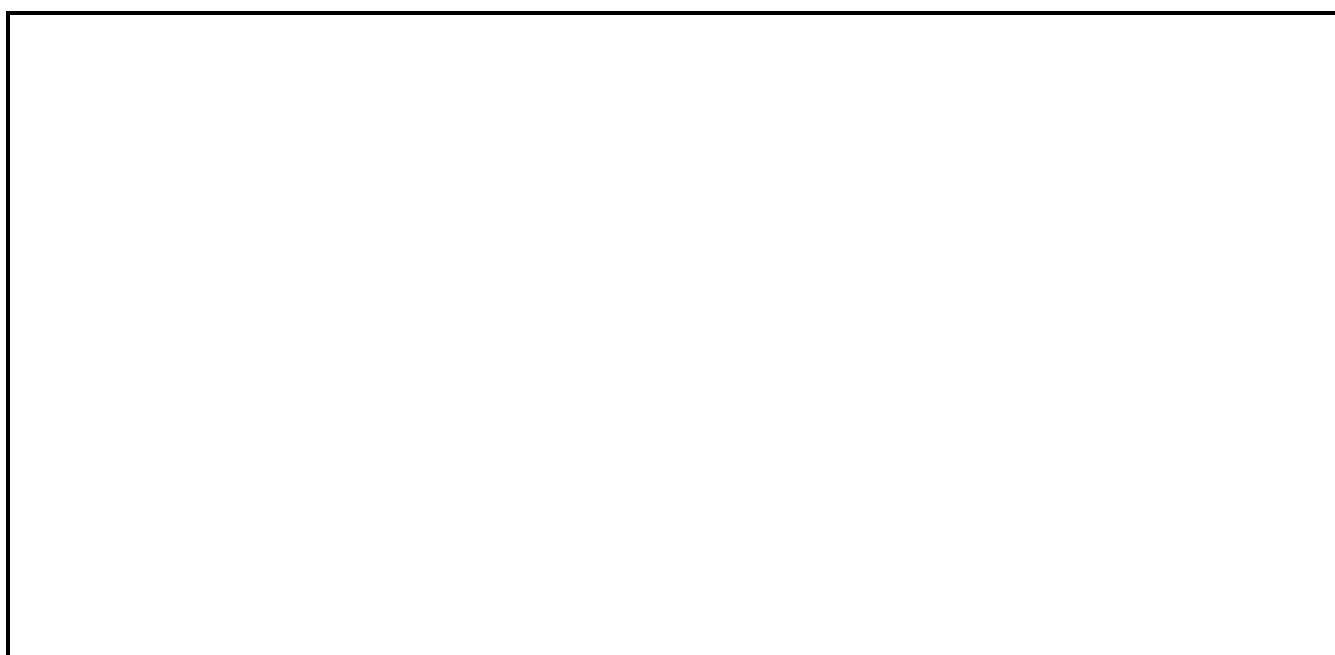
Dear

**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
Prevention and Assessment**

Halton Direct Link

Face-to-face enquiries about Blue Badges are dealt with at Halton Direct Link's one-stop shops. There are currently four of these: two each in Runcorn and Widnes. The contact centre is accessible 8.00am until 6.00pm Monday - Friday on **0151 907 8309**.

Runcorn: Halton Direct Link

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

Granville Street
Runcorn
WA7 1NE (inside library)
Closed Wednesday

Widnes: Halton Direct Link

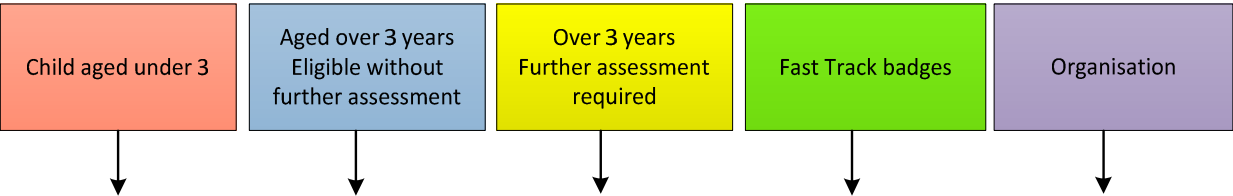
7 Brook Street,
Widnes,
Cheshire WA8 6NB

