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Blue Badge Guidance Notes



Falkirk Council

There are 3 application forms for Blue Badges, only one form should be completed:


Form	For applicants who
A	Are registered blind or; Receive the higher rate of the mobility component of Disability Living Allowance (DLA) or; Receive the mobility component of Personal Independence Payment (PiP) or; Receive War Pensioner's Mobility Supplement or; Receive benefit under the Armed Forces and Reserve Forces (Compensation) Scheme.
B	Are not in receipt of the benefits listed above or; Who have a disability in both arms or; Who are under the age of 3.
C	For applications from companies/organisations for organisational Blue Badges.

Contents of these Guidance Notes

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6	Guidance notes – this contains detailed information which should be read before completing the form
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Need Help?

If you require further guidance on the Blue Badge scheme please contact Falkirk Council Blue Badge Administration on:

 **01324 504975**

Eligibility Checker

This checker allows potential applicants to check if they may be eligible for a Blue Badge.

Please start at Part 1 and follow the instructions in the right hand box relevant to your response to each question.

If you may be eligible for a Blue Badge this table will inform you of the sections you should complete in the Application Form.

<p>Part 1 – all applicants Who are you checking eligibility for?</p> <ul style="list-style-type: none"> • For you? • For someone else? <i>If you are completing this on behalf of someone else, please choose the statements that apply to the <u>applicant</u>.</i> • For your organisation? 	<p>Go to Part 2 Go to Part 2 Go to Part 3</p>
<p>Part 2</p> <ul style="list-style-type: none"> • My main residence is in [Scottish local authority]. • My main residence is not in [Scottish local authority]. 	<p>Go to Part 4 Go to Part 12</p>
<p>Part 3</p> <ul style="list-style-type: none"> • I represent an organisation <u>concerned with the care of</u> disabled people resident in [Scottish local authority]. • I represent an organisation concerned with the care of disabled people resident outside of [Scottish local authority]. 	<p>Go to Part 6 Go to Part 15</p>
<p>Part 4</p> <ul style="list-style-type: none"> • I am over the age of two and registered as blind (severely sight impaired). • I receive the Higher Rate of the Mobility Component of Disability Living Allowance. • I meet a 'Moving Around' descriptor for the Mobility Component of the Personal Independence Payment (PIP) that indicates that I either cannot stand or can stand but walk no more than 50 metres. (8 points or more). • I meet the 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP) that indicates that I can't follow the route of a familiar journey without another person, an assistance dog or an orientation aid. (12 points). • I receive a War Pensioners' Mobility Supplement. • I receive a tariff within 1-8 (inclusive) of the Armed Forces and Reserved Forces (Compensation) Scheme and have been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. • None of the above apply. 	<p>Go to Part 8 Go to Part 8 Go to Part 8 Go to Part 8 Go to Part 8 Go to Part 8 Go to Part 5</p>

<p>Part 5</p> <ul style="list-style-type: none"> • I am over the age of two and have a permanent and substantial disability which means I am unable to walk. • I am over the age of two and have a permanent and substantial disability which means that I am virtually unable to walk. • I am over the age of two and have a temporary and substantial disability, for more than 12 months but less than 3 years, which means that I will be unable to walk. • I am over the age of two and have a temporary and substantial disability, for more than 12 months but less than 3 years, which means that I will be virtually unable to walk. • I drive a vehicle regularly, and have a severe disability in both arms that means I am unable to operate all or some types of parking meters. • I drive a vehicle regularly, and have a severe disability in both arms that means I have considerable difficulty operating all or some types of parking meters. • I am under the age of three and have a medical condition that means I must always be accompanied by bulky medical equipment. • I am under the age of three and have a medical condition that means I must always be kept near a vehicle in case I need emergency medical treatment. • None of the above apply. 	<p>Go to Part 9</p> <p>Go to Part 9</p> <p>Go to Part 9</p> <p>Go to Part 9</p> <p>Go to Part 10</p> <p>Go to Part 10</p> <p>Go to Part 11</p> <p>Go to Part 11</p> <p>Go to Part 13</p>
<p>Part 6</p> <p>I represent an organisation that is <u>concerned with the care of and provides transportation for</u>: disabled people that are over the age of two and:</p> <ul style="list-style-type: none"> • Are registered as blind (severely sight impaired). • Receive the Higher Rate of the Mobility Component of Disability Living Allowance. • Meet a 'Moving Around' descriptor for the Mobility Component of the Personal Independence Payment (PIP) that indicates that I either cannot stand or can stand but walk no more than 50 metres. (8 points or more). • Meet the 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP) that indicates that I can't follow the route of a familiar journey without another person, an assistance dog or an orientation aid. (12 points). • Receive a War Pensioners' Mobility Supplement. • Receive a tariff within 1-8 (inclusive) of the Armed Forces and Reserved Forces (Compensation) Scheme and have been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. • None of the above apply. 	<p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 7</p>

