

## Blue Badge Application Form - Guidance Notes

Please note you can also apply on line at  
[www.gov.uk/apply-blue-badge](http://www.gov.uk/apply-blue-badge)

### Section 1: Information about the applicant

This section should be completed by all individual applicants for a Blue Badge. There is a separate application form 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 already have a Blue Badge which is due to expire shortly. The expiry date should be in the relatively near future, and two badges will not 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 copy is a photocopy of a document that has been verified as being true by a person who holds a certain position of responsibility. The following persons are accepted as being able to verify your true likeness for the purposes of providing proof of identity:

- Councillor, GP, nurse, local government officer, Member of Parliament, social worker, pharmacist, teacher etc. For complete list see [www.cumbria.gov.uk](http://www.cumbria.gov.uk)

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.

### What sections of the application form should I complete?

All applicants should complete Section 1 and Section 6.

In addition applicants will need to complete:

- Section 2 if you receive the Higher Rate of the Mobility Component of the Disability Living Allowance.
- Section 2 if you meet/match a ‘Moving Around’ descriptor for the Mobility Component of Personal Independence Payment (PIP).
- Section 2 if you 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).
- Section 2 if you receive the War Pensioner’s Mobility Supplement.
- Section 2 if you receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1 – 8 inclusive.
- Section 3 if you have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- Section 4 if you 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.
- Section 5 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 locality where treatment can be performed.

There is a separate application form for organisations –  
[www.cumbria.gov.uk](http://www.cumbria.gov.uk)

### Address:

Proof of address will be in the form of copy of your Council Tax bill bearing your name and address, or a utility bill (gas, electricity, water or phone bill).

For applicants who do not pay Council Tax or are under 18, proof of address may be in the form of a copy pension award statement, child benefit letter or NHS correspondence.

### Blue Badge Issue Fee

A cheque or postal order should be enclosed with your application for £10.00, made payable to Cumbria County Council. The fee is refunded in the event of the application being unsuccessful.

### 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.

### Photograph

The Blue Badge will include a digital photograph which will form part of the badge design. The digital photograph will also be stored on the national database for identification and enforcement purposes.

You should supply one colour passport size and passport standard photograph clearly showing your full face so that you can be easily identified. The requirements for a photograph on the badge are set out in the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) No.2 Regulations 2011 and follow closely the recommendations for passport photographs: <https://www.gov.uk/photos-for-passports>

The photograph must be a close-up, digital photograph of the head and shoulders of the badge holder. The photograph shall have a strong definition between face and background and shall be:

- i. in colour;
- ii. 45 millimetres in height and 35 millimetres in width (passport size);
- iii. taken:
  - a. **within the one month prior to the date of the application;**
  - b. against a light grey or cream background
- iv. undamaged
- v. free from 'redeye', shadows, reflection or glare from spectacles;

- vi. of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons):
  - a. facing forward;
  - b. with nothing covering the face;
  - c. looking straight at the camera;
  - d. with a neutral expression and mouth closed;
  - e. with eyes open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes);
- vii. in sharp focus and clear;
- viii. printed professionally or in digital format;
- ix. a true likeness, without amendment

## Section 2: Questions for 'without further assessment' applicants

You will be automatically eligible for a badge if you are more than three 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 **a copy** of the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance.

### Section 2a

Please complete this section if you are registered as severely sight impaired (blind). You are asked to state the name of the local authority or borough 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.

The formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are severely sight impaired (blind). 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 22 44 33**
- 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](http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925)**

### Section 2c

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

- 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.

Your decision letter 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: **08457 123 456**
- Textphone: **08457 22 44 33**

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

### Section 2d

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 2e

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 'subject to further assessment' applicants with walking difficulties

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 cannot walk or which means that you have very considerable difficulty walking. 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 to walk or have very considerable difficulty in walking, in addition to their condition.

Applicants are asked to describe the nature of their disability and give an estimate of the maximum distance they can walk without assistance 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;
- A size 9 shoe is about a third of a metre;
- The average double-decker bus is about 11 metres long;
- A full-size football pitch is about 100 metres 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;

The Blue Badge Team may ask you to have a mobility assessment with a medical professional, such as an 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 section 3 (any further information – see below for more detail).

## Section 4 – Questions for ‘subject to further assessment’ applicants with a disability in both arms.

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. Local authorities may make arrangements to meet applicants applying under this criterion.

## Section 5 – Questions for ‘subject to further assessment’ applicants under the age of three

Section 5 should be completed on behalf of:

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

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

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

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

A local authority may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

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

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

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

## Section 6 – Further information, declarations and signatures

### Section 6a

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 6b

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

### Section 6c

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

A local authority may refuse to issue a badge if 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 England” will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly.