

Misuse of the badge is a criminal offence and can lead to a fine

Organisational Blue Badge Application Form Guidance Notes

Please complete this form if you are representing an organisation applying for an Organisational Blue 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 causes inability to walk or very considerable difficulty in walking; 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 causes inability to walk or very considerable difficulty in walking.

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; or
- 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.

Declarations and signatures

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 application may result in Clackmannanshire Council being unable to accept your Blue Badge application.

All applicants must sign and date the form prior to submitting it, enclosing a copy of the organisation's stamp or logo.

Clackmannanshire 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 sent 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**

How to pay the badge issue fee

Please enclose a cheque for the required amount which should be crossed and made payable to **Clackmannanshire Council** with 'blue badge' written on the reverse of the cheque.

If you are unable to provide a cheque you can pay by cash, debit or credit card in person by coming along to the main reception of Kilncraigs, Greenside Street, Alloa, FK10 1EB. Payments can be made Monday to Friday between 9.00am and 4.30pm. Please **DO NOT** send cash with a postal application.