

Blue Badge Local Authority Verification Toolkit



Llywodraeth Cymru
Welsh Government



July 2017

Introduction

This toolkit has been prepared by the Welsh Government to help local authorities manage the application and verification process for a Blue Badge across Wales.

The scheme is devolved to local authorities to administer and we have worked with you all to listen to your views, capture what you wanted from us and produce revised guidance in light of some areas of concern.

It is intended that you will use this toolkit to achieve a more consistent approach in the delivery of the service and the outcome of decisions across Wales.

Contents

- 1** Initial Enquiry Script
- 2** BBIS Online Route
- 3** Application Forms
- 4** Inviting Applicants to Interview
- 5** Decision Record Tool
- 6** Template Refusal Letter
- 7** Alternative Services
- 8** Glossary of Terms
- 9** Further Information

OGL

WG31689

© Crown copyright 2017

Initial Enquiry Script



This script may be used on first contact with members of the public when they enquire about applying for a badge, whether over the phone or face to face. It will help you to identify if the individual meets any of the set criteria and advise if they are eligible to proceed with an application. It should work as a sift mechanism.

If a person does not meet any of the set criteria for a badge take this as the ideal time to inform them that as they do not meet the criteria for a badge that no further action should be taken. However, you should be clear about your explanation and note that the eligibility criteria are laid down in regulations. This may help reduce expectations and complaints from members of the public. It would likely ease demand on your authority's workload whilst eliminating undue stress, time and inconvenience to the applicant. However, you cannot refuse to accept an application for a badge even if you have established they do not meet any of the eligibility criteria.

You may wish to take this time to refer the applicant to alternative services that may be identified and signposted to the individuals who would not be eligible for a badge. **For more information please see Section 7.**

If a person is found to be eligible then each authority should decide what criteria each applicant falls under. The authority should then advise the applicant how to apply, such as a paper and post application service, face to face interview or online. During the application stage, you should aim to:

- Communicate the aims and benefits of the scheme
- Inform the person about the rules and responsibilities and
- Advise them of the penalties linked to misuse of a badge

Blue Badge Pre-application Script

NOTE: Local authorities may wish to keep a record of conversations and ask the caller their permission to do so.

Q1

Hello, I understand that you wish to apply for a Blue Badge? My name is ##### and I'll just explain some background details of the scheme and run through the eligibility criteria with you to identify if you would be eligible to proceed to the application stage.

**Read Introduction and Aims of the Scheme.
[Go to page 5]**

Q2

Is this an application for yourself or on behalf of another person?

Q3

Do you qualify for any of the following benefits?

Read bullet points in Section A. [Go to page 5]

YES

**Go to F1 –
Page 8**

NO

**Go to Q4 –
Page 9**

Introduction and Aims of the Scheme

The aim of the Blue Badge Scheme is to provide badge holders access to services, enabling them to park closer to where they need to go. The eligibility criteria is generally aimed at people with mobility problems and those who are in receipt of benefits, which themselves include a measure of mobility assessment. The criteria has been extended in recent years to include other groups of people and most recently to include some people with cognitive impairments.

The eligibility criteria for a badge are split into three areas. These are set in law and each applicant MUST show that they meet one of the criteria and verify residency and identity to be issued a badge.

Automatic Eligibility Criteria

A

People who may be issued with a badge 'without further assessment' are those who are more than two years old and fall within one or more of the following descriptions. Check if the applicant:

- receives the Higher Rate of the Mobility Component of the Disability Living Allowance (HRMCDLA)
- receives a War Pensioner's Mobility Supplement (WPMS) or
- has been both awarded a lump sum benefit at tariffs 1-8 of the Armed Forces Compensation Scheme and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking
- people awarded tariff 6, – Permanent Mental Disorder of the Armed Forces Compensation Scheme
- is sight impaired
- receives Personal Independence Payment (PIP) as detailed:
 - ◆ Mobility Activity 1, descriptor f; or
 - ◆ Mobility Activity 2, descriptors c, d, e or f

Proof of identity: Birth/Adoption certificate
Marriage/Divorce certificate
Civil partnership/Dissolution certificate
Valid driving license
Valid passport
Concessionary Bus Pass

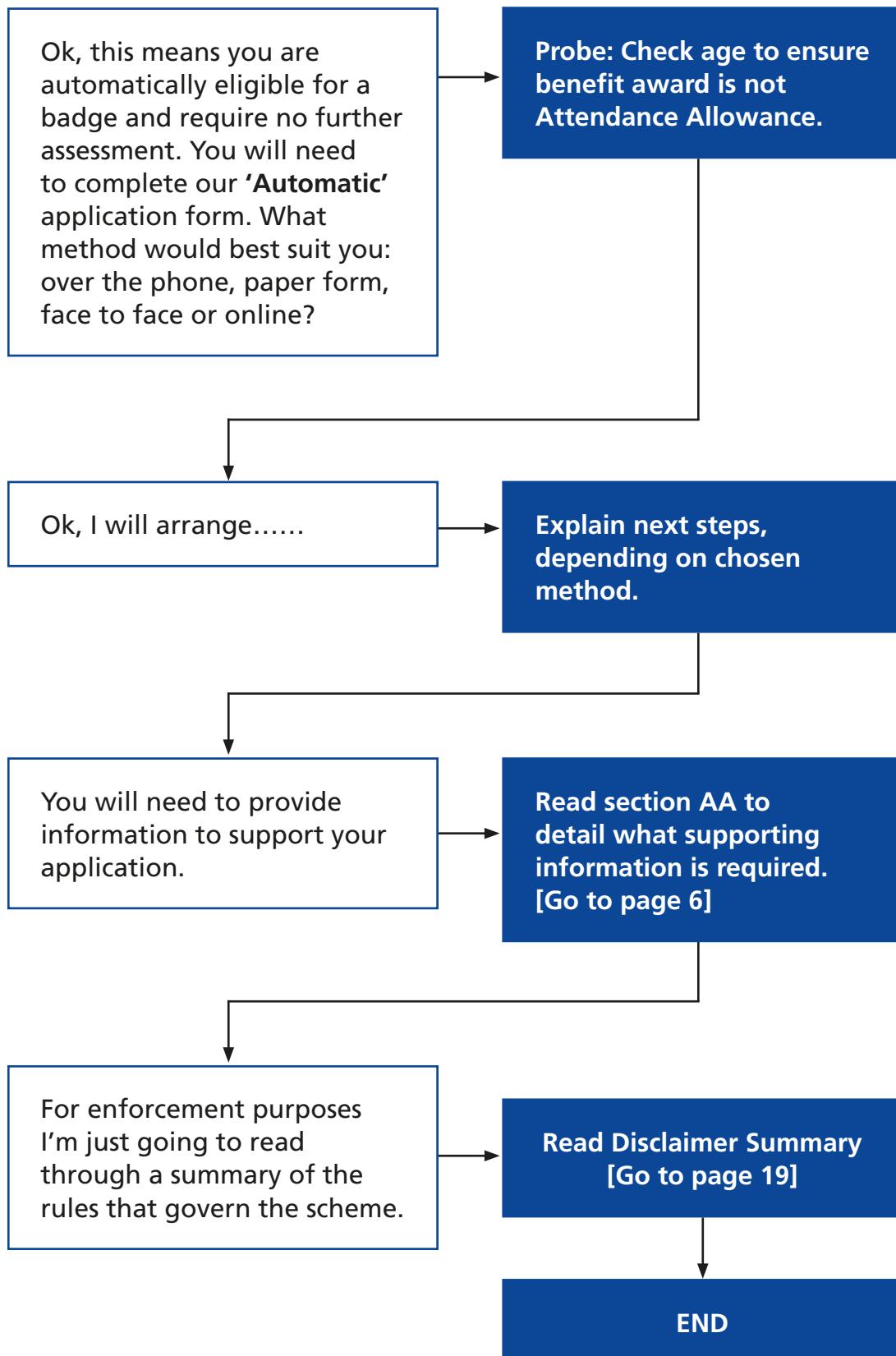
Proof of residency: Council tax bill
Give consent for the authority to check Council Tax records, electoral register, or school records

Proof of eligibility: See table below with relevant details.

Photograph: Must be certified by a professional occupation if the applicant does not attend a face to face appointment.

Eligibility Criteria	Evidence
Applicant is in receipt of Higher Rate Mobility Component of Disability Living Allowance (HRMCDLA).	An original HRMCDLA award letter dated within 12 months of application.
Applicant is in receipt of War Pensioners' Mobility Supplement.	An original entitlement letter.
Applicant is in receipt of Armed Forces Compensation Scheme (tariff 1-8).	An original award letter, which also certifies that you have a permanent and substantial impairment which causes inability to walk or very considerable difficulty walking.
People awarded tariff 6, – Permanent Mental Disorder of the Armed Forces Compensation Scheme.	An original award letter which demonstrates that the applicant has been awarded tariff 6, – Permanent Mental Disorder of the Armed Forces Compensation Scheme.
Applicant has sight impairment.	An ophthalmologist report or CV1/BD8 form or registration with local authority as sight impaired at the "severe" level.
People who receive Personal Independence Payment (PIP) as detailed: Mobility Activity 1, descriptor f; or Mobility Activity 2, descriptors c, d, e or f	An original or up rating award letter that clearly shows the score for each activity.

F1



Q4

No problem, I'll just run through the next section with you as you may fall under the discretionary criteria.

Do you believe that you fit any of these descriptors?