<p>Part 7 I represent an organisation that is concerned with the care of and provides transportation for: disabled people who are:</p> <ul style="list-style-type: none"> • Over the age of two and have a permanent and substantial disability which means they are unable to walk. • Over the age of two and have a permanent and substantial disability which means they are virtually unable to walk. • Over the age of two and have a temporary and substantial disability, for more than 12 months but less than 3 years, which means they are unable to walk. • Over the age of two and have a temporary and substantial disability, for more than 12 months but less than 3 years, which means they are virtually unable to walk. • drive a vehicle regularly, and have a severe disability in both arms that means they are unable to operate all or some types of parking meters. • drive a vehicle regularly, and have a severe disability in both arms that means they have considerable difficulty operating all or some types of parking meters. • Under the age of three and have a medical condition that means they must always be accompanied by bulky medical equipment. • Under the age of three and have a medical condition that means they must always be kept near a vehicle in case they need emergency medical treatment. • None of the above apply. 	<p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 14</p> <p>Go to Part 16</p>
<p>Part 8 You are likely to be eligible to receive a Blue Badge without further assessment if you can provide evidence of the entitlement described in the application form and can provide proof of your identity and residency. You should only complete Blue Badge Form A.</p>	
<p>Part 9 You may be eligible for a Blue Badge, but your eligibility will need to be assessed by your local authority. This may mean that they ask you to attend a mobility assessment. You should only complete Blue Badge Form B.</p>	
<p>Part 10 You may be eligible for a Blue Badge, but your eligibility will need to be assessed by your local authority. This may mean that they seek further information from healthcare professionals. You should only complete Blue Badge Form B.</p>	
<p>Part 11 You may be eligible for a Blue Badge, but your eligibility will need to be assessed by your local authority. This may mean that they seek further information from healthcare professionals. You should only complete Blue Badge Form B.</p>	
<p>Part 12 You are not eligible to receive a Blue Badge, as your main residence is not in the Falkirk Council area.</p>	
<p>Part 13 You are unlikely to be eligible to receive a Blue Badge because the information you have provided indicates that you are unlikely to meet the qualifying criteria. Your local authority may be able to provide information about other services and support that you may be able to access to help with your mobility.</p>	
<p>Part 14 Your organisation may be eligible to receive a Blue Badge. Your local authority may require further evidence that the disabled people in your care are themselves eligible for a badge and may arrange to visit your organisation. You should only complete Blue Badge Form C.</p>	
<p>Part 15 Your organisation is not eligible to receive a Blue Badge because the disabled people you care for are not resident in [Scottish local authority].</p>	
<p>Part 16 Your organisation is unlikely to be eligible to receive a Blue Badge because the information you have provided indicates that you are unlikely to meet the qualifying criteria.</p>	

What sections of the application form should I complete?

