

Organisational Blue Badge Application Form FAQs and Guidance

Please note you can also apply on line at;
www.gov.uk/apply-blue-badge

Is my organisation eligible?

An organisational badge may be issued to organisations which both;

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for an individual Blue Badge (below); and
- Has a clear need for an organisational badge rather than using the personal Blue Badges of people it is transporting.

Taxi & Private Hire Operators

It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge. Such operators are, of course, able to use an individual's Blue Badge when carrying that person as a passenger.

Criteria for an Individual Blue Badge

Eligible disabled persons are defined as a person who;

Is over two years old and meets one or more of the following criteria:

- Receives the Higher Rate of the Mobility Component of the Disability Living Allowance
- Receives 8 points or more under the "moving around" activity of the mobility component of Personal Independence Payment (PIP);
- Is registered blind (severely sight impaired);
- Receives a War Pensioner's Mobility Supplement (WPMS);
- Has been awarded a lump sum under the Armed Forces and Reserve Compensation scheme and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.
- Drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter

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

Or is under the age of three and meets one or more of the following criteria:

- 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.

Badge Usage

In all circumstances, badges will be supplied to organisations or departments rather than to individual staff members.

All employees of the organisation who will be using the badge should be reminded that they must only use the badge for the purposes of transporting disabled people in their care who meet one or more of the eligibility criteria for a badge. These employees should be reminded that if they use the badge to take advantage of the concessions when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000.

How long is the application process?

Please allow 4-6 weeks for your application to be processed.

How do I renew my current Blue Badge?

If you are renewing your badge you can apply up to six weeks in advance of the expiry date shown on your badge. Applicants should apply online or complete a new application form.

Further Support...

If you require further support please contact the Blue Badge Team on 01228 606060 or via email blue.badge@cumbria.gov.uk

Organisation Blue Badge Application Form

Apply online at www.gov.uk/apply-blue-badge

All fields within each Section are mandatory, please refer to the guidance notes before completing

- Supporting documents **must** be submitted along with a completed application form, required documents can be identified within the checklist.
- Return completed application forms via email to blue.badge@cumbria.gov.uk, or by post to; Blue Badge Team, Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle, CA6 4SJ
- If you require support please refer to the guidance notes enclosed in the first instance. Further support is available by contacting the Blue Badge Team on 01228 606060 or email: blue.badge@cumbria.gov.uk

Current Badge Details

If you currently hold an organisational blue badge please provide the details below:

Badge Serial Number(s):

Badge Expiry Dates(s):

Section 1. Organisation Details

Organisation Name:

Main Contact Name:

Organisation Address (including post-code):

Contact Telephone:

Email Address:

Organisation Charity Number: (if applicable)

Section 2. Organisation Blue Badge Eligibility Assessment

Please **answer all 7 questions** in this section, we can then check the eligibility of your organisation.

1. How many disabled people with a walking difficulty are in the care of your Organisation?

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

3. How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals?

The Blue Badge eligibility criteria is included within the guidance notes for reference.

4. Please describe the nature of the care that is provided by your organisation

5. As part of the care that your organisation provides, do you provide transportation? Yes No

If yes, please give details of the vehicles in which you wish to use the badge

Type of Vehicle	Registration Number	Frequency of Use
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>
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<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>	<input style="width: 95%; height: 20px;" type="text"/>

6. Are any vehicles licenced under the Disabled Passenger Vehicle (DPV) Taxation class? Yes No

If yes, please give details (You must also attach a photocopy of the V5C registration certificate(s))

7. Please describe why your organisation is applying for a Blue Badge, rather than using individual Blue Badges of the people in your care, and the types of trips that it would be used for

Section 3. Supporting Document Checklist

- Use the checklist to ensure you provide us with the correct supporting documents **(copies only)**
- Please indicate the documents that you have provided along with your application form.
- Failure to provide the correct supporting documents will result in delays to your application.
- Any documentation provided will not be returned.

All Organisations

Must provide both of the following

- a £10 Blue Badge Issue Fee
 - I wish to be contacted via phone to make payment via Card
 - I have submitted a cheque or postal order for £10.00 made payable to Cumbria County Council. No payment will be taken if your application is not successful.
- b Two sheets of letter headed paper signed under the logo by an authorised signatory

Organisations with vehicle(s) licenced under the Disabled Passenger Vehicle (DPV) Taxation Class

Must provide the following

- a Photocopy of the V5C Registration Certificate for each vehicle you intend to use

All Organisations Please Note

- Only submit copies of original documents.
- Any documentation provided will not be returned.

Supporting Documents can be attached to your completed application form or emailed to; Blue.badge@cumbria.gov.uk

If you choose to email supporting documents please ensure you include the organisation details.

Section 4. Declaration

All organisations must sign the declaration below, failure to do so will mean we are unable to process your application.

Data Protection Notice

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared with the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. Any medical information 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.

- I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people
- I confirm that, as far as I know, the details I have provided are complete and accurate.
- I understand that providing fraudulent information may result in prosecution and a fine.
- I agree that, if the application is successful, the badge(s) will only be used when transporting disabled people and I agree that the organisation will use the badge(s) in accordance with the rules of the scheme.
- I understand that I must promptly inform my local issuing authority of any changes that may affect the organisations entitlement to a badge.

Signature:

Name:

Designation:

Date of Application:

How to Submit your completed Application Form & Supporting Information;

- Via email, blue.badge@cumbria.gov.uk
- By post to;
Blue Badge Team, Parkhouse Building, Baron Way, Kingmoor Business Park, Carlisle, CA6 4SJ