Read bullet points in Section B. [Go to page 10]

YES

**Go to F2 –
Page 13**

NO

**Go to Q5 –
Page 14**

B

Discretionary Mobility Eligibility Criteria

People who may be issued with a badge after ‘further assessment’ are those who are more than two years old and fall within one or more of the following descriptions. Check if the applicant:

- has a permanent and substantial impairment which causes inability to walk or very considerable difficulty in walking
- drives a vehicle regularly, has an impairment in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking equipment or
- holds a DS1500 form

In addition, children under the age of three may be eligible for a badge if they 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

BB

Supporting Evidence

Proof of identity: Birth/Adoption certificate
Marriage/Divorce certificate
Civil partnership/Dissolution certificate
Valid driving license
Valid passport
Concessionary Bus Pass

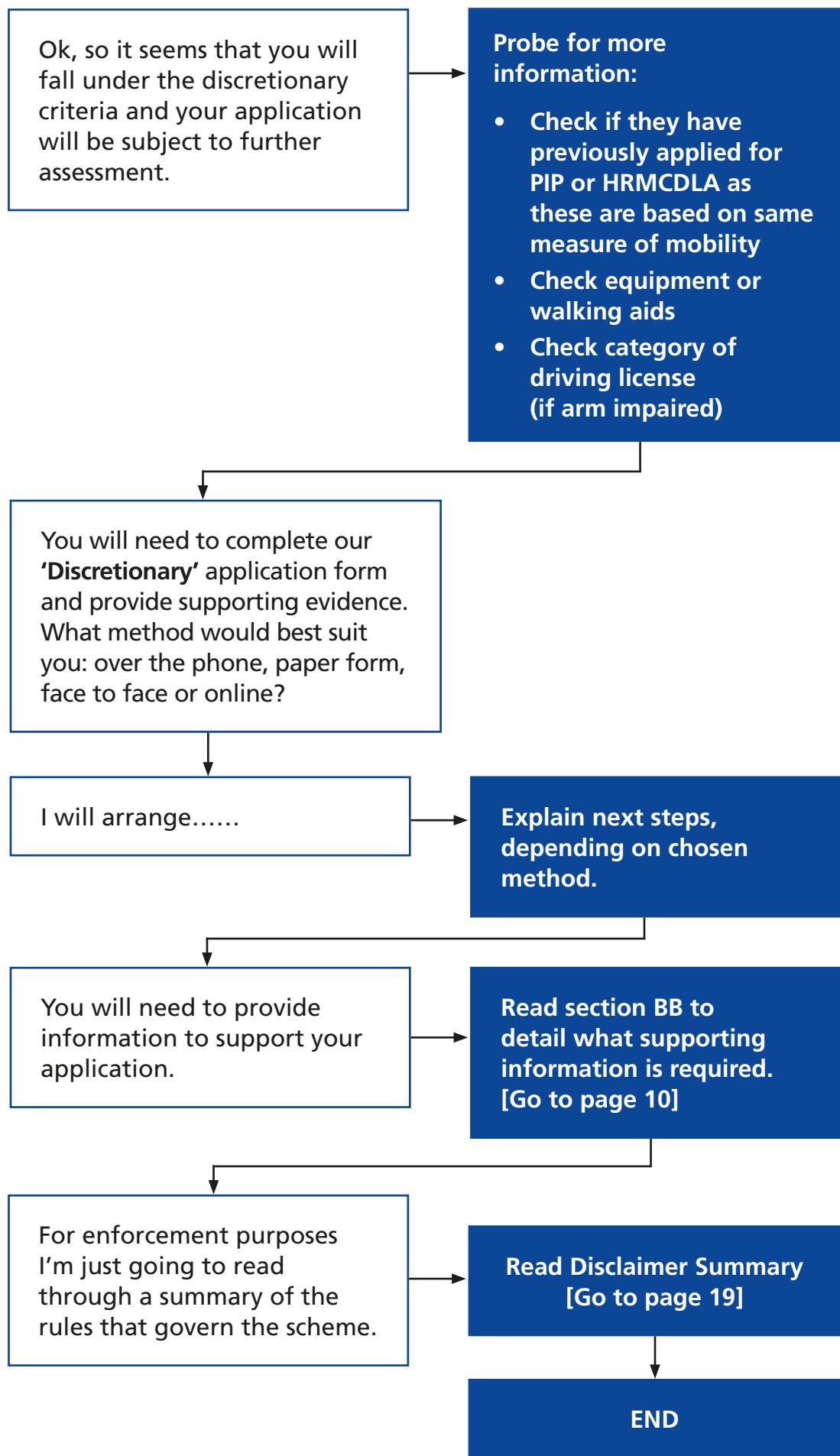
Proof of residency: Council tax bill
Give consent for the authority to check Council Tax records, electoral register, or school records

Proof of eligibility: See table below with relevant details. In addition to this, you may accept appointment letters/cards from any relevant healthcare specialists, details of medication, walking aids and equipment

Photograph: Should be certified by a professional if the applicant does not attend a face to face appointment. Further details on this is provided in the Blue Badge Guidance to local authorities.

Eligibility Criteria	Evidence
Has a permanent and substantial impairment which causes inability to walk or very considerable difficulty in walking.	<p>Evidence of any relevant health specialists they see; proof of this may be an appointment card, or letter or a previous health assessment.</p> <p>Also consider described comments in their application in relation to the measured distance of 50m:</p> <ul style="list-style-type: none"> • Excessive pain during or afterwards • Excessive breathlessness • Distance they are able to walk • Length of time • Manner such as posture, rhythm, co-ordination, balance and stride • Use of walking aids and oxygen; and • Additional support or services they receive
Drives a vehicle regularly, has an impairment in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking equipment.	<p>The applicant's driving license should be coded as either of the following:</p> <ul style="list-style-type: none"> • 40 – Adapted steering • 79 – Restricted to vehicles in conformity with the specifications stated in brackets.
People who have a special case terminal illness and a mobility impairment.	An original DS1500 form, supporting letter from McMillan nurse or relevant health specialist.

Eligibility Criteria	Evidence
<p>A child under three 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.</p>	<p>Their application may include a letter from a paediatrician outlining the child's medical condition.</p> <p>Their application would also describe the requirement of one or more of the following types of equipment:</p> <ul style="list-style-type: none"> • Ventilators • Suction machines • Feed pumps • Parenteral equipment • Syringe drivers • Oxygen administration equipment • Continuous oxygen saturation monitoring equipment • Casts and associated medical equipment for correction of hip dysplasia
<p>A child under three 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.</p>	<p>Their application may include a letter from a paediatrician outlining the child's medical condition.</p> <p>Example of types of conditions that would need to stop to perform an urgent medical procedure:</p> <ul style="list-style-type: none"> • Children with tracheostomies • Children with epilepsy/fitting • Children with highly unstable diabetes • Terminally ill children who can only access brief moments of outside life and need a quick route home



Q5

Ok, I'll check through the next section with you.

Do you/they have any of the following conditions?

- Autism
- Alzheimer's or dementia
- Stroke survivors
- Learning Disabilities
- Mental Health
- Head/Brain injuries

Do you have difficulty planning or following a journey, to such an extent that you need constant supervision?

NO

Go to Q6 [page 17].

YES TO BOTH

You/they will need to complete our '**Cognitive Impairment**' application form and previous history with health or social services will need to be verified.

Please see section C and CC [page 15] for further information.

END

Cognitive Impairment

C

Applicants who fall into this criteria who are unable to clearly demonstrate their needs, may be passed for ‘further assessment’ to an Independent Advisory Service, depending on the result of the decision record tool. This service will be responsible for making a decision in these cases. **This criteria applies to people who have difficulty planning and following a journey, to such an extent that they need constant supervision. Applicants may also apply under this criteria if they are outside the qualifying age for PIP or they choose not to apply for the benefit.**

This may capture people with:

- Autism
- Alzheimer’s or dementia
- Stroke survivors
- Learning Disabilities
- Mental Health
- Head injuries

Please note that this is not an exhaustive list. This criteria is not entirely based on diagnosis of conditions, but requires that they meet the safety needs in bold above.

Supporting Evidence

CC

Proof of identity: Birth/Adoption certificate
Marriage/Divorce certificate
Civil partnership/Dissolution certificate
Valid driving license
Valid passport
Concessionary Bus Pass

Proof of residency: Council tax bill
Give consent for the authority to check Council Tax records, electoral register, or school records

Proof of eligibility: In this case the Independent Advisory Service will scrutinise the supporting evidence to make a decision. However, if the applicant is in receipt of Higher Rate care Component Disability Living Allowance, you should check the original award letter.

Photograph: Must be certified by a professional occupation if the applicant does not attend a face to face appointment.

Cognitive Impairment Criteria

Eligibility Criteria	Information Requested From
People who are unable to plan and follow any journey	<p>A letter of support from a relevant healthcare professional such as, Child and Adolescent Mental Health Services (CAMHS), Paediatricians, Psychiatrists, Psychologists, attendance at a Memory Clinic and are registered on a local authority Learning Disability Register.</p> <p>This is not an exhaustive list.</p>
<p>This may include people with:</p> <ul style="list-style-type: none">• Autism• Alzheimer's or dementia• Stroke survivors• Learning Disabilities• Mental Health difficulties• Head injuries <p>This is not an exhaustive list.</p>	As above.

Q6

Ok, I'll check through the final section with you.

Are you unable to walk or have considerable difficulty walking; due to a **temporary but substantial disability** which is likely to last for the next **12 months**.

Read bullet points in Section D and DD [Go to page 18]

YES

NO

Explain that their temporary application will be sent to the Independent Advisory Service for further assessment.

Read Disclaimer Summary [Go to page 19]

END

I'm sorry but as you do not meet any of eligibility criteria explained it would not be suitable to proceed with an application as the likely result would be not to issue a badge to you. If you do find that your circumstances change, or that you have further evidence to support an application then please contact us again to discuss this.

Depending on conditions, you could offer alternative options or services available.

END

D

Temporary Impairment Criteria

Applicants who fall into this criteria are unable to walk or have considerable difficulty walking; due to a temporary but substantial disability which is likely to last for the next 12 months.

This may capture people who are, for example:

- Recovering from a complex leg fracture, possibly managed with external fixators
- Undergoing therapy in order to recover from stroke or head injury that has impacted on mobility
- Undergoing therapy in order to recover from spinal trauma with the loss of leg function
- Undergoing medical intervention, for example treatment for cancer, that impacts on mobility
- Have a severe functional leg impairment and awaiting or have undergone joint replacement (e.g. unilateral or bilateral hip, knee, etc).

