

# **Blue Badge Application Pack – Organisation**

Please find attached:

- Blue Badge Organisational Application Form - Guidance Notes
- Blue Badge Application Form – Organisation

**To complete the Blue Badge Application Form - Organisation you will need:**

- Details regarding the Organisation you are applying on behalf of, including named main contact details.
- Details on your current Blue Badge (if applicable)

**On returning the completed application to us, you must enclose the following items:**

- A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class.

# Blue Badge Organisational Application Form - Guidance Notes

## Section 1 – Organisational badges

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:

- Ñ receives the Higher Rate of the Mobility Component of Disability Living Allowance; or
- Ñ is registered blind (severely sight impaired); or
- Ñ receives a War Pensioner's Mobility Supplement; or
- Ñ 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
- Ñ 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;
- Ñ has a permanent and substantial disability which means they are unable to walk or virtually unable to walk; or
- Ñ 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:

- Ñ 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;
- Ñ 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:

- Ñ Cares for and transports disabled people who would meet one or more of the eligibility criteria for a individual Blue Badge; and
- Ñ 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.

## **Section 2 – Declarations and signatures**

Section 2a): 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 2b): 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 2c): 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 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 found online at [www.bluebadgescotland.org](http://www.bluebadgescotland.org).

Section 2d): Ensure all enclosures are returned with your completed application form.



Comhairle nan Eilean Siar, Health & Social Care Dept, Sandwick Road,  
Stornoway, Isle of Lewis, HS1 2BW

Comhairle nan Eilean Siar, Health & Social Care Dept, Council Offices,  
Balivanich, Isle of Benbecula, HS7 5LA

## Blue Badge Application Form - Organisation

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. When completing this form you may find the accompanying guidance notes are helpful.

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

### Section 1 – Applying for an Organisational Blue Badge [Regulation 5]

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 Section 1 of the accompanying guidance note for a list of the eligibility criteria prescribed in the regulations 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 a 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.

If you are unsure about how to answer these questions, then please read the guidance notes enclosed with this application form.

**Name of organisation:**

**Main contact name:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

**Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?**

See Section 1 of the accompanying guidance note 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 give details and attach a photocopy of the tax disc(s) to this application:**

**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 description of eligible disabled people in the accompanying guidance note)?

: 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 that your organisation will be required to pay the badge issue fee for each Organisational Badge that is issued)

**Badge issue fee:**

Please note that your organisation will be required to pay the badge issue fee (£20) for each Organisational Badge that is issued, payable in collection of the badge (s).

**Please do not send any payment with your application.**



## Section 2 – Declarations and Signatures

### 2a) 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.

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and 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 deemed, under the Data Protection Act, to be “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 National Fraud Initiative go to:  
<http://www.cne-siar.gov.uk/benefits/nfi.asp>

### Declarations to be completed

- 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 my local authority of any changes that may affect my entitlement to a badge.
- I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people.
- 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.

### 2b) Your consent to use your information to improve the service you receive

Please read and tick the following optional declarations that you consent to. Ticking these boxes will help to improve the service we can offer you

- I consent to the local authority checking any information already held by the local authority's Social Services department on the basis that:
  - It can help determine my eligibility for a Blue Badge;
  - It may speed up the processing of my application;
  - It may enable a decision to be made without the need for a mobility assessment.
- I agree to the disclosure of the information included in this form to other local authority departments/service providers so that I can be informed about other local authority services that may be of benefit to me.

## 2c) Your signature against the declarations in Section 2a and 2b

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

## 2d) Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed. We have provided a checklist below to help remind you of what you need to enclose.

### Section 1 – Organisational Badge

- A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class.

Please return your application form and supporting documents (noted at 2d) to your local Council office:

Comhairle nan Eilean Siar, Health & Social Care Dept, Sandwick Road, Stornoway, Isle of Lewis, HS1 2BW

Comhairle nan Eilean Siar, Health & Social Care Dept, Council Offices, Balivanich, Isle of Benbecula, HS7 5LA

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