

Blue Badge
 East Lothian Council
 John Muir House
 Haddington
 East Lothian
 EH41 3HA

Further information can be obtained by:
 Tel: 01620 827827
 Email: bluebadge.admin@eastlothian.gov.uk
 Web: www.eastlothian.gov.uk

BLUE BADGE SCHEME

**INDIVIDUAL APPLICATION FORM
 (Without further assessment - automatic eligibility)**

Ref No.

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.

East Lothian Council may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

Section 1 – Information about the applicant

If you are completing the form on behalf of an applicant who is under 16 or who is unable to complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf. Further guidance on completing this section can be found in Section 1 of the accompanying guidance note.

Title: (Mr, Mrs, Miss, Ms, other):	
First Name: (in full):	
Middle Name(s):	
Surname:	
Surname at birth:	
Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	Date of Birth (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"/>
Town:	
Place of Birth:	Country:
National Insurance Number / Child Registration Number:	<input type="text"/>
(see Section 1 of the accompanying guidance notes)	
Driving Licence Number: (If you hold a driving licence)	<input type="text"/>
Current address and contact details:	
Postcode:	
Home Tel:	
Mobile Tel:	
Email:	

Previous address, if different in the last three years:

Postcode:

Do you currently hold a Blue Badge, or have you held a Blue Badge before? Yes: No:

If you have:

Which local authority issued you with the last badge?

What is the serial number on the last badge?

What is the expiry date of the last badge?

Proof of your address, dated within the last 12 months:

We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following options and provide original documentation where relevant:

Either: I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.

Or: I have enclosed a utility bill or bank/Post Office statement bearing my name and address, dated within the last 12 months.

Or: I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. As the parent or guardian of the applicant I have enclosed a Council Tax bill, utility bill or bank/Post Office statement as described above.

Proof of your identity:

We need to check the applicant's identity to reduce the potential for fraudulent applications for a Blue Badge. You must attach a photocopy of **one** of the following as proof of your identity:

Birth certificate / Adoption certificate Marriage / Divorce certificate Passport

Civil Partnership / Dissolution certificate Valid driving licence

Photographs:

If you are submitting the application on behalf of the applicant or posting to the address shown on page 6 then you must submit 1 passport style photograph. The photograph needs to show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph.

East Lothian Council will upload the electronic copy of the photograph to the National database for the purposes of producing the badge. We will retain an electronic copy of the photograph for the duration of the badge.

Please ensure that the applicant's name is on the back of the photograph and that you complete Section 3(a) and 3(d) of this form to confirm that the photograph is a true likeness.

Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:

(Up to three registration numbers can be nominated, but please remember that other vehicles can be used)

Section 2 – Applicants who qualify “without further assessment”

These questions are intended for people who may qualify for a Blue Badge automatically because they:

- are severely sight impaired (blind);
- receive the **Higher Rate of the Mobility Component** of Disability Living Allowance or **Personal Independence Payment (PIP)** for Planning & Following Journeys / Moving Around
- receive the War Pensioner’s Mobility Supplement; or
- receive a qualifying award under the Armed Forces and Reserve Forces (Compensation) Scheme.

If you are unsure whether these questions apply to you, then please read Section 2 of the guidance notes enclosed with this application form.

2a) People who are severely sight impaired (blind)

[Regulation 4(2)(c)]

Are you registered as blind (severely sight impaired)?

Yes: No:

If YES, please state which local authority you are registered with:

Please indicate that you have enclosed a copy of your Blind Registration Certificate – issued by a local authority, RNIB or other blind society.

Yes: No:

2b) People who receive the Higher Rate of the Mobility Component of Disability Living Allowance or Personal Independence Payment (PIP)

[Regulation 4(2)(a)]

Do you receive the Higher Rate of the Mobility Component of Disability Living Allowance or Mobility Component of PIP for Planning & Following Journeys / Moving Around?

Yes: No:

If YES, have you been awarded this benefit indefinitely?

Yes: No:

If NO, when is your award of this benefit due to end?

(DD/MM/YYYY): / /

If you are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance or Personal Independence Payment (PIP) you must enclose a copy of your letter of entitlement to this benefit issued within the last twelve months or your original annual award letter. If you do not have your award letter then you can obtain copies from the Department for Work and Pensions by telephoning: 0845 712 3456. Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

2c) People who receive the War Pensioner's Mobility Supplement

[Regulation 4(2)(d)]

Do you receive the War Pensioner's Mobility Supplement?

Yes: No:

If YES, have you been awarded this benefit indefinitely?

Yes: No:

If NO, when is your award of this benefit due to end?

(DD/MM/YYYY): / /

If you are in receipt of the War Pensioner's Mobility Supplement you must enclose an original letter of entitlement to this benefit. You should have an award letter from the Service Personnel and Veterans Agency (SPVA). If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

2d) People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme

[Regulation 4(2)(d)(d)]

Have you received a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1 – 8 (inclusive) and have been certified by the SPVA as having a permanent and substantial disability which means you are unable to walk or virtually unable to walk?