DD

Supporting Evidence

Proof of identity: Birth/Adoption certificate
Marriage/Divorce certificate
Civil partnership/Dissolution certificate
Valid driving license
Valid passport
Concessionary Bus Pass

Proof of residency: Council tax bill
Give consent for the authority to check Council Tax records, electoral register, or school records

Proof of eligibility: In this case the Independent Advisory Service will undertake a further assessment, however, it would be helpful to have details of any healthcare professionals the applicant may see

Photograph: Must be certified by a professional occupation if the applicant does not attend a face to face appointment.

Disclaimer Summary

You understand that if your application is successful, you must not allow any other person to use the badge for their benefit and that you must only use the badge in accordance with the rules set out in 'The Blue Badge Scheme – Rights and Responsibilities in Wales' leaflet which will be sent to you with the badge. Fraudulent applications or misuse of the badge may result in a fine of £1,000 and / or forfeit of the badge. You must also inform the issuing local authority if there are any changes that may affect your entitlement to a badge. For example if your mobility improves.

This page has been intentionally left blank

BBIS online route



The Welsh Government cannot instruct how local authorities incorporate the BBIS online applications into their processes. However, you may wish to signpost to the Gov.uk site (below) on your website with clear instructions of what applicants can expect when applying this way.

<https://www.gov.uk/apply-blue-badge>

This page has been intentionally left blank

Application Forms



Each applicant will fall under one of the eligibility criteria, as set in regulations; therefore, they should be directed to complete the relevant application form.

The forms are split as listed below, each of them containing guidance notes and clear instructions to applicants on completing the form. An image of each form is included in this pack for information purposes. Each authority is able to edit the electronic format to include their contact details, logo branding and arrange printing as required.

- BB1 – Fast Track for special cases
- BB2 – Automatic and Discretionary criteria
- BB3 – Cognitive Impairment criteria
- BB4 – Temporary Impairment Criteria

The following sections explain what supporting evidence is required and who is responsible for reaching a decision for each area of eligibility.

Please see an example of this form on page 25.

Local Authorities are responsible for checking each application and accepting supporting evidence.

Eligibility Criteria	Supporting Evidence Required
People who have a special case terminal illness and a mobility impairment.	An original DS 1500 form, supporting letter from McMillan nurse or other relevant health specialist.

Blue Badge Application Form

This form should be completed by applicants who are applying under the following criteria, which will be fast tracked through the application process.

This applies to people who:

- a. have a terminal condition and have a mobility impairment; and
- b. have an original DS 1500 form, supporting letter from their McMillan nurse or other relevant health specialist.

Further guidance can be found in the accompanying guidance notes.

Please complete section 1 below and sign the declarations at the last page. You will also need to supply the appropriate documents to confirm your address and identity.

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.

Section 1 – Information about the applicant

Title (Please Select)	Mr / Mrs / Miss / Ms	Other	
First name			
Surname			
Surname at Birth (if different)			
Date of Birth (DD/MM/YYYY)			
Place of Birth	Town		
	Country		
National Insurance Number			
Current address			
Postcode			
Contact details	Home		
	Mobile		
	Email		
Previous address, if different in the last three years			
Postcode			
For enforcement purposes 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).			

Declarations and signatures

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.
- Failure to tick one of these declarations may mean we are unable to consider your application.
- 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, parent or carer.

I confirm that, as far as I know, the details provided are complete and accurate. I realise that you may take action against me if false information has been provided in this application form.	
I give consent to the local authority to check my personal details on the local authority's Council Tax database so that I do not need to submit proof of my address.	
I understand that I must promptly inform my local authority of any changes that may affect my entitlement to a badge.	
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 – Rights and Responsibilities in Wales” leaflet which will be sent to me with the badge. Fraudulent applications or misuse of a badge may result in a fine of £1,000 and/or forfeit of the badge.	
I understand that I must not hold more than one valid Blue Badge at any time.	
I confirm that I do not currently hold a Blue Disabled Person's Parking Badge that has been issued by a different local authority.	
I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.	

Checklist of documents you may need to enclose

We have provided a checklist below to help remind you of what information you need to enclose. You will need to check with your local authority whether they require original documents or certified copies.

Proof of your address, dated within the last 12 months. (If you have not given consent for us to check Council Tax/electoral register/school records.)	
Proof of your identity.	
A passport-style photograph of yourself with your name on the back (if possible).	

Your signature against the declarations

Your signature	
Print name	
Date of application	

If you are applying on behalf of another person, please indicate your relationship.

	Relationship
Official Guardian	
Power of Attorney	
Parental Responsibility	
Other (Please describe)	

Where you have applied for a Blue Badge on behalf of another person you must be aware that using the Blue Badge contrary to the rules governing the scheme may result in prosecution, a fine and the withdrawal of the Blue Badge.

Guidance notes

Your application will be verified by your local authority, who will process a fast track request for a badge, providing you have included the correct information to support your application. The declarations include a section for you to check this.

Proof of your identity

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

- Birth certificate/adoption certificate
- Marriage/Divorce certificate
- Civil Partnership/Dissolution certificate
- Passport
- Valid driving licence
- Current Blue Badge
- Concessionary Travel Card

Identification documents that include a **photograph** are preferable but please check with your local authority if you are unable to provide one of the above.

Address

Proof of address should be in the form of an original Council Tax bill bearing your name and address. The original must be submitted with your application and will be returned at the end of the application process.

Please note that you will not need to submit your Council Tax bill if you have ticked the appropriate box in the declarations, which gives your consent for the local authority to check your address on their Council Tax records or electoral register.

If you are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

Blue Badge Issue Fee

There is no charge to the Blue Badge holder upon first issue of a badge, however, a fee of up to £10 may be charged for badges issued as replacements in the case where a badge has been lost, stolen or damaged to an extent it cannot be read by people who will be checking the badge when used for parking or other concessions.

Other information

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.

Please see an example of this form on page 33.

Local Authorities are responsible for checking each application and accepting supporting evidence.

If applicants are not invited to attend the authority office then a certified photograph MUST be provided to verify their identity.

Eligibility Criteria	Evidence
Applicant is in receipt of Higher Rate Mobility Component of Disability Living Allowance (HRMCDLA).	An original HRMCDLA award letter dated within 12 months of application.
Applicant is in receipt of War Pensioners' Mobility Supplement.	An original entitlement letter.
Applicant is in receipt of Armed Forces Compensation Scheme (tariff 1-8).	An original award letter, which also certifies that you have a permanent and substantial impairment which causes inability to walk or very considerable difficulty walking.
People awarded tariff 6, – Permanent Mental Disorder of the Armed Forces Compensation Scheme.	An original award letter which demonstrates that the applicant has been awarded tariff 6, – Permanent Mental Disorder of the Armed Forces Compensation Scheme.
Applicant has sight impairment.	An ophthalmologist report or CV1/BD8 form or registration with local authority as sight impaired at the "severe" level.
People who receive Personal Independence Payment (PIP) as detailed: Mobility Activity 1, descriptor f; or Mobility Activity 2, descriptors c, d e or f	An original or up rating award letter that clearly details the score for each activity.

Please see an example of this form on page 33.

Local Authorities are responsible for checking each application and verifying the supporting evidence to reach a decision on whether to award a badge by using the Decision Record Tool (Section 5). They may be supported by the Independent Advisory Service if they refer an application form for further assessment.

If applicants are not invited to attend the authority office then a certified photograph MUST be provided to verify their identity.

Eligibility Criteria	Evidence
Has a permanent and substantial impairment which causes inability to walk or very considerable difficulty in walking.	<p>Evidence of any relevant health specialists they see; proof of this may be an appointment card, letter or a previous health assessment.</p> <p>Also consider described comments in their application in relation to the measured distance of 50m:</p> <ul style="list-style-type: none"> • Excessive pain during or afterwards • Any breathlessness • Distance they are able to walk • Length of time • Manner such as posture, rhythm, co-ordination, balance and stride • Use of walking aids and oxygen; and • Outdoor walking, if different
Drives a vehicle regularly, has an impairment in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking equipment.	<p>The applicants driving license should be coded as either of the following:</p> <ul style="list-style-type: none"> • 40 – Adapted steering • 79 – Restricted to vehicles in conformity with the specifications stated in brackets.

Eligibility Criteria	Evidence
<p>A child under three 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.</p>	<p>Their application may include a letter from a paediatrician outlining the child's medical condition.</p> <p>Their application would also describe the requirement of one or more of the following types of equipment:</p> <ul style="list-style-type: none"> • Ventilators • Suction machines • Feed pumps • Parenteral equipment • Syringe drivers • Oxygen administration equipment • Continuous oxygen saturation monitoring equipment • Casts and associated medical equipment for correction of hip dysplasia
<p>A child under three 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.</p>	<p>Their application may include a letter from a paediatrician outlining the child's medical condition.</p> <p>Examples of types of conditions that would need to stop to perform an urgent medical procedure:</p> <ul style="list-style-type: none"> • Children with tracheostomies • Children with epilepsy/fitting • Children with highly unstable diabetes • Terminally ill children who can only access brief moments of outside life and need a quick route home

Blue Badge Application Form

This form should be completed by applicants who are applying under any of the following criteria, please refer to the table below for instructions of what sections you need to complete and the supporting guidance to assist you.

Please complete the relevant sections of this form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. We ask you to provide accurate information to help us assess your application as we may refuse to issue a badge if you do not provide the relevant information to verify your personal details.

Further guidance on completing this form can be found in the accompanying guidance notes. Please note that fraudulent applications or misuse of a badge may result in a fine of £1,000 and/or forfeit of the badge.

People who are blind (sight impaired)	Please complete sections 1, 2a and 6
People receiving Higher Rate Mobility Component of Disability Living Allowance (HRMCDLA)	Please complete sections 1, 2b and 6
People receiving Personal Independence Payment (PIP) <i>(see level of award in guidance notes)</i>	Please complete sections 1, 2c and 6
People who receive War Pensioner's Mobility Supplement	Please complete sections 1, 2d and 6
People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme	Please complete sections 1, 2e and 6
If you have walking difficulties	Please complete sections 1, 3 and 6
If you have impairments in both arms	Please complete sections 1, 4 and 6
If you are completing on behalf of applicants under the age of three	Please complete sections 1, 5 and 6

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.

