

Disabled Person's Parking (Blue) Badge Application Form Guidance Notes

(Please read these Guidance Notes before completing application)

HOW WE USE THE INFORMATION YOU GIVE US

The information you provide will be treated confidentially and will only be shared with other organisations where it is legal to do so. The information will be used to assess your eligibility for a Disabled Parking (Blue) Badge, and may be used to assess your eligibility for other Camden accessible transport schemes you may apply for.

SECTION 1 – PERSONAL DETAILS – To be completed by ALL applicants



Photograph

A photograph of passport size and quality is required for the Blue Badge scheme. Your picture will appear on the reverse of the Badge itself and should be a good likeness. If you have provided a photograph previously, either for this scheme or any other accessible transport scheme, we will have stored it electronically and should be able to re-use it. However, if your appearance has changed, or the photograph we have was provided some time ago, please include an up-to-date photograph with your application. **Please print your name and post code on the back of photo.**

Below are some examples of acceptable photographs:



Good

Good

Good



Acceptable
But preferable to remove spectacles to avoid any possibility of your photo being rejected

Acceptable
Head coverings for religious or medical grounds are allowed

Acceptable
But preferable to remove spectacles to avoid any possibility of your photo being rejected

Your photo must be:

- passport-sized (45mm x 35mm)
- a recent photo (a true likeness of you as you are now)
- in colour
- clear and in sharp focus, with no shadow
- taken against a light grey or cream background
- in daylight or a bright white light

Please **do not** send a damaged or poor quality photograph. When having your photo taken, you should:

- be facing forward and looking towards the camera
- keep your eyes open and make sure they are visible (no sunglasses)
- keep your mouth closed, with a natural expression (not grinning or frowning)
- show your full head, with no hat, face covering or head covering (unless this is for medical or religious reasons)

SECTION 1 – PERSONAL DETAILS continued



Unacceptable Photographs

Below are examples of photographs that will not be accepted:



Not acceptable
Portrait style photographs are not permitted



Not acceptable
Dark glasses and smiling are not permitted



Not acceptable
Covering of facial features is not permitted



Not acceptable
Any dummies should be removed before the photo is taken



Not acceptable
Hair covering the face is not permitted



Not acceptable
The spectacles cover the eye



Not acceptable
The scarf creates a shadow.



Not acceptable
Hats are not permitted



Not acceptable
The photograph is blurred



Not acceptable
Opening the mouth



Not acceptable
The photograph contains more than one person



Not acceptable
Even a slight smile distorts the normal facial features



Not acceptable
The subject is too far from the camera



Not acceptable
The subject is too close to the camera



Not acceptable
The background is not light grey or cream



Required Information

The following information is marked with an asterisk * and must be provided:

- First Name
- Last Name
- Address
- Post Code
- Surname at birth
- Gender
- Date of birth
- National Insurance Number
- Country and Town of birth



Your Residential Address

When you request an application form we will automatically check your residential address. We will not issue a Blue Badge to an applicant who is not a resident in the London Borough of Camden. If we are able to verify your address through this check we will not ask you to provide any further proof that you live in the Borough.

As Blue Badges are sent out in the post, it is important that we have your correct postal address. We may ask you to provide proof of address if we cannot verify your address ourselves. The document you sent must show your name and current address and be dated within the last three months.

One of the following documents can be provided as proof of residence:

- A current Council Tax Bill
- A utility bill, e.g. gas, electricity, water, telephone, or broadband bill (**not** a mobile phone bill)
- A building or contents insurance bill relating to your residential address

Please note that bank statements are not accepted as proof of residence.



Telephone Number and Contact Details

It is helpful if you are able to provide a daytime contact number. This could be a landline or a mobile.



Email address

This will be used for updates about your application.

SECTION 2 – ADDITIONAL INFORMATION



1. Existing Blue Badge

If you are a current Blue Badge holder, whether issued by Camden or by another local authority, please provide the details requested. The serial number is 16 characters long and looks similar to this.

No: **101E1F 0 0931Y0115**

You are only required to provide the first 6 digits.