Yes: No:

If you are in receipt of the above mentioned award under the Armed Forces and Reserve Forces (Compensation) Scheme, the Service Personnel and Veterans Agency (SPVA) will have issued you with a letter 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 the original 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 – Declarations and signatures

These questions are intended to be answered by all applicants for a Blue Badge

3a) 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.

Declarations to be completed by all 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 my local authority of any changes that may affect my entitlement to a badge.
- I confirm that the photograph I have submitted with my application is a true likeness.
- I understand that, if my application is successful, I must not allow any other person to use the badge for their benefit and that I must only use the badge in accordance with the rules of the scheme as set out in the "Blue Badge scheme in Scotland: Rights and responsibilities of a Blue Badge holder" leaflet which will be sent to me with the badge.
- I understand that I must not hold more than one valid Blue Badge at any time.

3b) 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 on the basis that:
- It can help determine my eligibility for a Blue Badge;
 - It may speed up the processing of my application
- 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.

3c) 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 u of what you need to enclose.

Section 1 – Information about you

- Proof of your address, dated within the last 12 months e.g. council tax or utility bill.
- Proof of your identity e.g. Driving Licence, passport.
- One passport - style photograph with your name on the back.

- Fee of £20.00 – Cheques should be made payable to "East Lothian Council"

Section 2a – People who are severely sight impaired

- A copy of your Blind Registration Certificate – issued by a local authority, RNIB or other blind society.

Section 2b – People who received the Higher Rate of the Mobility Component of Disability Living Allowance or Personal Independence Payment (PIP) for Planning & Following Journeys / Moving Around

A copy of your letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance or (PIP) issued within the last 12 months or your original annual award letter.

Section 2c – People who receive the War Pensioner’s Mobility Supplement

An original letter of entitlement for the War Pensioner’s Mobility Supplement.

Section 2d – People who receive an award under the Armed Forces and Reserve Forces (Compensation) Scheme

An original award letter confirming receipt of tariffs 1-8 under the Armed Forces and Reserve Forces (Compensation) Scheme, which also certifies that you have a permanent and substantial disability which causes inability to walk or very considerable difficulty walking.

3d) Your signature against the declarations in Section 3a and 3b

Your signature:	
Date of application:	(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"/>
Please print your name here:	

Please ensure that you sign in the box below. The badge cannot be issued if this box is not signed.



Please return this form as indicated at the top of page 1. If you are unable to personally attend one of our locations then someone can do this for you. Alternatively you can post this application form with all the required evidence to:

Transportation, East Lothian Council, John Muir House, Haddington, East Lothian EH41 3HA or any Local Area Office.

Office Use only

Method of Payment Cheque No. Receipt No.

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

GUIDANCE NOTES – AUTOMATIC ENTITLEMENT

What sections of the application form should I complete?

All applicants are required to complete all sections of this form.

Section 1 - Information about you

Please ensure that all fields are completed – failure to do so may result in the badge being delayed. 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, which can be found on Child Benefit documentation.

There are questions for those who have already held a Blue Badge or who have a Blue Badge which is due to expire shortly. Applicants should note that only one badge will be valid for one applicant at the same time. The serial number can be found on the front of the badge.

Proof of Address/Identity

You must be able to prove that you are resident in East Lothian as well as prove your identity. Please indicate within this section what evidence you are supplying and ensure that this is enclosed with your application.

Photographs

Please ensure a passport style photo with your name on the back is enclosed with your application.

Vehicle Registration Number

You should also provide the Vehicle Registration Numbers of up to 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.

Section 2 – Applicant's who qualify “automatically”

You will be automatically eligible for a badge if you are more than two 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 the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance. All original documents will be sent back to the applicant when no longer required. If attending one of our locations then copies will be taken by our staff and certified by them as correct.

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. You must provide your

Section 2b

Please complete this section if you receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA) or Personal Independence Payment (PIP). You will have had an award notice letter from the Pension, Disability and Carers Service (PDCS). You will also have been sent an annual award 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, then please contact the PDCS for a replacement by:

- Telephone: 08457 123 456
- Textphone: 08457 224 433
- 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

Section 2c

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 the original of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted on: 0800 169 22 77.

Section 2d

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 means you are unable or virtually unable to walk. 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 means you are unable or virtually unable to walk. You must enclose the original of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted on: 0800 169 22 77.

Section 3 – Declarations and Signatures

Section 3a):

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 East Lothian Council being unable to accept your Blue Badge application.

Section 3b):

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

Section 3c):

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

East Lothian Council may refuse to issue a badge if we 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, along with a range of information about the scheme in East Lothian can be viewed on our web site:

<http://www.Eastlothian.gov.uk/1523/1265/1271/>

Transport Scotland's blue badge website also provides comprehensive information:

<http://www.transportscotland.gov.uk/road/policy/blue-badge-scheme>