* Mandatory fields

Title (Please Select)*	Mr / Mrs / Miss / Ms	Other	
First name*			
Surname*			
Surname at Birth (if different)*			
Date of Birth (DD/MM/YYYY)*			
Place of Birth*	Town		
	Country		
National Insurance Number*			
Current address*			
Postcode*			
Contact details	Home		
	Mobile		
	Email		
Previous address, if different in the last three years			
Postcode			
For enforcement purposes 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).			
Do you currently hold a Blue Badge, or have you held a Blue Badge before?	Yes	No	
If Yes:			

BB2 – Automatic and Discretionary Criteria

Which local authority issued you the badge?	
What is the expiry date?	
What is the serial number?	

Proof of residency, dated within the last 12 months:

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

I give consent to the local authority to check my personal details on the local authority's Council Tax database so that I do not need to submit proof of my address.	
I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.	
I do not pay Council Tax, am over the age of 16 and give consent to the local authority to check my address on the electoral register.	
I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to the local authority to check school records to confirm their address.	

Proof of your identity

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

- Birth certificate/adoption certificate
- Marriage/Divorce certificate
- Civil Partnership/Dissolution certificate
- Passport
- Valid driving licence
- Current Blue Badge
- Concessionary Travel Card

Identification documents that include a **photograph** are preferable but please check with your local authority if you are unable to provide one of the above.

Photograph for the Blue Badge

Please enclose a recent passport-style photograph of the applicant. The photograph should show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle.

You will need to see the guidance notes to ensure that the photograph meets requirements for a Blue Badge if awarded.

Please ensure that the applicant's name is on the back of the photograph and that you complete Section 6(a) of this form to confirm that the photograph is a true likeness.

Section 2 – Automatic Criteria

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

- are blind (sight impaired)
- receive the Higher Rate of the Mobility Component of Disability Living Allowance
- receive Personal Independence Payment (PIP)
- receive the War Pensioner's Mobility Supplement or
- receive a qualifying award under the Armed Forces and Reserve Forces (Compensation) Scheme

If you are not in receipt of any of these benefits then you may fall under the Discretionary criteria for a badge. Please go to section 3.

2a) People who are blind (sight impaired)		
Are you registered as blind (sight impaired)?	Yes	No
If YES, please state which local authority you are registered with:		
If YES, do you give consent to us to check the local authority's register of blind people to see whether your impairment is already known to the council?	Yes	No
If NO, then please indicate whether you have enclosed your Certification of Blindness or Defective Vision (BP1) (3R) or Certificate of Vision Impairment (CVI) or a previous equivalent, signed by a Consultant Ophthalmologist.	Yes	No
2b) People who receive the Higher Rate of the Mobility Component of Disability Living Allowance (this is not Attendance Allowance)		
Do you receive the Higher Rate of the Mobility Component of Disability Living Allowance?	Yes	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 you must enclose your letter of entitlement to this benefit issued within the last 12 months or your original annual uprating letter. Please note that we may check that you are in receipt of this award with the Department for Work and Pensions.		
2c) People who receive Personal Independence Payment		
Do you receive Personal Independence Payment, as detailed below?		
Mobility Activity 1, descriptor f; or	Yes	No
Mobility Activity 2, descriptors c, d, e or f.	Yes	No
When is your award of this benefit due to end? (DD/MM/YYYY)		
If you are in receipt of PIP you must enclose your letter of entitlement to this benefit. Please note that we may check that you are in receipt of this award with the Department for Work and Pensions.		

BB2 – Automatic and Discretionary Criteria

2d) People who receive the War Pensioner's Mobility Supplement		
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)		
2e) People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme		
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 impairment which causes inability to walk or very considerable difficulty walking?	Yes	No
Have you been awarded tariff 6, – Permanent Mental Disorder of the Armed Forces Compensation Scheme?	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 impairment which causes inability to walk or very considerable difficulty in walking. You must enclose 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.		

If you have answered “Yes” to any of the questions in Section 2, please complete the declarations in Section 6.

Section 3 – Discretionary Criteria Questions for applicants with mobility impairment

Please note that you will only qualify for a Blue Badge under this criteria if you, or the person on whose behalf you are applying, are over two years of age and have a **permanent and substantial** impairment which means you/they are **unable** to walk or have **considerable difficulty in walking**.

1) Please describe your mobility difficulties?		
2) Is your condition or impairment permanent?	Yes	No
3) Have you been prescribed oxygen to support your mobility needs on a daily basis? <i>Please note that you may be requested to provide evidence of this.</i>	Yes	No
If yes, please describe how and when you need to use it:		
4a) How do you mobilise within your home?		
Please tick one or more options that apply to you:		
Powered wheelchair		
Wheelchair		
Prosthetic lower limbs		
Walking frame (Zimmer Frame)		
Rollator (walking frame with wheels)		
Tri/quad walker with brakes used		
1 or 2 elbow crutches		
1 or 2 walking sticks		
Furniture support		

BB2 – Automatic and Discretionary Criteria

Leg brace		
4b) Has this equipment been prescribed to you by the NHS? <i>Please note that you may be requested to provide evidence of this.</i>	Yes	No
5a) How far can you walk? Please tick one statement that applies to you:		
Cannot, or has severe difficulty walking up to 50 meters without any walking aids		
Can walk up to 50 meters with or without walking aids but experiences severe pain or difficulty, during or afterwards		
Can walk up to 50 meters with or without walking aids but no severe pain or difficulty, during or afterwards		
5b) What equipment do you use to mobilise outside of your home? Please tick one or more options that apply to you:		
Powered wheelchair		
Wheelchair		
Prosthetic lower limbs		
Walking frame (Zimmer Frame)		
Rollator (walking frame with wheels)		
Tri/quad walker with brakes used		
1 or 2 elbow crutches		
1 or 2 walking sticks		
Furniture support		
Leg brace		
5c) What is the impact during or following journeys outside of the home? Please tick one or more options that apply to you:		
Extensive recovery	Yes	No
Extensive pain requiring medication	Yes	No
Severe breathlessness	Yes	No

BB2 – Automatic and Discretionary Criteria

Reduces to very slow speed	Yes	No
Increased unsteadiness or falls	Yes	No
6a) Do you regularly take medication that has been prescribed by a health professional to assist your mobility? Please include the name and dosage:		
6b) Do you need to use an inhaler, nebuliser or GTN spray for all journeys?		
7) Do you need support from another person getting in and out of a vehicle for all journeys? Please tick one option below and describe why and how they help:		
A person either side		
One person		
8a) Have you undergone any previous assessment by Social Services and currently receiving services? If yes, please provide further details:	Yes	No
8b) Do you receive any other support, for example, Attendance Allowance, meal delivery service, care service or additional services, including family support? If yes, please provide further details:	Yes	No

If you have completed Section 3, please complete the declarations in Section 6

Section 4 – Discretionary Criteria

Questions for applicants with impairment in both arms

These questions are intended for people who:

- drive a vehicle regularly, have an impairment in both arms and are unable to operate, or have considerable difficulty in operating parking equipment, such as ticket barriers and pay meters

When applying under this criteria please note that the badge may only be used if the applicant is the driver of the vehicle.

Do you drive regularly?	Yes	No
Do you have a impairment in both arms?	Yes	No
Please describe your medical condition/impairment:		
Are you unable to operate, or have considerable difficulty operating a parking equipment?	Yes	No
If YES, please describe the difficulties you have with operating ticket barriers and pay and display machines.		
Do you drive a specially adapted vehicle?	Yes	No
If YES, please describe how the vehicle has been adapted for you, and enclose a photocopy of your insurance details to verify this adaptation.		
Is your driving licence subject to restrictions due to your impairment?	Yes	No
If YES, please enclose a photocopy of your licence.		
Driving Licence Number		

If you have completed Section 4, please complete the declarations in Section 6.

Section 5 – Discretionary Criteria

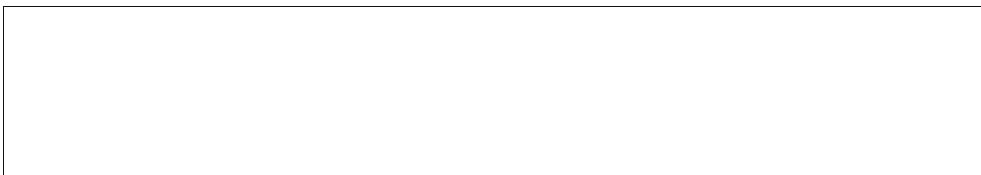
Questions for applicants under the age of three

These questions are intended for children under the age of three who may be eligible for a Blue Badge because:

- they have a condition requiring the transportation of bulky medical equipment at all times or
- they must always be kept near a motor vehicle on account of a condition so that they can, if necessary, be treated for that condition in the vehicle or taken quickly in the vehicle to a place where they can be treated

Are you applying on behalf of a child under the age of three who has a condition requiring transportation of bulky medical equipment at all times?	Yes	No
If YES , please state what type of equipment is required:		
Are you applying on behalf of a child under the age of three who has a condition that requires that they must be always kept near a motor vehicle so that they can, if necessary, be treated for that condition in the vehicle or be taken quickly in the vehicle to a place where they can be treated?	Yes	No
If YES , please describe the child's medical condition:		
Can you estimate how often they will need treatment?		
If you have answered YES to either of the questions above, please enclose a letter from a healthcare professional that has been involved in your child's treatment (for example your paediatrician) giving details of the child's medical condition and the type of medical equipment they need, or provide the healthcare professional's contact details below:		

BB2 – Automatic and Discretionary Criteria



If you have completed Section 5, please complete the declarations in Section 6.

Section 6 – Declarations and signatures

6a) 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
- Failure to tick one of these declarations may mean that we are unable to consider your application
- 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, parking enforcement officers and authorised 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 must be completed by or on behalf of 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 - Rights and Responsibilities in Wales” leaflet which will be sent to me with the badge. Fraudulent applications or misuse of a badge may result in a fine of £1,000 and/or forfeit of the badge.	
I understand that I must not hold more than one valid Blue Badge at any time.	
I understand that I will return my previous badge once it has expired.	
I confirm that I do not currently hold a Blue Disabled Person’s Parking Badge that has been issued by a different local authority.	
I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.	
I understand that I will meet any costs if myself, Local Authority or Independent Advisory Service are required to contact any relevant health specialist (not my	

BB2 – Automatic and Discretionary Criteria

G.P) if further evidence is needed for my application.	
Where further information is required, I understand that I may be required to undertake a face to face interview with a member of the Blue Badge team, in order to determine my eligibility for a Blue Badge.	