Queens Avenue, (within Library)
Ditton,
Widnes WA8 8HT

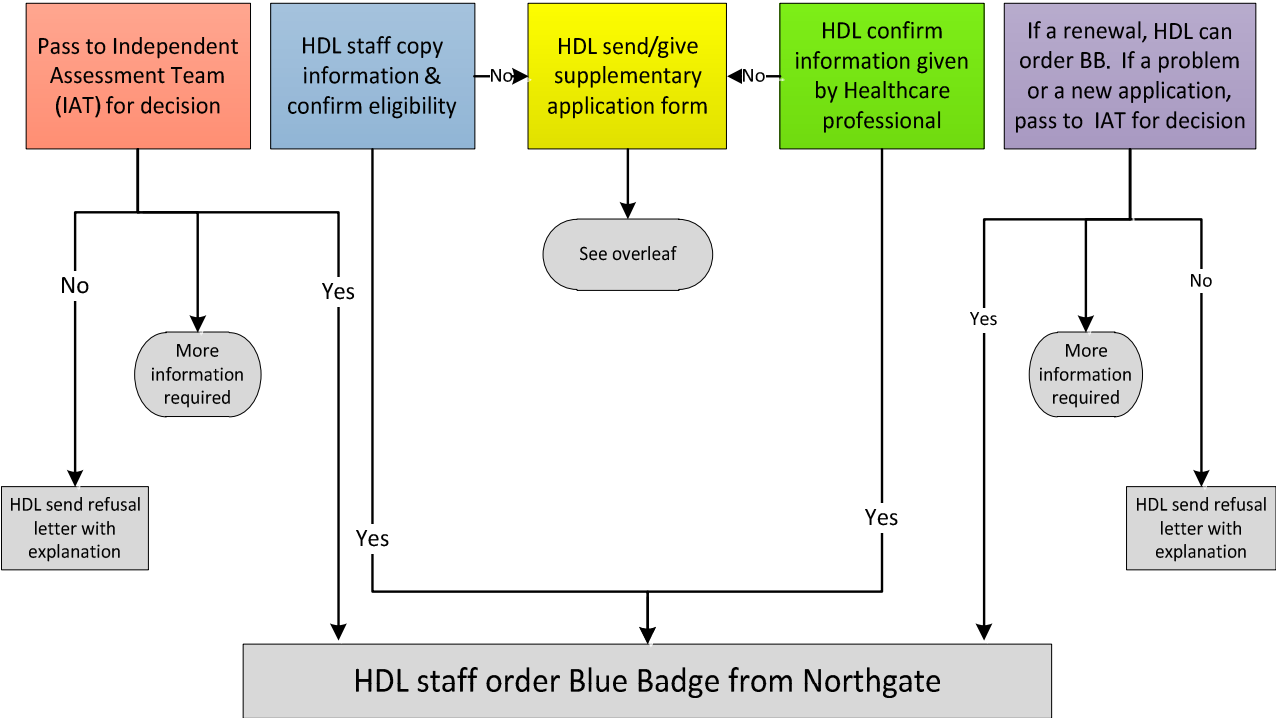
BLUE BADGE APPLICATION PROCESS

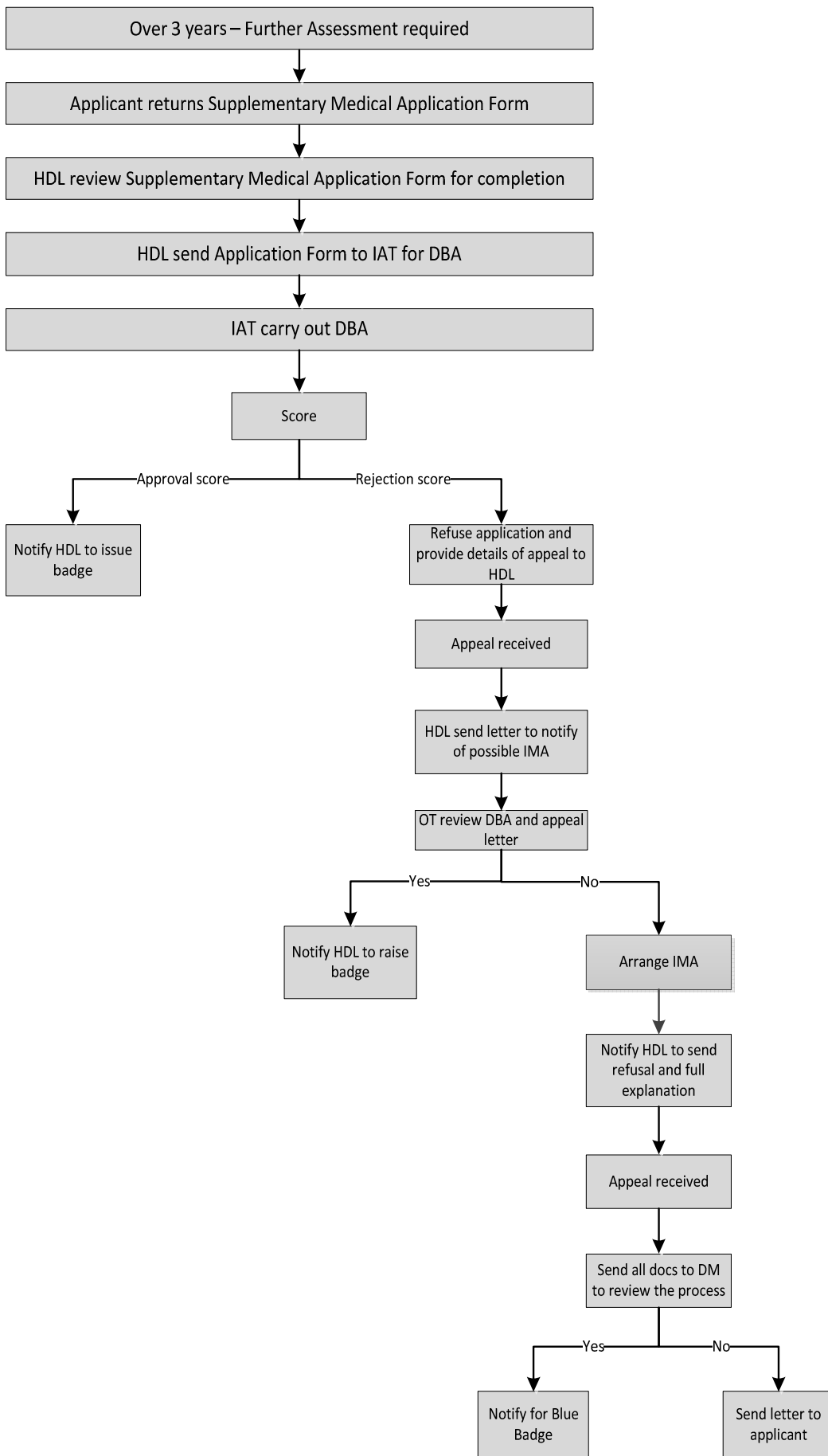
Applicant calls into HDL/rings Contact Centre

HDL/Contact Centre clarifies which application form is required



Applicant completes and returns to HDL with documentation to confirm identity and residency
Check all forms completed and questions "not applicable" are clear





Any complaint/appeal received after this process has been completed should be a Social Care complaint