2. Vehicle Adaptations

Please tick to confirm whether you have a specially adapted vehicle. If you have ticked “Yes”, please use the space provided to give details of the adaptations that you currently have on your vehicle.



3. Vehicle Details

In the table please register up to **3** vehicles you will be using if you are awarded a Disabled Person’s Parking (Blue) Badge. This information is required by law but does not restrict you from using your Blue Badge in other vehicles. Please tick if you will be driving the registered vehicles.



4. Proof of Identity

For audit purposes, the Council needs to establish the identity of all applicants. We will accept a photocopy of one of the following:

- Passport (photo page)
- Photo card Driving Licence
- Birth Certificate/Adoption Certificate
- Marriage/Divorce Certificate
- Civil Partnership/Dissolution Certificate
- National Insurance Card
- NHS Medical Card
- DBS Disclosure
- Asylum Registration letter



5. Change of Name

If you have changed your name since the issue of any of the above document(s) which you are using as proof of identity, you will need to provide evidence of the change.

We will accept copies of the documents listed below:

- Copy of Marriage Certificate
- Copy of Deed Poll Certificate
- Copy of Statutory Declaration confirming change in name

Please tick the relevant box on the application form to indicate which documents you will be enclosing with your application (if applicable)

SECTION 3 – FOR TERMINALLY ILL APPLICANTS

Please indicate if you have been advised by your healthcare professional that your diagnosis is terminal. If you are receiving end of life care, your application can be fast tracked if a healthcare professional is able to provide a **Form DS1500**.

SECTION 4 – BLIND / SEVERELY SIGHT IMPAIRED



Eligibility

You may qualify for a Disabled Person's Parking (Blue) Badge if you are **blind or are severely sight impaired**. Please note that you must provide a copy of your **CVI (Certificate of Vision Impairment) or BD8**, signed by a Consultant Ophthalmologist to verify this.

If you are unable to supply either of the above documents but you are already known to Camden Council's Sensory Needs Team, or any other local authority's service, please contact us on 020 7974 5919 and we will attempt to verify your entitlement using the information the Council already has.

If you have completed this section of the application form, please go to **Section 10** and complete the section(s) that apply to you.

SECTION 5 – ELIGIBLE BENEFITS



Eligible Benefits

You may qualify for a Disabled Person's Parking (Blue) Badge if you are in receipt of:

- Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA)
- War Pensioners Mobility Supplement
- Armed Special Forces Compensation Scheme (Within tariff levels 1-8)
- **8 Points or more** under the "Moving Around" descriptor for the Mobility Component of Personal Independence Payment (PIP).
- Planning and following a journey descriptor for Mobility component of Personal Independence

***Please note that if you receive more than 10 points under Planning and Following a Journey you do not automatically qualify for a Blue Badge.**

You must provide a current copy of your entitlement letter. Please include the front page which confirms the entitlement, (dated within the last year) with your name and Camden address.

If you are in receipt of Attendance Allowance or Care Allowance, this does not automatically entitle you to a Disabled Person's Parking (Blue) Badge.



Benefits Contact

If you have lost or misplaced the letter confirming your current entitlement, copies of entitlement letters can be obtained by calling the following numbers:

DWP – Disability Living Allowance or Personal Independence Helpline on 0800 121 4600,
Textphone 0800 121 4523

War Pensions Mobility – Veterans Helpline on 0808 1914 218 or
Email: veterans-uk@mod.gov.uk

Armed Special Forces Compensation – Ministry of Defence Helpline on 0808 1914 218 or
Email: veterans-uk@mod.gov.uk

If you have ticked to confirm that you receive any of the benefits stated, please go to
Section 10

SECTION 6 – WALKING AND HIDDEN DISABILITIES

Part 1 – Unable to Walk

You may qualify for a Badge under this criterion if you have an enduring (lasting for at least three years) and substantial disability which means that you are **unable to walk during the course of a journey**, provided this is not due to a temporary impairment, such as a broken leg in plaster.

Please tick the relevant box on the application form.