6b) 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. Please check with your local authority whether they accept original documents or certified copies.

Section 1 – Information about you

Proof of your address, dated within the last 12 months. (If you have not given consent for us to check Council Tax/electoral register/school records.)	
Proof of your identity.	
A passport-style photograph of yourself with your name on the back (if possible).	

Section 2a – People who are blind (sight impaired)

Your Certification of Blindness or Defective Vision (BP1 (3R)) or Certificate of Vision Impairment (CVI) or a previous equivalent, signed by a Consultant Ophthalmologist and held by your Social Services Department or local society.	
---	--

Section 2b – People who received the Higher Rate of the Mobility Component of Disability Living Allowance

An original letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months or your original annual uprating letter.	
--	--

Section 2c – People who receive Personal Independence Payment

An original letter of entitlement for the Personal Independence Payment.	
--	--

Section 2d – People who receive the War Pensioner's Mobility Supplement

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

Section 2e – 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	
--	--

BB2 – Automatic and Discretionary Criteria

a permanent and substantial impairment which causes inability to walk or very considerable difficulty walking.	
--	--

Section 2f – People who under the Armed Forces Compensation Scheme receive tariff 6, – Permanent Mental Disorder

An original award letter which demonstrates that the applicant has been awarded tariff 6, – Permanent Mental Disorder under the Armed Forces Compensation Scheme.	
---	--

Section 4 – Drivers with an impairment in both arms

Your insurance details if you drive a specially adapted vehicle.	
Your driver's licence.	

Section 5 – Children under the age of three

A letter from a healthcare professional that has been involved in the child's treatment, giving details of condition and type of medical equipment needed.	
--	--

3d) Your signature against the declarations

Your signature	
Print name	
Date of application	

If you are applying on behalf of another person, please indicate your relationship.

	Relationship
Official Guardian	
Power of Attorney	
Parental Responsibility	
Other (Please describe)	

Where you have applied for a Blue Badge on behalf of another person you must be aware that using the Blue Badge contrary to the rules governing the scheme may result in prosecution, a fine and the withdrawal of the Blue Badge.

Guidance Notes – What sections of the application form should I complete?

Section 1 – Information about you

This section MUST be completed by all applicants for a Blue Badge. All mandatory fields are flagged with an asterisk (*).

Please note that the 'first names', 'surname' and 'surname at birth' fields can only hold up to 20 characters due to badge printing restrictions.

If you have previously been awarded a Blue Badge and it is due to expire, you are still required to provide up to date evidence to confirm your eligibility. Please ensure that you apply in good time, at least two months before the badge expires as is it an offence to use an expired badge, even if you have applied for a new one. It is badge holders responsibility to ensure that it is valid.

Proof of your identity and residency

One of the following must be submitted with your application:

- your birth/adoption certificate
- marriage/divorce certificate
- civil partnership/dissolution certificate
- valid driving license
- passport or
- Concessionary Travel Card

A certified photocopy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over.

The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name, contact details and occupation alongside this information. The local authority may contact them to verify your identity.

These are examples of the type of person that would be suitable:

accountant	Justice of the Peace	police officer
bank/building society official	licensee of public house	social worker
barrister	local government officer	solicitor
councillor (local or county)	nurse (RGN and RMN)	surveyor
civil servant	officer of the armed services	teacher, lecturer
dentist	optician	trade union officer
fire service official	pharmacist	

Photograph

The photograph can be provided electronically to the local authority in the form of a jpg. The photograph must have a strong definition between face and background and must, as far as practicable, be;

BB2 – Automatic and Discretionary Criteria

- in colour
- 45 millimetres in height and 35 millimetres in width (passport size)
- taken **within a month** prior to the date of the application
- against a light grey or cream background
- undamaged
- free from “red eye”, shadows, reflection or glare from spectacles
- of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons)
- facing forward
- with nothing covering the face
- looking straight at the camera
- with a neutral expression and mouth closed
- with eyes open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes)
- in sharp focus and clear
- printed professionally or in digital format
- a true likeness, without amendment

Address

Proof of address should be in the form of an original Council Tax bill bearing your name and address. The original must be submitted with your application and will be returned at the end of the application process.

You will not need to submit your Council Tax bill if you have ticked the appropriate box in Section 1, which gives your consent for the local authority to check your address on their Council Tax records or electoral register.

If you are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

Blue Badge Issue Fee

There is no charge to the Blue Badge holder upon first issue of a badge, however, a fee of up to £10 may be charged for badges issued as replacements in the case where a badge has been lost, stolen or damaged to an extent it cannot be read by people who will be checking the badge when used for parking or other concessions.

Your local authority may request that credit/debit card details and/or a cheque are included with the application form in readiness for payment to be taken if your application is successful. Your local authority will only issue successful applicants with a Blue Badge once payment of the required fee has been received.

Other information

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.

Section 2 – Automatic Criteria applicants

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 this is payment allowance. Any documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed by the local authority. Your local authority may prefer to accept certified copies of documents; you will need to check with them.

Section 2a

Please complete this section if you are registered as blind (sight impaired). You are asked to state the name of the local authority with which you are registered. In many cases, you will be registered with the same authority to which the application for a badge is being made. If this is not the case, local authorities will check with the named authority that you are registered with.

The current formal notification required to register as blind (sight impaired) is a Certification of Blindness or Defective Vision (BP1 (3R)), or a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are blind (sight impaired). Previous equivalents are also acceptable, however, registration is voluntary.

Section 2b

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

- Telephone: 0345 712 3456
- Textphone: 0345 722 4433
- 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:

www.gov.uk/disability-benefits-helpline

Blue Badges issued in these circumstances will be issued for the duration of the award of HRMCDLA or for three years, whichever is the shorter period.

Section 2c

Please complete this section if you have been awarded Personal Independence Payment (PIP) at the level detailed:

- Mobility Activity 1, descriptor f; or
- Mobility Activity 2, descriptors c, d, e or f.

BB2 – Automatic and Discretionary Criteria

Mobility Activity 1 relates to ‘Planning and following a journey’. *Descriptor f* is the definition within the activity that is awarded to a person who has the greatest difficulty following any route or journey without another person, assistance dog or orientation aid.

Mobility Activity 2 relates to ‘Moving around’. *Descriptor c* is the definition within the activity at which a person has difficulty standing and moving, being unable to move more than 50 metres. *Descriptors d* and *e* identify increasing levels of difficulty moving around with *f* identifying people with the greatest difficulty with either standing or moving more than a metre aided or unaided.

You should have an award letter with details of your award issued by DWP. You must enclose the original of this letter.

Section 2d

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 via the free-phone enquiry number: 0808 191 4218.

Section 2e

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 impairment which causes inability to walk or very considerable difficulty in walking. 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 impairment 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: 0808 191 4218.

Section 3 – Discretionary Criteria, Questions for applicants with walking impairment.

It is important that this section is completed fully. Where you feel a question may not apply, please briefly indicate why. Failure to complete all questions may result in the form being returned to you and if you should be assessed as eligible, the issue of your Blue Badge delayed. This is particularly important where a current Blue Badge holder is applying for a new badge. Refer back to note at the beginning of Section 1.

A permanent impairment is one that is likely to last for the duration of your life. Medical conditions such as asthma, Crohn’s disease / incontinence conditions and Myalgic Encephalomyelitis (M.E.) are not in themselves a qualification for a badge. People with these conditions may be eligible under this criteria, but only if they are unable or have considerable difficulty walking, in addition to their condition.

Having considerable difficulty walking means being unable to walk very far without experiencing difficulty, such as;

BB2 – Automatic and Discretionary Criteria

- Excessive pain
- Breathlessness
- Speed of walking
- Use of walking aids
- Use of medication
- Outdoor walking ability

It is important that you provide evidence to support your application and that this is recent, within the last 12 months.

Section 4 – Discretionary Criteria, Questions for applicants with impairment in both arms.

Section 4 should be completed by applicants who have an impairment in both arms. You will need to show that you are a driver and have an impairment in both arms and that you are unable to operate, or have considerable difficulty operating, all or some types of on street parking equipment.

A driver's license number is requested for enforcement purposes as you will only be eligible to use the badge if you are the driver of a vehicle.

Section 5 – Discretionary Criteria, Questions for applicants under the age of three.

Section 5 should be completed on behalf of:

- children under three years of age who have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; or children under three years of age who have a medical condition which means that they need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

A parent or guardian must apply on behalf of a child under the age of three.

The list of bulky medical equipment referred to above may include:

- ventilators
- suction machines
- feed pumps
- parenteral equipment
- syringe drivers
- oxygen administration equipment
- continuous oxygen saturation monitoring equipment and
- casts and associated medical equipment for the correction of hip dysplasia

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- tracheostomies
- epilepsy/fitting
- highly unstable diabetes and
- terminal illnesses that prevent children from spending any more than brief moments outside and who need a quick route home

BB2 – Automatic and Discretionary Criteria

Please note that the above lists are not exhaustive, to allow for new advances in technology and treatment equipment.

You must enclose a letter from a healthcare professional that has been involved in your child's treatment (for example your pediatrician) giving details of the child's medical condition and the type of medical equipment they need, or provide the healthcare professional's contact. The letter should include a reference to your child's home address to provide your local authority with proof of residence.

Section 6 – Declarations and signatures.

- Section 6a): 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, not ticking those that are relevant to your application may result in your local authority being unable to accept your Blue Badge application
- Section 6b): Checklist of documents. It is important that you provide all relevant documents/information
- Section 6c): 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 6d): 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 Wales" will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly. It is most important that you read the leaflet on receipt of your new Blue Badge, even if you have held a Blue Badge previously as there may be new rules on how you must use the badge. Failure to comply with the rights and responsibilities could result in:-

- the badge being withdrawn
- fixed penalty notice for a parking offence
- prosecution for various offences where the rights and responsibilities have been incorrectly or fraudulently applied

Other information

Blue Badges are normally issued for three years and you will need to return your badge if your condition improves and you no longer need the badge. After three years you will have to apply for a new badge if you wish to continue in the scheme.

