

# Blue Badge Application Form

## Organisational Blue Badge



Please complete all relevant sections of the application form and supply the appropriate documents to confirm the organisation's address, identity and evidence of eligibility. When completing this form you may find useful information on Blue Badge eligibility at: [www.mygov.scot/apply-blue-badge/eligibility](http://www.mygov.scot/apply-blue-badge/eligibility).

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

### Applying for an Organisational Blue Badge

The following questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for vehicle(s) which are to be used to carry disabled people who would themselves qualify for an individual Blue Badge.

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 Badge of the people it is transporting.

Organisational badges must not be used for the employee's benefit when they are carrying out other business on behalf of the organisation. In all circumstances, badges will be supplied to the organisations or departments rather than individual staff members.

### Information about the organisation

<b>Name of the organisation</b>	<input type="text"/>		
<b>Charity number</b> (if applicable)	<input type="text"/>		
<b>Name of main contact</b>	<input type="text"/>		
<b>Current address &amp; postcode</b>	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	<input type="text"/>	
<b>Telephone number</b>	<input type="text"/>		
<b>Email address</b>	<input type="text"/>		

## Information about the organisation

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

☐ Yes ☐ No

If **yes**, please provide details of the nature of this care:

**2. As part of this care, does your organisation provide disabled people with transportation?**

☐ Yes ☐ No

If **yes**, please provide details of the types of vehicles in which you wish to use the Blue Badge.

Type of Vehicle	Vehicle Registration Number	Frequency of use to transport disabled people

**3. Are any of the above vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?**

☐ Yes ☐ No

If **available**, please provide details and attach a copy of documentation to confirm taxation class.

**4. I can confirm I have attached the required document:**

☐ Yes

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

people

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

people

## Information about the organisation

**7. Please describe why your organisation is applying for a Blue Badge and how will it assist your operations. Please also include details of the types of trips it will be used for:**

**8. How often do you envisage your organisation will use the Blue Badge**

**9. If you already have an organisational Blue Badge please provide its:**

Serial Number (The serial number can be found on the front of the badge)	Expiry Date

**10. How many organisational badges are you applying for?**

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

## Badge Fee

If your application is successful you will receive a letter/email/telephone call requesting payment of £20 for your badge. Your Local Authority will only issue successful applications with a Blue Badge once payment has been received.

### Payment information specific to East Lothian Council

The cost of a blue badge is currently £20, payments can be made by credit or debit card using the online payments system, please use the applicants full name as the reference. The card holder does not need to be the applicant. Link to pay:- [www.eastlothian.gov.uk/homepage/10421/pay\\_for\\_it](http://www.eastlothian.gov.uk/homepage/10421/pay_for_it)

Alternatively, payment can be made in person at your Local Area Office. Your application cannot be completed until full payment is received. If your application is unsuccessful you will receive a full refund.

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**11. Where possible, 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 should be nominated, but please remember that other vehicles can be used)

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## Declarations and Signatures

The following questions are mandatory and are intended to be answered by all Blue Badge applicants.

Please read the following declarations thoroughly and tick all of the 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 the 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 2018, UK General Data Protection Regulation (GDPR) and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. We also have our own Privacy Policy, details of which can be found on our website.

Any medical information that you have supplied to support this application is deemed, under the Data Protection Act 2018, 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 applicant

- ☐ I can confirm that, as far as I know, the details I have provided are complete and accurate. I understand that action may be taken 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 the organisation’s entitlement to a Blue 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 organisation’s application is successful, the Blue 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.

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**Misuse of a Blue Badge is a criminal offence.**

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

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

☐ I consent to my local authority checking any information already held by their Social Services department on the basis that:

- It can help determine the organisation's eligibility for a Blue Badge.
- It may speed up the processing of the organisation's application.

☐ I agree to the disclosure of information included in this form to other local authority department/service providers so that I can be informed about other services that may be of benefit to me.

## Checklist of documents you may need to disclose

Please ensure that you have enclosed copies of all of the relevant documents for the sections of this application form. Please tick the relevant box(s) below to confirm all documents/photocopies provided are genuine. This copy should be a true likeness of the original:

☐ Photocopy of documentation to confirm DPV taxation class

## Your signature against the declarations

**Applicant's signature**

**Date of application**  
(DD/MM/YYYY)

D	D	M	M	Y	Y	Y	Y
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**Please print your name**

## Submitting your application

Please send this form and all evidence required to:  
East Lothian Council – Transport Services  
Penston House  
Macmerry Industrial Estate  
Macmerry  
East Lothian  
EH33 1EX

Alternatively you can attend any Local Area Office. Further information can be obtained by: Tel: 01620 827 827  
Email: [bluebadge.admin@eastlothian.gov.uk](mailto:bluebadge.admin@eastlothian.gov.uk)  
Web: [www.eastlothian.gov.uk](http://www.eastlothian.gov.uk)