Part 2 – Considerable Difficulty in Walking

You may qualify for a Badge under this criterion if you have an enduring (lasting for at least three years) and substantial disability that means you have **very considerable difficulty whilst walking, which may include very considerable psychological distress**. This may be due to:

- The level of pain experienced when walking, or as a consequence of walking;
- The degree of breathlessness you experience when, or as a result of, walking.
- The distance over which you are able to walk;
- The speed at which you are able to walk;
- The length of time that you are able to walk for;
- The manner which you walk;
- An applicant's use of walking aids;
- The applicant's outdoor walking ability;
- Whether the effort of walking presents a danger to the your life or would be likely to lead to a serious deterioration in your health.
- Very considerable difficulty (whilst) walking, which may include very considerable psychological distress.

Please provide as much information as possible and explain how your condition affects your ability to walk, any pain or any psychological distress or serious health impacts experienced, (severe discomfort).

Please tick the relevant box.

SECTION 6 - WALKING AND HIDDEN DISABILITIES continued

Part 3 – Risk of Serious Harm

This criterion would not apply to children who would normally display such behaviours due to their age or common development factors.

You may qualify under this criterion, if you have an enduring (lasting for at least three years) and substantial disability that means that during the course of a journey, you are at risk of serious harm, when walking, or pose, when walking, a risk of serious harm to yourself or any other person. This may be due to one or more of the following:

- Becoming physically aggressive towards others, possibly without intent or awareness of the impact their actions may have;
- Refusing to walk altogether, dropping to the floor, or becoming a dead-weight;
- Wandering off or running away, possibly without awareness of surroundings or their associated risks (e.g. nearby roads, car park environments);
- Disobeying, ignoring and/or being unaware of clear instructions;
- Experiencing very severe or overwhelming anxiety (e.g. through hypervigilance);
- Experiencing an overwhelming sense of fear of public/open/busy spaces;
- Experiencing serious harm or causing harm to others;
- Avoiding some/all types of journeys due to the kinds of experiences listed above.

If you have ticked to confirm that you experience any of the conditions in **Section 6**, please go to **Section 9**. You will need to provide evidence of your eligibility to support your application under this criteria.

SECTION 7 – DISABILITY THAT AFFECTS BOTH ARMS

Eligibility

Please complete this section if you have a severe disability in both arms that prevents you from turning by hand the steering wheel of a vehicle, even if the vehicle is fitted with a turning knob, or makes it very difficult to operate some types of parking meters.

1. Please tick the relevant box to confirm if you have a severe disability in **both** arms. A disability affecting one arm will not qualify you for a Blue Badge under this criterion.
2. Please provide details of any disability, treatment or therapy that you are currently receiving or have received within the last 12 months relevant to your application in the box provided.

If you are making an application under this criterion, you will need to satisfy all three of:

- Regularly driving an adapted or non-adapted vehicle; **and**
- Having a severe disability in **both** arms; **and**
- Being unable to operate, or have considerable difficulty operating, all or some types of parking meter.



I do not have an adapted vehicle - am I eligible?

If you do not have an adapted vehicle, only if you have the most severe disabilities in both of your arms are you likely to be considered eligible. This may cover, for example: a limb reduction deficiency of both arms; bilateral upper limb amputation; muscular dystrophy; spinal cord injury; motor neurone disease; or a condition of comparable severity. This criterion **does not** cover psychological conditions that may affect the use of your arms unless accompanied by physical dysfunctions as described above.

SECTION 8 - CHILDREN UNDER THREE YEARS OF AGE



Eligibility

Please only complete this section if the applicant is under **three years of age**.

Applicants will only qualify for a Disabled Person's Parking (Blue) Badge if:

- A. They have a condition that requires that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty, for example ventilators, suction machines, feed pumps and oxygen administration equipment.

OR

- B. They have a condition that requires that they must always be kept near a motor vehicle so that they can, if necessary, be treated for that condition in the vehicle or be taken in the vehicle to a place where they can be treated.

SECTION 9 – HOW YOUR MOBILITY IS AFFECTED



All applicants who may be eligible subject to further assessment are asked to provide as much information as they can about themselves. Remember, when we are referring to “you” this is the applicant. If you're applying for someone else, answer the questions on their behalf.