When a Blue Badge is no longer needed due to bereavement the 'Tell us Once' service provided by the local authority will provide a reminder of the duty to return the badge.

Please see an example of this form on page 54.

Local Authorities are responsible for checking each application and if unable to reach a decision using the decision record tool, may pass on the applications to the Independent Advisory Service.

If applicants are not invited to attend the authority office then a certified photograph should be provided to verify their identity.

Eligibility Criteria	Information Requested From
People who are unable to plan and follow any journey	A letter of support from a relevant healthcare professional such as, Child and Adolescent Mental Health Services (CAMHS), Paediatricians, Psychiatrists, Psychologists, attendance at a Memory Clinic and are registered on a local authority Learning Disability Register. This is not an exhaustive list.
This may include people with: <ul style="list-style-type: none">• Autism• Alzheimer's or dementia• Stroke survivors• Learning Disabilities• Mental Health difficulties• Head injuries This is not an exhaustive list.	As above.

Blue Badge Application Form

This form should be completed by applicants who are applying under the following criteria.

People who:

- a. have a cognitive impairment; and
- b. are unable to plan or follow any journey, to such an extent that you/they require constant supervision

Further guidance on completing this form can be found in the accompanying guidance notes.

Please complete section 1 below and sign the declarations at the last page. You will also need to supply the appropriate documents to confirm your address and identity.

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.

Section 1 – Information about the applicant

Title (Please Select)	Mr / Mrs / Miss / Ms	Other	
First name			
Surname			
Surname at Birth (if different)			
Date of Birth (DD/MM/YYYY)			
Place of Birth	Town		
	Country		
National Insurance Number			
Current address			
Postcode			
Contact details	Home		
	Mobile		
	Email		
Previous address, if different in the last three years			
Postcode			
<p>For enforcement purposes 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).</p>			
<p>If you know them please state the medical terms for the condition/impairment that you have been diagnosed with:</p>			

BB3 – Cognitive Impairment Criteria

Please provide details and letters from any relevant health specialists you have seen in the last 12 months who would be able to support your claim:

Name	Job title	Hospital/Health Centre	Telephone Number	Date last seen

Are you on the Local Authority Learning Disability Register? Please state which:

Do you attend a Memory Clinic? Please provide an appointment card or letter to support your application.

Can you plan and follow the route of a familiar journey without constant supervision? For example, travelling to a local friends house or to a news agent/ local shop unaccompanied.

Are you currently in receipt of any Disability Living Allowance benefits? For example, a Care or Mobility component.

Declarations and signatures

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
- Failure to tick one of these declarations may mean we are unable to consider your application
- 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 or nominee.

I confirm that, as far as I know, the details provided are complete and accurate. I realise that you may take action against me if false information has been provided 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 the 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 - Rights and Responsibilities in Wales” leaflet which will be sent to me with the badge. Fraudulent applications or misuse of a badge may result in a fine of £1,000 and/or forfeit of the badge.	
I understand that I must not hold more than one valid Blue Badge at any time.	
I confirm that I do not currently hold a Blue Disabled Person’s Parking Badge that has been issued by a different local authority.	
I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.	
I understand that you may need to contact an accredited professional within the health, social care or education services for the purpose of obtaining further information in support of this application.	

BB3 – Cognitive Impairment Criteria

Where further information is required, I understand that I may be required to undertake a face to face interview with a member of the Blue Badge team, in order to determine my eligibility for a Blue Badge.	
---	--

Checklist of documents you may need to enclose

We have provided a checklist below to help remind you of what information you need to enclose. You will need to check with your local authority whether they require original documents or certified copies.

Proof of your address, dated within the last 12 months. (If you have not given consent for us to check Council Tax/electoral register/school records).	
Proof of your identity.	
A passport-style photograph of yourself with your name on the back.	

Your signature against the declarations

Your signature	
Print name	
Date of application	

If you are applying on behalf of another person, please indicate your relationship.

	Relationship
Official Guardian	
Power of Attorney	
Parental Responsibility	
Other (Please describe)	

Where you have applied for a Blue Badge on behalf of another person you must be aware that using the Blue Badge contrary to the rules governing the scheme may result in prosecution and a fine and the withdrawal of the Blue Badge.

Guidance notes

Your application will be verified by the local authority, and an accredited professional within the health, social care or education services may be contacted to obtain further information in support of this application.

The declarations include a section for you to agree to this.

Proof of your identity

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

- Birth certificate/Adoption certificate
- Marriage/Divorce certificate
- Civil Partnership/Dissolution certificate
- Passport
- Valid driving licence
- Current Blue Badge
- Concessionary Travel Card

Identification documents that include a **photograph** are preferable but please check with your local authority if you are unable to provide one of the above.

A certified photocopy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over.

The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name, contact details and occupation alongside this information. The local authority may contact them separately to verify your identity.

These are examples of the type of person that would be suitable:

accountant	Justice of the Peace	police officer
bank/building society official	licensee of public house	social worker
barrister	local government officer	solicitor
councillor (local or county)	nurse (RGN and RMN)	surveyor
civil servant	officer of the armed services	teacher, lecturer
dentist	optician	trade union officer
fire service official	pharmacist	

Photo

The photograph can be provided electronically to the local authority in the form of a jpg. The photograph must have a strong definition between face and background and must, as *far as practicable*, be;

BB3 – Cognitive Impairment Criteria

- in colour
- 45 millimetres in height and 35 millimetres in width (passport size)
- taken **within a month** prior to the date of the application
- against a light grey or cream background
- undamaged
- free from “red eye”, shadows, reflection or glare from spectacles
- of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons)
- facing forward
- with nothing covering the face
- looking straight at the camera
- with a neutral expression and mouth closed
- with eyes open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes)
- in sharp focus and clear
- printed professionally or in digital format
- a true likeness, without amendment

Address

Proof of address should be in the form of an original Council Tax bill bearing your name and address. The original must be submitted with your application and will be returned at the end of the application process.

You will not need to submit your Council Tax bill if you have ticked the appropriate box in Section 1, which gives your consent for the local authority to check your address on their Council Tax records or electoral register.

If you are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

Blue Badge Issue Fee

There is no charge to the Blue Badge holder upon first issue of a badge, however, a fee of up to £10 may be charged for badges issued as replacements in the case where a badge has been lost, stolen or damaged to an extent it cannot be read by people who will be checking the badge when used for parking or other concessions.

Your local authority may request that credit/debit card details and/or a cheque are included with the application form in readiness for payment to be taken if your application is successful. Your local authority will only issue successful applicants with a Blue Badge once payment of the required fee has been received.

Other information

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.

Please find an example of this form on page 62.

Local authorities are responsible for checking each application and verifying the residency and identity checks. However, applicants under this criteria may be referred to the Independent Advisory Service for further assessment.

Blue Badge Application Form

This form should be completed by applicants who are applying if they:

- are unable to walk or have considerable difficulty walking
- and
- have a **temporary but substantial disability** which is likely to last for the next **12 months**

Please complete section 1 and 2 below before you check and sign the declarations in section 3. Please note that you will also need to supply the appropriate documents to confirm your address and identity.

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.

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.

* Mandatory fields

Title (Please Select)*	Mr / Mrs / Miss / Ms	Other	
First name*			
Surname*			
Surname at Birth (if different)*			
Date of Birth (DD/MM/YYYY)*			
Place of Birth*	Town		
	Country		
National Insurance Number*			
Current address*			
Postcode*			
Contact details	Home		
	Mobile		
	Email		
Previous address, if different in the last three years			
Postcode			
For enforcement purposes 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).			

BB4 – Temporary Impairment Criteria

Proof of residency, dated within the last 12 months:

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

I give consent to the local authority to check my personal details on the local authority's Council Tax database so that I do not need to submit proof of my address.	<input type="checkbox"/>
I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.	<input type="checkbox"/>
I do not pay Council Tax, am over the age of 16 and give consent to the local authority to check my address on the electoral register.	<input type="checkbox"/>
I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to the local authority to check school records to confirm their address.	<input type="checkbox"/>

BB4 – Temporary Impairment Criteria

Section 2 – Temporary Impairment Criteria

Please choose which of the following statements applies to the condition that you have been diagnosed with and how long it will be likely to last?

Please tick	Condition/Impairment	Estimated recovery time
	I am recovering from a complex leg fracture, possibly managed with external fixators	
	I am undergoing therapy in order to recover from stroke or head injury that has impacted on my mobility	
	I am undergoing therapy in order to recover from spinal trauma with the loss of leg function	
	I am undergoing medical intervention, for example treatment for cancer, that impacts on my mobility	
	I have a severe functional leg impairment and I am awaiting or have undergone joint replacement (e.g. unilateral or bilateral hip, knee, etc)	
	Other, please describe:	

Please provide details of any health professionals you have seen who would be able to support your claim. This may include:

Surgeon
Occupational Therapists
Social Services rehabilitation team
Health professional that provides specialist services, eg, physiotherapist.
Macmillan nurse or others involved in patient care

Name	Job title	Hospital/Health Centre	Telephone Number	Date last seen

Section 3 – Declarations and signatures

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
- Failure to tick one of these declarations may mean that we are unable to consider your application
- 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, parking enforcement officers and authorised 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 must be completed by or on behalf of 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 - Rights and Responsibilities in Wales” leaflet which will be sent to me with the badge. Fraudulent applications or misuse of a badge may result in a fine of £1,000 and/or forfeit of the badge.	
I understand that I must not hold more than one valid Blue Badge at any time.	
I confirm that I do not currently hold a Blue Disabled Person’s Parking Badge that has been issued by a different local authority.	
I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.	
I understand that you may need to contact an accredited professional within the health, social care or education services for the purpose of obtaining further information in support of this application.	