Individual applicants should complete:

- **Form A** if they receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- **Form A** if they are registered blind (severely sight impaired), or if they wish to be registered blind and have a Certificate of Vision Impairment (CVI) signed by a Consultant Ophthalmologist which states that they are severely sight impaired (blind).
- **Form A** if they receive the War Pensioner's Mobility Supplement.
- **Form A** if they receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive).
- **Form A** if they meet the 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP)
- **Form A** if they meet the 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP)
- **Form B** if they have a permanent and substantial disability which means they are unable to walk or virtually unable to walk.
- **Form B** if they have a temporary but substantial disability which is likely to last for a period of at least 12 months, but less than 3 years, which means they are unable to walk or virtually unable to walk.
- **Form B** if they are a driver who has a severe disability in both arms and is unable to operate, or has considerable difficulty operating, all or some types of on-street parking equipment.
- **Form B** if the applicant is a child under the age of 3 who must be accompanied by bulky medical equipment or who needs to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

Organisational applicants should complete **Form C**.

Section 1 - Information about you (Forms A, B and C)

This section should be completed by all individual applicants for a Blue Badge. It does not need to be completed if you are applying for an Organisational Blue Badge. All fields should be filled in.

If you are applying for a Blue Badge on behalf of someone under the age of 16, then you will need to provide their Child Registration Number. This can be found on Child Benefit documentation.

There are questions for those who have already held a Blue Badge or who have a Blue Badge which is due to expire shortly. Applicants should note that only one badge will be valid for one applicant at the same time. The serial number can be found on the front of the badge.

Proof of your identity and address

Identity:

A **certified photocopy** of one of the following must be submitted with your application: your birth/adoption certificate, marriage/divorce certificate, civil partnership/dissolution certificate, valid driving licence or passport.

A certified photocopy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over.

The individual certifying the documents should include the text: **“This copy is a true likeness of the original”** alongside their signature. They should also print their name and occupation alongside this information.

Address:

Proof of address should be in the form of a copy of an original Council Tax or utility bill bearing your name and address.

Blue Badge Issue Fee

There is a charge of £20 to issue a Blue Badge. Do not send any money with your application. If your application is successful, Falkirk Council will contact you for payment before the badge is ordered.

If your Blue Badge is lost or stolen you must report it to the Police and obtain a crime number/lost property number and pay a £10 charge for a replacement.

Applicants who qualify under either the Armed Forces and Reserve Forces (Compensation) Scheme or receive War Pensioner’s Mobility Supplement do not have to pay for a Blue Badge.

Other information

You should also provide the Vehicle Registration Numbers of the three vehicles in which you are most likely to use a Blue Badge if your application is successful. This information helps local authorities with their enforcement of the Blue Badge scheme rules, but please note that you can use a Blue Badge in other vehicles too.

Section 2 – Questions for ‘without further assessment’ applicants (Form A only)

You will be automatically eligible for a badge if you are more than two years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria in Section 2. You will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance. Any documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed by the local authority.

Section 2a

Please complete this section if you are registered as blind (severely sight impaired). You are asked to state the name of the local authority with which you are registered. In many cases, you will be registered with the same authority to which the application for a badge is being made.

If this is not the case, local authorities will check with the named authority that you are registered as severely sight impaired (blind).

The current formal notification required to register as blind (severely sight impaired) is a Certification of Blindness or Defective Vision (BP1 (3R)), or a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are blind (severely sight impaired). Previous equivalents are also acceptable, however, registration is voluntary.

Section 2b

Please complete this section if you receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA). You will have had an award notice letter from the Pension, Disability and Carers Service (PDCS). You will also have been sent an annual uprating letter stating your entitlement. This uprating letter can be used as proof of receipt of HRMCDLA if your award letter is more than 12 months old. If you have lost your HRMCDLA award letter or your uprating letter, then please contact the PDCS for a current award letter by:

- Telephone: 08457 123 456
- Textphone: 08457 224 433
- Email: DCPU.Customer-Services@dwp.gsi.gov.uk

This helpline is open from 7.30am to 6.30pm Monday to Friday, and further details can be found online at: http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925

Section 2c

Please complete this section if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Moving Around' descriptors within the Mobility Component:

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

Your decision letter, or your annual uprating letter if your decision letter is more than 12 months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 08458 503 322
- Textphone: 08456 016 677

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

Section 2d

Please complete this section if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Planning and Following Journeys' descriptors within the Mobility Component:

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

Your decision letter, or your annual uprating letter if your decision letter is more than 12 months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 08458 503 322
- Textphone: 08456 016 677

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

Section 2e

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

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

Section 2f

Please complete this section if you receive a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and have been assessed and certified by the Service Personnel and Veterans Agency as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. You will have been issued with a letter from the Service Personnel and Veterans Agency confirming the level of your award and also confirming that you have been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. You must enclose a copy of this letter as proof of entitlement.

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

Section 3 – Questions for applicants with walking difficulties (Form B only)

Section 3 is to be completed if the questions in Section 2 do not apply to you and if you have a permanent and substantial disability which means you are unable to walk or virtually unable to walk. A permanent disability is one that is likely to last for the duration of your life. Medical conditions such as asthma, autism psychological / behavioural problems, Crohn's disease / incontinent conditions and Myalgic Encephalomyelitis (M.E.) are not in themselves a qualification for a badge. People with these conditions may be eligible under this criterion, but only if they are unable or virtually unable to walk, in addition to their condition.

You are asked to describe the nature of their disability and give an estimate of the maximum distance they can walk without assistance from another person or severe discomfort. It can be difficult to accurately work out the distance you can walk.

There are several things that can help you:

- Ask someone to walk with you and pace the distance you walk.
- The average adult step is just under one metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres (or 100 yards).
- The average double-decker bus is about 11 metres (or 12 yards) long.
- A full-size football pitch is about 100 metres (or 110 yards) long.

If you still find it difficult to work out the distance you can walk in metres, please tell us:

- The number of steps you can take, and how long, in minutes, it would take you to walk this distance.
- About your walking speed.
- The way that you walk, for example, shuffling or small steps etc.

Falkirk Council may ask you to have a mobility assessment with a medical professional, such as a physiotherapist or occupational therapist, in order to determine whether you meet the eligibility criteria. You may have had a mobility assessment in the last 12 months which covered your walking ability and you can give details of this in the final box in Section 3.

Section 3 also applies to those that are unable to walk or virtually unable to walk by reason of a temporary but substantial disability which is likely to last for a period of at least 12 months, but less than three years.

Section 4 – Questions for applicants with disabilities in both arms (Form B only)

Section 4 should be completed by applicants who have a severe disability in both arms. You will need to show that you drive a vehicle regularly, that you have a severe disability in both arms and that you are unable to operate, or have considerable difficulty operating, all or some types of on-street parking equipment. You will need to satisfy all three conditions above in order to obtain a badge. Falkirk Council may make arrangements to meet applicants applying under this criterion.

Section 5 – Questions for applicants under the age of three (Form B only)

Section 5 should be completed on behalf of:

- children under three years of age who have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; or
- children under three years of age who have a medical condition which means that they need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

A parent or guardian must apply on behalf of a child under the age of three.

The list of bulky medical equipment referred to above may include:

- ventilators;
- suction machines;
- feed pumps;
- parenteral equipment;
- syringe drivers;
- oxygen administration equipment;
- continuous oxygen saturation monitoring equipment; and
- casts and associated medical equipment for the correction of hip dysplasia.

Falkirk Council may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- tracheostomies;
- severe epilepsy/fitting;
- highly unstable diabetes; and
- terminal illnesses that prevent children from spending any more than brief moments outside and who need a quick route home.

Please note that the above lists are not exhaustive, to allow for new advances in technology and treatment equipment.

You must enclose a copy of a letter from a healthcare professional that has been involved in your child's treatment (for example your GP or paediatrician) giving details of the child's medical condition and the type of medical equipment they need, or provide the healthcare professional's contact. The letter should include a reference to your child's home address to provide Falkirk Council with proof of residence.

Section 6 – Organisational badges (Form C only)

Please complete this section if you are representing an organisation applying for an organisational badge. An organisational badge may be issued to organisations whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually. An eligible disabled person is defined as a person who is over two years old and:

- receives the Higher Rate of the Mobility Component of Disability Living Allowance; or
- is registered blind (severely sight impaired); or
- receives a War Pensioner's Mobility Supplement; or
- receives a lump sum benefit under the Armed Forces and Reserved Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and has been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter;
- has a permanent and substantial disability which means they are unable to walk or virtually unable to walk; or
- has a temporary but substantial disability which is likely to last for a period of at least 12 months, but less than 3 years, which means they are unable to walk or virtually unable to walk.

In addition, eligibility covers children under the age of three who fall within either or both of the following descriptions:

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty;
- a child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given.

Organisational Badges will therefore only be issued to an organisation which both:

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for a individual Blue Badge; and
- Has a clear need for an organisational badge rather than using the personal Blue Badges of people it is transporting.

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Services Department) rather than to individual staff members.

All employees of the organisation who will be using the badge should be reminded that they must only use the badge for the purposes of transporting disabled people in their care who meet one or more of the eligibility criteria for a badge.

These employees should be reminded that if they use the badge to take advantage of the concessions when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000.

It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge. Such operators are, of course, able to use an individual's Blue Badge when carrying that person as a passenger.

Applications for an Organisational Badge must include a company/organisation logo that fits into a box 45 millimetres high x 35 millimetres wide (passport photograph size).

Section 7 – Declarations and signatures (Forms A, B and C)

Section 7a): The relevant mandatory declarations must be completed by all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read and understand these declarations, since not ticking those that are relevant to your applicant may result in your local authority being unable to accept your Blue Badge application.

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

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

Falkirk Council may refuse to issue a badge if they have reason to believe that the applicant is not who they claim to be or that the badge would be used by someone other than the person to whom it has been issued.

If your badge application is successful, the leaflet “The Blue Badge Scheme - Rights and responsibilities in Scotland” will be given to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly.

The leaflet can be viewed at www.bluebadgescotland.org

Photograph Guidelines

The photograph that you supply with your application must:

- show you with a neutral expression and your mouth closed (no grinning, frowning or raised eyebrows)
- show you on your own (babies should not have toys or a dummy, and there shouldn't be other people in the photo)
- be in colour, not black and white
- be taken within the last month
- be 45 millimetres high x 35 millimetres wide - this is the standard size when you have a passport photo taken in a photo booth or studio (you should not trim a larger photograph to meet this condition)
- be clear and in sharp focus, with a clear difference between your face and the background
- be taken against a plain cream or plain light grey background
- not show you with red-eye
- be of you facing forward and looking straight at the camera
- not be torn, creased, or marked
- be printed on plain white photographic paper
- be free from shadows
- be taken with your eyes open and clearly visible (no sunglasses or tinted glasses and no hair across your eyes)
- be free from reflection or glare on your glasses, and the frames must not cover your eyes.
- be professionally printed (photographs printed at home are not acceptable)
- show your full head, without any head covering, unless you wear one for religious beliefs or medical reasons
- be taken with nothing covering your face - you should make sure nothing covers the outline of your eyes, nose or mouth
- be a close-up of your head and shoulders with a recommended head height (the distance between the bottom of your chin and the crown of your head) between 29 and 34 mm
- must have your name clearly written on the back

Exceptions

- for children aged over one and under six years: the requirements for mouths to be closed and eyes looking at the camera are waived
- for infants under the age of 12 months: we only require that the image shows a good likeness. The requirements on eyes open and mouth closed, for example, are waived. In practice, we have also waived the template check requirement for babies
- for applicants with either physical or mental disabilities may find it difficult to meet our requirements. We will accept as good as image as possible, accompanied by a statement that they cannot meet the requirement because of disability

In all cases, photographs must have been taken within the last month - failure to supply a photograph meeting the requirements above will delay your application.