

BLUE BADGE APPLICATION IMPORTANT GUIDANCE NOTES

- **If you are renewing your Blue Badge, please make sure you submit your application form at least 8 weeks before the current expiry date, as once your badge has expired it can no longer be used.**
- **You will receive a response by letter or notification by email, with one of the following 3 outcomes;**
 - 1. Badge is issued**
 - 2. Badge is not issued with reasons why or**
 - 3. You will be invited in for a face to face mobility assessment with an Occupational Therapist**
- **Please complete all sections relevant to you as fully as possible so that we are able to take all of your circumstances into account when we assess your application.**
- **Incomplete applications will not be processed and will be returned to you for completion.**

Information about you

Please complete the details as fully as possible.

This section asks for your personal details including name, date of birth, National Insurance number, address, telephone number and email address. All fields should be filled in.

Proof of your identity and address - please do not send original documents

- All applicants are required to provide proof of identity and address. Not providing proof of identity and address may delay your application.
- Proof of identity will be in the form of a photocopy of your birth/adoption certificate, marriage/divorce certificate, valid driving licence or passport. A photocopy of one form of identity is required to be submitted with your application. ** For online applications a scanned copy of the original document is acceptable.
- Proof of your address will be in the form of a photocopy of one of the following documents, showing your name and address: a current Council Tax bill, a utility bill dated within the last 3 months, a bank statement dated within the last 3 months. ** For online applications a scanned copy of the original document is acceptable.
- If the application is on behalf of someone under the age of 16, you may sign on their behalf.

Blue Badge Issue Fee

The application fee is £10.00.

Cheque or Postal Order should be made payable to Warwickshire County Council.

If you choose to send your payment by Postal Order, we recommend that you keep your receipt, as you will need this to cash in the Postal Order should your application not be successful.

Other information

You should also provide a colour passport sized photo. With your name written on the back

Section 1 – Questions for applicants applying with automatic eligibility

You will be automatically eligible for a badge if you are over three years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria in Section 1.

You will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance.

Registered as severely sight impaired (blind)

You are asked to state the name of the local authority or borough with which you are registered. You should state the county, metropolitan district or London borough council.

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 as severely sight impaired (blind).

The formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist. However, registration is voluntary.

Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA)

An applicant receiving HRMCDLA will have had an award notice letter from the Pension, Disability and Carers Service (PDCS) or (DWP). In addition, recipients of HRMCDLA are sent an annual uprating letter, stating their entitlement and this letter can be used as proof of receipt of HRMCDLA. If you have lost your HRMCDLA award letter or your uprating letter, then please contact the PDCS for a current award letter by:

- Telephone: 0800 731 0122 (if you were born on or before 8th April 1948)
- Textphone: 0800 731 0317
- Telephone: 0800 121 4600 (if you were born after 8th April 1948)
- Textphone: 0800 121 4523

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at: <https://www.gov.uk/disability-benefits-helpline>

Personal Independence Payment (PIP)

An applicant receiving PIP will have an award notice letter from the Pension, Disability and Carers Service (PDCS) or (DWP). In addition, recipients of PIP are sent an annual uprating letter, stating their entitlement and this letter can be used as proof of receipt of PIP. If you have lost your PIP award letter or your uprating letter, then please contact the PDCS/DWP for a current award letter by:

- Telephone: 0800 121 4433
- Textphone: 0800 121 4493

Monday to Friday, 8am to 6pm, and further information can be found online at: <https://www.gov.uk/pip/overview>

War Pensioner's Mobility Supplement (WPMS)

An applicant receiving WPMS will have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive)

You will have been assessed and certified by the Service Personnel and Veterans Agency as having a permanent and substantial disability 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 disability which causes inability to walk or very considerable difficulty in walking. You must enclose the original copy of this letter as proof of entitlement. If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

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 issuing authority.

Section 2 – Questions for ‘subject to further assessment’ applicants with walking difficulties

Applicants who are unable to walk, or have very considerable difficulty walking
This section should only be completed if you have a permanent and substantial disability (i.e. a condition that is likely to last for the duration of your life) which means you cannot walk or which means that you have very considerable difficulty walking.

2.1 Medical Conditions

Please only give details of permanent and substantial medical conditions or disabilities you have that directly impact on your walking ability (for example conditions that cause excessive pain, excessive breathlessness or impact on the way you walk). Please also include the date you were diagnosed.

2.2 Surgeries, treatment and specialist clinics

Please provide the most recent (within the last 3 years) and/or most relevant information for procedures or treatments that you have received. Please give the month and year that the treatment commenced, or when the surgery was completed.

Some examples of this might be; physiotherapy, chemotherapy, pain clinic, pulmonary rehabilitation, hip or knee replacements.

2.3 & 2.4 Medications

Please provide details of any medication(s) you take on an ongoing basis to manage any medical condition(s) or disability that impact on your walking ability. This includes daily, weekly or monthly medications.

Please also provide the dosage and how frequently you take the listed medication(s). If any of these are for pain relief please indicate this in question 2.4.

2.5 and 2.6 Current Status

Please tick the appropriate box to indicate the current status of your disability or medical condition that impacts on your walking ability the most.