BB4 – Temporary Impairment Criteria

Where further information is required, I understand that I may be required to undertake a face to face interview with a member of the Blue Badge team, in order to determine my eligibility for a Blue Badge.	
---	--

6b) Checklist of documents you should enclose, if applicable

We have provided a checklist below to help remind you of what information you need to enclose.

Section 1 – Information about you

Proof of your address, dated within the last 12 months. (If you have not given consent for us to check Council Tax/electoral register/school records.)	
Proof of your identity.	
A passport-style photograph of yourself with your name on the back.	
A supporting letter from the health professional named in section 2*	

*Please note that if you are unable to provide supporting evidence then you may be invited to undergo a further assessment.

Guidance Notes

Your application will be verified by the local authority, and an accredited professional within the health, social care or education services will be contacted to obtain further information in support of this application.

The declarations include a section for you to agree to this.

Proof of your identity:

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

- Birth certificate/adoption certificate
- Marriage/Divorce certificate
- Civil Partnership/Dissolution certificate
- Passport
- Valid driving licence
- Concessionary Travel Card

Identification documents that include **a photograph** are preferable but please check with your local authority if you are unable to provide one of the above.

A certified photocopy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over.

The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name and occupation alongside this information.

These are examples of the type of person that would be suitable:

accountant	Justice of the Peace	police officer
bank/building society official	licensee of public house	social worker
barrister	local government officer	solicitor
councillor (local or county)	nurse (RGN and RMN)	surveyor
civil servant	officer of the armed services	teacher, lecturer
dentist	optician	trade union officer

Photograph

The photograph can be provided electronically to the local authority in the form of a jpg. The photograph must have a strong definition between face and background and must, as far as practicable, be;

- in colour
- 45 millimetres in height and 35 millimetres in width (passport size)
- taken **within a month** prior to the date of the application
- against a light grey or cream background
- undamaged

BB4 – Temporary Impairment Criteria

- free from “red eye”, shadows, reflection or glare from spectacles
- of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons)
- facing forward
- with nothing covering the face
- looking straight at the camera
- with a neutral expression and mouth closed
- with eyes open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes)
- in sharp focus and clear
- printed professionally or in digital format
- a true likeness, without amendment

Address

Proof of address should be in the form of an original Council Tax bill bearing your name and address. The original must be submitted with your application and will be returned at the end of the application process.

You will not need to submit your Council Tax bill if you have ticked the appropriate box in Section 1, which gives your consent for the local authority to check your address on their Council Tax records or electoral register.

If you are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

Blue Badge Issue Fee

There is no charge to the Blue Badge holder upon first issue of a badge, however, a fee of up to £10 may be charged for badges issued as replacements in the case where a badge has been lost, stolen or damaged to an extent it cannot be read by people who will be checking the badge when used for parking or other concessions.

Your local authority may request that credit/debit card details and/or a cheque are included with the application form in readiness for payment to be taken if your application is successful. Your local authority will only issue successful applicants with a Blue Badge once payment of the required fee has been received.

Other information

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.

Non Eligible Criteria

Detailed in this section are those conditions and benefits that do not solely qualify, under regulations, to be issued a badge.

You may come across some difficult circumstances where an applicant is re-applying having previously received a GP referral for a non eligible condition.

A decision not to award a badge will require a thorough explanation.

Unsuccessful applicants will need to be aware of the impact of changes to the assessment process although at the same time be informed that the eligibility criteria has never been reduced.

People who are not eligible	Steps to be taken
<p>People who are not eligible are those who only include one of these under the discretionary criteria:</p> <ul style="list-style-type: none">• Receive Lower Rate Disability Living Allowance• Receive Attendance Allowance• Have an impairment in one arm• Have Bladder or Bowel problem, i.e. Crohn's Disease• Temporary conditions, i.e. lower limb fractures, asthma, M.E.• Pregnancy – unless they can evidence impact on mobility e.g pubic symphysis	<ul style="list-style-type: none">• Explain changes to the assessment process that have been introduced across Wales to adhere to the regulation of the scheme• Advise applicant of alternative services available

Inviting applicants to interview



We recommend that it is best practise to see each applicant at some stage; at what point of the process is down to each authority to decide.

If after completing the script, you find that a person would qualify for a badge under the **Automatic Criteria** there are two suggested options:

- If it is their **first** application, you should invite them into your authority office in order to verify identity, residency and eligibility and to communicate the aims and benefits of the scheme; or
- If they have previously held a badge, and meet the eligibility criteria, you could proceed to complete an application form without them having to attend a face to face appointment. The previous badge reference or application may be referred to for identity and residency checks; when checking the existing photograph on BBIS, you may find that you only need to request up to date supporting evidence and request them to surrender their old badge when they receive their new badge. It is still important to reiterate the rules and responsibilities of the Scheme to people who have previously held a badge

If after completing the script, you find that a person would be eligible under the **Discretionary Criteria**, then you should:

- Invite applicants into your authority office to complete the relevant form, produce their supporting evidence and surrender their old badge when they receive their new badge
- If you are unable to invite applicants to interview and accept applications and supporting evidence by other methods, then you **must** request that a certified photograph be provided as this would satisfy the ID verification checks

When inviting a person to a face to face interview you should:

- Notify the applicant of date and time of the appointment
- Advise what methods are available and suitable for them; paper, electronic with assistance, online, etc.
- Advise what supporting documentation they will need to bring with them
- Advise of the accessibility to the venue and parking, and
- Any additional services you provide, i.e. photographs

If the applicant expresses considerable difficulty in attending the appointment, ask them to arrange a date when they are out on another journey and will be able to visit at their own convenience.

You should be clear about why it is best practise to see applicants, however, you should also be mindful of the access to the venue, available parking and private interview areas if possible. It may, at times, be necessary to make reasonable adjustments and these will be for you to consider, upon request from the applicant, parent or carer.

Decision Record Tool



The Decision Record Tool will help local authorities cease reliance on GP assessments and aims to achieve a pan Wales approach.

This has been designed to help you reach a decision on those applicants who fall under the Discretionary Criteria, based on the information and evidence they provide in their application. The scoring table reflects the questions asked in the application form. However, it does not contain probing questions, measured judgment or opinion on the way the applicant appears to walk, how they attended the office or any unknown factors and assumptions.

These records should be retained for audit and statistical purposes to help us monitor and evaluate individual authority workloads and usage of the toolkit. How long records are retained will depend on each authority's requirements, so you will want to confirm this separately with your data information officer.

Retaining these records will help you carry out a review if a decision is challenged by an applicant. This may also be referred to upon the re-application stage if there have been no changes in circumstances.

Template Refusal Letter



A sample letter has been drafted to cover those who fail to provide sufficient evidence or are assessed as not meeting the criteria for a badge.

Each letter should contain which criteria they came under and the reason why their application was turned down, such as:

- a. the applicant holds or has held a badge and misuse has led to a “relevant conviction” of an offence;
- b. the applicant failed to provide the local authority with adequate evidence of their eligibility, either as an individual or as an eligible organisation;
- c. the applicant failed to provide adequate evidence of residency;
- d. the applicant already holds a valid badge issued by another local authority; or
- e. the local authority (i) has reasonable grounds for believing that the applicant is not the person they are claiming to be, or (ii) would permit another person to whom the badge was not issued to use the badge;
- f. the required fee has not been paid in respect to organisational or replacement badges.

It should be explained to the applicant that if their circumstances change or if they are able to provide further evidence to support their application, then they should inform you and request that you reconsider their application.

Dear [NAME],

Thank you for your application for a Blue Badge made on [ENTER DATE].

After careful consideration of your application and the supporting information you provided, we have decided that you are not eligible to be issued a badge [ENTER REASON].

We understand that you may be disappointed with this decision but we must ensure that badges are only issued to those people who meet the strict eligibility criteria, as laid down in The Disabled Persons (Badges for Motor Vehicles) (Wales) Regulations 2000.

What next?

You may find that your circumstances change or you may be able to provide further evidence to support your application, in these circumstances you should contact us to discuss suitable further action.

[EACH LOCAL AUTHORITY TO INCLUDE CONTACT DETAIL]

[INCLUDE ALTERNATIVE OPTIONS SUCH AS LOCAL AUTHORITY REVIEW PROCESS (IF SUITABLE)]

No Appeals Process

We wish to inform you that there is no statutory appeals process against a decision made by a local authority. Please note that we follow guidance set by the Welsh Government, however, they do not have the power to intervene in the assessment of individual cases.

Yours sincerely,

[OFFICER SIGNATURE & DETAILS]

Alternative Services



Alternative Services may be sign posted to applicants who are not eligible for a badge. Depending on their needs they may be interested to find out about other help and services they may be entitled to. We have provided some suggestions below:

Just can't wait card

a

Some people who have bowel or bladder problems may find this service helpful, the card clearly states that the holder has a medical condition and needs to use a toilet quickly. Although it does not guarantee access to a toilet, most places you visit will be willing to help you.

The card is a small, credit sized card, designed to fit easily into your purse, wallet or pocket. You can show the card when you're out shopping and socialising and it may help you gain access to a toilet.

See link below for more information and purchasing details:

<http://www.bladderandbowelfoundation.org/resources/toilet-card.asp>

Radar Key

b

The National Key Scheme (NKS) offers disabled people independent access to locked public toilets around the country. Toilets fitted with NKS locks can now be found in shopping centres, pubs, cafés, department stores, bus and train stations and many other locations in most parts of the country. These can be obtained from third sector organisations.

c

Concessionary Travel Card (Bus Pass)

The scheme operates across Wales, providing free travel at any time of the day. Those eligible to apply must be:

- a permanent resident in Wales,
- aged over 60 years, or
- disabled people of any age who meet the eligibility criteria.

You should direct people to the department within your authority, who are responsible for administering the scheme.

d

Community Transport – Ring Ride, Dial-a-Bus, Bwcabus

If people are unable to use ordinary public transport then these services may be able to help them get to where they need to go, at a reasonable cost, tailored to the needs of the passengers by operating in response to pre-booked journey requests.

Whether people need to access healthcare, local services, employment, and training or to visit family and friends then these services can assist with access to the community and independent living.

e

Third Sector Charities

Across Wales, there are charities available to provide help and support to elderly and disabled people and you may wish to share information with those who have been turned down for a blue badge.

