

Blue Badge Application Form

Badge Serial No:
Badge Expiry Date:

Documents attached: Yes/No
Award: Yes/No

Organisational

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (e.g. minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see the accompanying guidance notes for a list of the eligibility criteria prescribed in the regulations [Regulation 5] that govern the scheme.

An 'organisation' is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person's badge may be issued.

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

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

Organisational Badges should only be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge – and must not be used for the employee's benefit when they are carrying out other business on behalf of the organisation. 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.

Information about the Organisation

Name of organisation (maximum of 30 characters):

Main contact name:

Position in organisation:

Address:

Town:

Postcode:

Telephone:

Email:

Organisation logo

You must supply a copy of your organisation's stamp or logo if you are applying for an organisational badge.

Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge? (see the accompanying guidance notes for a list of the eligibility criteria)

Yes: No:

If YES, please give details of the nature of this care:

As part of that care, does your organisation provide them with transportation?

Yes: No:

If YES, please give details of the types of vehicles in which you wish to use the badge, their vehicle registration number and how often they are used to transport disabled people

Type of vehicle	Vehicle Registration Number	Frequency used to transport disabled people

Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?

Yes: No:

If YES, please provide a letter from the DVLA confirming this.

How many disabled people are in the care of your organisation?

: people

How many of these people are already in receipt of a Blue Badge as individuals?

: people

How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals? (see the accompanying guidance notes for a description of eligible disabled people)

: people

Charity Number of your organisation:
(if applicable)

Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for:

How often do you envisage your organisation will use the Blue Badge?

If you already have an organisational Blue Badge:

What is the serial number on the current badge(s)?

What is the expiry date of the current badge(s)?

How many organisational badges are you applying for?

Please note your organisation will be required to pay the Badge issue fee for each Organisational Badge that is issued.

Badge issue fee

Please note there is a £20 badge issue fee payable on completion of a successful application for each badge issued. If your application is successful we will write to you with details on how to submit payment. **Your organisation will only be issued with a Blue Badge once your payment has been received.**

Mandatory declarations about the information you have provided and the application process

- Please read the following declarations thoroughly.
- Please tick all relevant boxes to indicate that you have read and understood each declaration.
- Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.
- Providing fraudulent information may result in prosecution and a fine.

If you don't provide us with the information on this form we won't be able to verify your eligibility. All information relating to this application will be handled in line with data protection laws. The data controller is Clackmannanshire Council and you can contact our data protection officer: Head of Resources & Governance, Tel: 01259 450000 or email: dpo@clacks.gov.uk.

We use the information you provide in this form to check your eligibility and process your application. The information may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud.

Any medical information that you have supplied to support this application is sensitive personal data and will only be disclosed to third parties as necessary for the operation and administration of the Blue Badge scheme, and to other Government Departments or agencies, to validate proof of entitlement or as otherwise required by law. For more information about how we process information, please visit:

www.clacks.gov.uk/regulation/dataprotectionpolicy/

Declarations to be completed by all organisational applicants

I confirm that, as far as I know, the details I have provided are complete and accurate. I realise that you may take action against me if I have provided false information in this application form.

I understand that I must promptly inform Clackmannanshire Council of any changes that may affect the organisations entitlement to a badge(s).

I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people.

<input type="checkbox"/>	I understand that, if the application is successful, the badge(s) will only be used when transporting disabled people and that the organisation must use the badge(s) in accordance with the rules of the scheme.
--------------------------	---

Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents. We have provided a checklist to help remind you of what you need to enclose.

<input type="checkbox"/>	I enclose a copy of the letter from the DVLA confirming your organisations vehicles are licensed under the Disabled Passenger Vehicle (DPV) class.
<input type="checkbox"/>	I enclose a copy of the organisation's stamp or logo.

Your signature against the declarations stated above

Your signature:	
Date of application:	(DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Please print your name here:	

Once you have completed the form, you can hand it into your nearest **Community Access Point (CAP) or Council Office**, where the staff will verify the required documents. **Please do not send original documents through the post. The application cannot be processed if the necessary documents are not provided.**

For the location and opening hours of your nearest CAP or Council Office:

<https://www.clacks.gov.uk/community/caps/>

Email: ptu@clacks.gov.uk

Tel: (01259) 450000

Correspondence address only:

Blue Badge Team, Clackmannanshire Council, Kilncraigs, Greenside Street, Alloa, FK10 1EB

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

Guidance Notes – Organisational

Please complete this form if you are representing an organisation applying for an organisational badge. Please note that the 'name organisation' field can only hold up to 30 characters due to badge printing restrictions.

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:

- is severely sight impaired (blind); or
- receives the Higher Rate of the Mobility Component of Disability Living Allowance; or
- meets the 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment at the standard rate of 8 points or more; or
- meets the 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment at the enhanced rate of 12 points; or
- they were in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment (PIP). They did not receive the Mobility Component of PIP at 8 points or more for the 'Moving Around' or 12 points for the 'Planning and Following Journeys' and they have requested a mandatory reconsideration of that decision with the Department for Work and Pensions (DWP) within the last year, or
- they were in receipt of a lifetime or indefinite HRMC DLA award immediately before being assessed for PIP; 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; or
- 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 able to use an individual's Blue Badge when carrying that person as a passenger.

How to pay the badge issue fee

Please note there is a £20 badge issue fee for each badge issued payable on completion of a successful application. If your organisations application is successful we will write to you with details on how to submit payment. **Your organisation will only be issued with a Blue Badge once the payment has been received.**

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.