If you are awaiting surgery or treatment, please give details of the type of surgery/treatment, and the date you are due to receive it in the further information box (section 5.1).

Please only indicate that you are recuperating from surgery if the surgery was for a medical condition/disability that impacts on your walking ability *and* you are still within the expected recovery time for the surgery you have had (your consultant should be able to give you this information if they have not already).

2.7 Terminal conditions

Please indicate in this section if you have been advised by your healthcare professional that your diagnosis is terminal. If you are receiving end of life care your application can be fast tracked if a healthcare professional is able to provide form DS1500.

2.8 Walking Ability

In this section, please tick the statements that are true for you at the time of completing the application form.

If your walking ability varies, please tick the statements that apply to you the majority of the time.

“I am able to walk well, including recreational walks”

Tick this statement if you walk regularly outdoors purely for recreation. E.g. you go for a walk in a local park at least once or twice a week.

“I am able to walk around the supermarket to do my own shopping”

Tick this statement if you are able to walk around a supermarket (with or without a trolley) without the aid of another person to do your shopping on a regular basis.

“I am able to walk and can use public transport for some of my local trips”

Tick this statement if you are able to use buses, trains or other local transport for local journeys.

“I am able to walk, but struggle with longer distances or hills”

Tick this statement if you are able to walk quite well for a limited distance (with or without a walking aid), but start to have more difficulty with walking when you walk a longer distances or up or down hills.

“I am able to walk, but get breathless if I walk for more than a few minutes”

Tick this statement if the effort of walking 2-5 minutes causes you to experience excessive breathlessness (e.g. you have to stop to rest and/or need an inhaler to assist your recovery).

“I am able to walk, but find it too painful to walk for more than a few minutes”

Tick this statement if the effort of walking for 2-5 minutes causes you excessive pain. For example, you take pain medication daily to manage your pain and/or to relieve the pain that you experience walking for 2-5 minutes you have to stop to rest before you can continue walking.

“I am able to walk but use a wheelchair for longer trips outside the home”

Tick this statement if you are able to walk short distances (for example; from your home to a car parked outside, or from a GP car park into the surgery) but would require a wheelchair for distances any longer than this (for example, to get around a supermarket or a town centre).

“I am able to walk around my home, but am unable to climb the stairs”

Tick this statement if you are able to walk around your home, but are completely unable to climb an average flight of stairs (approx. 11-13 steps including a rest or holding on the handrail). If you live in a home without stairs, please tick this statement if you are unable to climb a flight of stairs when in the community or at a family member's house. If you are able to climb a flight of stairs outside the home, please do not tick this statement.

“I am unable to walk at all”

Tick this statement only if you are a permanent wheelchair user, if you require a hoist to be supported from your chair to your bed, or if you are able to stand only to move directly (under 3 steps) between a chair and wheelchair next to it.

2.9 Walking outdoors with or without help

Please indicate if you are able to walk outside without the aid of a walking aid or companion. If you require support, please describe the type of support you usually need to complete a short walk (e.g. from a disabled parking bay in a supermarket car park to the entrance).

2.10 Where can you comfortably walk from your home?

Please state a walk you are able to complete comfortably from home.

For example, from 'home' to 'local shop on (road name)'

If you live in a rural location or never walk from your home, please give details of a walk you might complete when out in the community. For example, from 'Car park on (road name) in (town/city) to (specific shop/destination)'

2.11 The way you walk

Please only tick one box, and indicate the phrase that best describes the way you walk most of the time. Please only tick 'other' if there is not a phrase that suits your walking style, or you are unable to walk at all.

2.12 Walking aids

Please tick any of the walking aids you use on a daily basis or that you need to use to walk a short distance outdoors (e.g. from a disabled parking bay in a supermarket car park to the entrance).

2.13 How far you can walk before you experience severe discomfort

Please write how far you can walk before the discomfort of pain or breathlessness becomes too great for you to continue. To do this you may find it useful to ask someone to walk with you and pace the distance you walk. The average adult step is just under one metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres, or 100 yards.

Alternatively, you might find it helpful to compare to something you are familiar with. For example;

- The average double-decker bus is about 11 metres or 12 yards long.
- A full-size football pitch is about 100 metres or 110 yards long.

Section 3 – Questions for 'subject to further assessment' applicants with disabilities in both arms

Section 3 is for applicants over the age of two who have a severe disability in both arms. You will need to show that you drive a vehicle regularly, that you have a severe disability in both arms and that you are unable to operate, or have considerable difficulty operating, all or some types of on-street parking equipment. You will need to satisfy all three conditions above in order to obtain a badge. Local authorities may make arrangements to meet applicants applying under this criterion.

Section 4 – Questions for 'subject to further assessment' applicants under the age of three

Section 4 covers

- 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.

A local authority may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

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

- tracheostomies;
- severe 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.

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

Section 5 – further information, declarations and signatures

This section should be used to add any further relevant information that has not already been covered elsewhere in the application form.

Mandatory and optional declarations apply to all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read and understand these declarations. In order to speed up your application and improve the service you receive from your local authority. 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.

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.

All applicants must include payment with the application.

Information in other formats

If this information is difficult to understand, we can provide it in another format, for example, in large print, on audio tape, easy read, or in another language. Please contact the Interpreting and Translation Unit on 01926 410410.