Please provide as much detail as you can about the nature of the difficulty you experience whilst walking as part of a journey, and any measures or coping measures you use to help manage that difficulty.

Please list any strategies you are using to manage any difficulties and explain how effective they are. Travelling with another person, such as a parent / guardian / carer/ personal assistant is an example of a form of coping strategy.

Please tick the box that best describes the area that you are at significant risks from each time you travel out and about.

Please indicate by ticking the boxes to tell us about your ability to undertake day to day activities and support you get from family, friends or carers.

Please tick the relevant box to tell us about the facilities available to you to help you access the community safely.



Blue Badge Health Questionnaire

To assist us with determining your eligibility, please ask your **Health or Social Care Professional/s to complete the Health Questionnaire** attached to the Blue Badge application form. This could be any **certified clinician** currently involved in your treatment.

The Health Questionnaire is to obtain additional information in relation to the application for a Blue Badge.

SECTION 10 – ETHNICITY DETAILS – To be completed by ALL applicants



Ethnic Group

Please complete the section to describe your ethnicity. By filling in this section you will help the Council to ensure that the service is widely used by all members of the community regardless of gender, age, ethnic background, religion or sexual orientation.

The groups listed on the form reflect the largest ethnic groups in Camden. You are requested to choose the ethnic group that is closest to how you see yourself and specify a more specific group if you wish. If you are not able to adequately represent your ethnic group by just ticking one of the options, tick “other” and write in your ethnic group in the space provided.

SECTION 11 – PRIVACY AND DATA PROTECTION

The Council is under a duty to protect the public funds it administers, and will use the information you have provided on this form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds and will use it for comparison across the Council and with external organisations for the prevention and the detection of fraud.

I further understand that the medical information I have supplied to support this application is deemed to be “special category of personal data”. I give consent for it to be disclosed 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.

To see how the Council uses your personal data, please see our privacy notice at www.camden.gov.uk/privacy

BADGE ISSUE FEE



If your Badge application is successful, we will write to you to request payment of £10.00.

You can pay by credit / debit card. We will contact you when we are ready to take payment

SECTION 12 - TERMS AND CONDITION OF ISSUE



The Terms and Conditions of Issue

Please read this section carefully. The Terms and Conditions of Issue are supported by statute and apply to the Blue Badge scheme nationally. Misuse of the Blue Badge may leave you liable to prosecution. If another person misuses your Badge, he or she may also be prosecuted and subject to a fine of up to £1,000.

If your application is successful you will receive a copy of the Department for Transport's booklet "*The Blue Badge Scheme: Rights and Responsibilities in England*" which gives guidance on how the Blue Badge should be used.



Signing the Declaration

Please note that by signing the declaration, you agree with the terms and conditions stated and are declaring the information provided on the form is true in all respects and that you will notify Camden Council immediately of any changes. Please also note that Camden Council may prosecute you if you have given any information on the form which is knowingly inaccurate or untrue, or any supporting documentation which is false or fraudulent.

If you are signing on behalf of the applicant (e.g. if the applicant is under 3 years of age or is unable to sign the form themselves), you must state clearly your relationship with the applicant. All applications for children under 16 must be signed by an adult with parental responsibility.

RETURNING THE COMPLETED FORMS

Please check your application ensuring that you have ticked all the relevant boxes and have enclosed all the additional information you wish to submit.

Please ensure that you sign in the signature boxes on Page 8 of the application form.

Please return the completed application and other relevant documents to:



**Camden Accessible Travel Solutions
London Borough of Camden
PO BOX 64175
London
WC1A 9BY**

CONTACT US

You can contact us in the following ways: (Monday-Thursday 9am-5pm; Friday 9am-4pm)

By telephone:

Blue Badge enquiries: 020 7974 5919

Freedom Pass enquiries: 020 7974 6435

Taxicard enquiries: 020 7974 6435



PlusBus enquiries: 020 7974 3716

ScotAbility enquiries: 020 7974 5919

Disabled Drivers Assessment enquiries: 020 7974 5919

Minicom / Textlink: 020 7974 6866



By email:

cats@camden.gov.uk



Our website:

www.camden.gov.uk/accessibletransport