<http://www.disabilitywales.org/>

<http://www.ageuk.org.uk/cymru/>

<http://www.scope.org.uk/help-and-information>

Glossary of terms



This section includes definitions of terms that are commonly used or newly suggested in the administering of the Blue Badge Scheme. When using the toolkit, please check the definitions below to ensure you have interpreted the information correctly.

The **Toolkit** has been designed to help local authorities through the assessment stage with each applicant, regardless of which criteria they fall under.

The **Automatic criteria** is when certain benefits are accepted as evidence that an applicant has previously been assessed on the equal measure of distance as used for the Discretionary criteria.

The **Discretionary criteria** is when an applicant is subject to further assessment/investigation and is required to provide supporting evidence.

The **Cognitive Impairment criteria** is for people with a mental condition or learning difficulties and are subject to further investigation.

Temporary Impairment Criteria is for people with a temporary but substantial impairment which impacts their mobility and is expected to last for at least 12 months.

After a period of three years, previous badge holders will have to **re-apply** for a badge. This was previously known as the **renewal** process, however, there should be no assumption that a new badge will be issued.

Fast Track for special cases applies to applicants who fall under the critical or incurable conditions criteria. This was formally known as terminally ill; however, the wording was changed in light of sensitivity to the applicant and their family.

People with **terminal illness** are not expected to live longer than six months and have been granted a DS1500 form by their consultant.

Proof of identity and residency is requested to verify that the applicant is the correct person who will be issued a badge. Each applicant must be a permanent UK resident.

Applicants are requested to provide supporting **evidence** about their circumstances. This will include information about their benefit award, condition, previous assessments, treatment they receive or any medical equipment they have been issued by the health service.

Regulations mean that a law has been designed to control or govern the Blue Badge Scheme.

An applicant will possibly be invited to an **interview/face to face assessment** when they fall under the discretionary criteria and the local authority needs to do further checks on the evidence they provide. The local authority may take this opportunity to revoke an expired badge.

Accessibility to the venue should be considered when inviting applicants to interview/face to face assessment. This should include disabled parking availability, ramp or lift entrance to the building, ample space in waiting area, suitable space or room for the interview to take place and toilet facilities.

The method of application should be explained to the applicant; you may include online, paper, over the phone, post or face to face and the assistance available.

Applicants must sign the **declarations** to testify that all the information provided are completely accurate and they agree to abide by the rules of the scheme.

The **Decision Record Tool** will help you reach a decision to award or refuse a badge. This includes scoring against the information and evidence requested in the application form and the onus is on the applicant to provide sufficient information.

The term **Sight Impaired** covers a range of difficulties. To meet the eligible criteria an applicant will need to present an Ophthalmologist Report or CV1/BD8 form which confirms they are "Severely Sight Impaired (Blind)".

In addition, an applicant may also be registered with the Local Authority as sight impaired at the "Severe" level.

You may wish to consider a **Streamlined Process** if you are satisfied that an applicant will permanently meet the eligibility criteria, the local authority is able to mark their records as such to shorten the 'renewal' process when their badge expires. This will be the case where a person clearly meets the criteria and their impairment will not improve, such as a double amputee. In such cases the applicant will have a simplified renewal process, only needing to supply evidence of their identity, residence and a photograph. They will still be expected to sign the declaration form.

Further Information



Further Information

(9)

The Blue Badge Scheme in Wales guidance for local authorities will be available on the Welsh Government website and may be inserted here.

You may also wish to use this section to insert other relevant information.

You may find useful further information and guide notes that can be accessed on the BBIS portal.

Support guidance on medical conditions, symptoms & medications

Support guidance on medical conditions, symptoms & medications

This document has been prepared with advice from the Independent Advisory Service; it provides clarifying information about conditions that applicants may report. More importantly, administrators should concentrate on how the symptoms impact on the applicants' mobility. The application form responses should validate each other; such as the walking aids, medication or what treatment, recovery or support is required to manage their condition.

Cardiac Conditions	Heart failure Left Ventricular (LVF) Atrial Failure (AF) Ischaemic Heart Disorder/Disease (IHD)
Symptoms	Breathlessness Angina pain Chest tightening Pain and Oedema (swelling) in feet and ankles
Treatment	Lifestyle changes, e.g. loose weight, stop smoking, exercise more Surgical procedures Rehabilitation Drug therapy
Medication	To make the heart beat more efficiently Digoxin Bisoprolol To reduce the amount of water their body is retaining there are a wide range of water tablets but for severe heart failure/heart disease Furosemide is the water tablet usually prescribed To thin the blood to enable it to circulate around the body more easily Warfarin
Orthopaedic Conditions	Osteoarthritis Rheumatoid Arthritis Long term effects of fractures Osteoporosis Back pain with unknown cause
Symptoms	Joint pain, gets more severe as the Arthritis gets worse Stiffness, reduced range of movement Inflammation in the joints Feel like walking on marbles Joint or limb deformities
Treatment	Medication

	<p>Surgery:</p> <ul style="list-style-type: none"> Partial or total joint replacements Fusing of joints <p>Rehabilitation/Physiotherapy to strengthen muscles to support the affected joint(s)</p> <p>Pain clinic to review medication and lifestyle</p> <p>Use of walking equipment</p>
Medication	<p>Pain killers</p> <p>Anti inflammatory tablets</p> <p>Steroids tablets and injections into the affected joint</p>
Respiratory	<p>Asthma</p> <p>Emphysema/COPD (<i>Chronic Obstructive Airways Disease</i>)</p> <p>Asbestosis</p>
Symptoms	<p>Breathlessness</p> <p>Wheezing</p> <p>Coughing</p> <p>Needing frequent rests</p> <p>How do they manage walking on the level?</p> <p>How far can they walk before needing to rest?</p> <p>What coping strategies do they use for any attacks?</p>
Treatment	<p>Referral to respiratory clinic – this would be essential for significant lungs disease</p> <p>Rehabilitation</p> <p>Breathing exercises</p> <p>Doing part of an activity, resting before continuing</p> <p>Use of medication below</p>
Medication	<p>Inhalers Used prior, during or following activity</p> <p>Steriods</p> <p>Nebuliser</p> <p>GTN spray</p> <p>Oxygen</p>
Neurology	<p>Stroke</p> <p>Parkinson's</p> <p>Multiple Sclerosis</p> <p>MND (Motor Neurone Disease) *please note that this condition should be considered as a terminally ill application</p> <p>Guillian Barre syndrome</p> <p>Neuropathy</p> <p>Cerebral palsy > Spastic Paraplegia</p>

Symptoms	Reduced balance > do not assess too early following diagnosis Early stages > may not affect walking Early stages > may experience the occasional stumble Degenerative Fatigue <i>Can recover (5 – 10% become severely disabled, therefore, a temporary badge may be more appropriate)</i> Difficulty placing feet due to damage to peripheral nerves > falls Scissor gait pattern > falls
Treatment	Medication Rehabilitation/Physiotherapy Use of walking equipment Use of a wheelchair
Medication	Steroids Painkillers Muscle relaxants
Elderly & Frail	Dementia/Alzheimer's Can have any of the Cardiac or Orthopaedic conditions Polymyalgia > Global Pain General ageing > frail Cataracts/ Macular Degeneration
Symptoms	Reduced balance/effort > falls Cognitive impairment Pain, stiffness, frail Leg ulcers > pain Reduced vision and hearing
Treatments	Memory clinic Joint replacements Pressure bandages on legs Amputation Cataract surgery
Medication	Pain killers Calcichew Anti inflammatory Donepezil Rivastigmine Galantamine
Pain management	Pain is subjective and affects people differently What pain management regimes are evidenced in the application? What medication is taken to manage pain?

	<p>How does the applicant manage their daily living activity regime? Acute or Chronic Consider how pain impacts upon actual walking abilities Consider how pain impacts upon overall mobility levels and independence in activities of daily living skills</p>	
Pain Management Ladder	 <ul style="list-style-type: none"> • Strong opioids • e.g. morphine, diamorphine, fentanyl • Pain severity 8+/10 <ul style="list-style-type: none"> • Mild opioids • e.g. codeine, dihydrocodeine, co-codamol • Pain severity 5-8/10 <ul style="list-style-type: none"> • Non-opioids • e.g. paracetemol +/- NSAID • Pain severity 2-5/10 <p>Adapted from The World Health Organisation pain ladder</p>	
Degrees of breathlessness	<p>The applicant may experience medical conditions affecting heart and lungs Unable to walk and talk Do they need to use inhalers or oxygen? Pain may cause breathlessness What distance can the applicant walk before experiencing breathlessness and needing to rest? Consider recovery time during or after walking</p>	
MRC Dyspnoea (Breathlessness) Scale		
Severity	Score	Level of breathlessness
None	0	Not troubled by breathlessness except with strenuous exercise
Mild	1	Troubled by breathlessness when hurrying or walking up a hill
Moderate	2	Walks slower than someone of the same age due to breathlessness or has to stop for breath when walking at own pace on the level
Severe	3	Stops for breath when walking approximately 100 metres or after a few minutes on the level
Very severe	4	Too breathless to leave the house or breathless when dressing or undressing
Manner of walking	Definition of gait - the walking pattern described by the applicant Falls risk – the applicant would evidence frequent and recent falls	

	Poor balance - would expect the applicant to use walking equipment Impaired mobility – would expect the applicant to describe limited walking distance, slow speed and reduced stamina
Use of walking equipment	What walking equipment do they use? The more supportive the equipment suggests a higher level of difficulty. (Use of walking frame indicates a higher level of difficulty than walking Stick(s)) Do they also require physical assistance?
Use of wheelchairs	Has it been prescribed by the Health authority? Consider whether wheelchair used for indoor and outdoor mobility? Occasional use wheelchairs are usually self purchase (Not supplied by The Health Authority) Electric wheelchairs confirm inability to self propel and inability to walk Scooters, self purchase or self hire are not an indication of the level of difficulty walking. However, please consider if the applicants needs it for ALL journeys.
Travel & Transport	Do they drive themselves? Do they need to be taken out by the family? Do they need physical help to transfer in and out of the car? Are they able to use public transport?