

BLUE BADGE SCHEME GUIDANCE NOTES



Department for
Infrastructure
An Roinn
Bonneagair

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**This document is available in a range of formats on request.
Please contact us with your requirements.**

Please refer to these notes to assist you with the completion of a Blue Badge Scheme Application form. If you need additional help in completing the form, or part of it, please contact the Blue Badge Unit.

HOW TO COMPLETE THE FORM

SECTION A - This Section should be completed by, or on behalf of, all individual applicants for a blue badge. All fields marked with an asterisk (*) must be completed.

If you are applying on behalf of someone else it is **their details** you must provide on the application form. For the purpose of the blue badge application the term “appointee” refers to the person who is completing the form on behalf of someone else.

You must provide at least one valid telephone number. The number(s) provided will be used, when necessary, to contact the blue badge holder, or their appointee. Contact may be made to ensure proper use of any blue badge issued to maintain the integrity of the Blue Badge Scheme.

Your e-mail address is optional. It may be used to send notifications regarding your application and renewal of your blue badge.

Two fields in this section are only for completion by those who have previously been issued with a blue badge. These are “Previous Address” and “What is the serial number on the badge?” The serial number can be found on the front of your previous blue badge and on the covering letter issued with your badge.

Applicants should note that only one blue badge will be valid per applicant at any time.

Terminal Illness -To be completed by, or on behalf, applicants who have a terminal illness (and have a DS1500 report)

You will need to submit a photocopy of a DS1500 report from your GP or the McMillan Nursing Trust. If you do not have a DS1500 report, please provide your GP's details at Section E of the application form.

SECTION B - This section applies to individuals who are 'automatically' eligible for a blue badge

You will be automatically eligible for a blue badge if you are more than two years of age and meet **at least one** of the eligibility criteria in Section B1 –B5. **You will need to provide COPIES of appropriate documentation to prove eligibility** that is a copy of the supporting evidence under the relevant section (B1 – B5).

SECTION B1 - To be completed by, or on behalf of, of applicants who are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance

Please complete this section if you receive the Higher Rate of the Mobility Component of Disability Living Allowance. You **must provide evidence** of receiving this allowance, for example, a letter confirming the award or your annual up-rating letter. Blue badges are issued for a maximum period of three years. Applicants whose award will cease within three years of the application date will only be issued with a blue badge until the end of their period of entitlement. **NB: Attendance Allowance or Incapacity Benefit do not qualify under this Section.**

SECTION B2 - To be completed by, or on behalf of, applicants who are in receipt of War Pension Mobility Supplement

Please complete this section if you receive a War Pension Mobility Supplement. You should have an official letter from the Service Personnel and Veterans Agency (SPVA) demonstrating receipt of the award. **You must enclose a 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.

SECTION B3 - To be completed by, or on behalf of, applicants who are in receipt of a Benefit under the Armed Forces and Reserve Forces (Compensation) Scheme

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 (SPVA) 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 SPVA 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 a 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.

SECTION B4 - To be completed by, or on behalf of, applicants who are Registered Blind

If you are registered blind by a Health and Social Service Trust you will need to provide evidence of this, for example, a copy of your Certificate of Registration or a letter of confirmation from the Trust.

If you have been certified as "severely sight impaired" but have not been registered you do not automatically qualify under this section. However, you can complete Section C2 and submit a copy of your Certificate of Visual Impairment (A655).

SECTION B5 - To be completed by, or on behalf of, applicants who are in receipt of 8 points or more under the "moving around activity" for the mobility component of Personal Independence Payment (PIP)

Please complete this section if you receive **Personal Independence Payment (PIP)** and your decision letter states that you meet any one of the following descriptors for the Mobility Activity 2 – Moving Around:

- **Descriptor c** - You can stand and then move unaided more than 20 metres but no more than 50 metres. [this gives a score of 8 points]
- **Descriptor d** - You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. [this gives a score of 10 points]
- **Descriptor e** - You can stand and then move more than 1 metre but no more than 20 metres either aided or unaided. [this gives a score of 12 points]
- **Descriptor f** - You cannot, either aided or unaided, stand or move more than 1 metre. [this gives you a score of 12 points]

You will need to provide a copy of your statement of entitlement, detailing the points awarded, as proof of receipt of the PIP award.

Blue badges are issued for a maximum period of three years. Applicants whose award will cease within three years of the application date will only be issued with a blue badge until the end of their period of entitlement.

SECTION C - Assessed Eligibility (all sections C1 – C4) To be completed by applicants who are not eligible under Section B.

SECTION C1 - To be completed by, or on behalf of, applicants who have answered NO to all questions in Section B and have a permanent and substantial disability which means they cannot walk or that they have considerable difficulty walking. All questions must be answered

People with a temporary disability, such as a broken leg will not qualify for a Blue Badge.

A permanent disability is one that is likely to last for the duration of your life. Medical conditions such as asthma, Crohn's disease/incontinent conditions and Myalgic Encephalomyelitis (M.E.) are not in themselves a qualification for a badge. People with these conditions may be eligible under this criterion, but only if they are unable to walk or have very considerable difficulty in walking, in addition to their condition. If you have been certified as "sight impaired" (partially sighted) please complete this section to explain how it affects your mobility.

Question 1 Please describe the nature of your condition(s) / disability(s) and how it affects your mobility

Question 2 Please select one option - either Permanent or Temporary

Question 3 Please enter the number of years you have had your condition /disability

Question 4 This is to inform us how your condition(s)/ disability(s) affect your ability to walk. When answering this question indicate how the condition(s) /disability(s) affect you when walking for more than a few minutes. Please tick any of the options that apply to you (for example: excessive pain; excessive breathlessness; extreme weakness etc.) If you select "Other" please give details in the space provided.

Question 5 Please give an estimate of the maximum distance you can walk without assistance or experiencing severe discomfort.

It can be difficult to accurately work out the distance you can walk. There are several things that can help you:

- Ask someone to walk with you and pace the distance you walk
- The average adult step is just less than one metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres (or 100 yards)
- The average double-decker bus is about 11 metres (or 12 yards) long
- A tennis court is about 24 metres (or 26 yards) long
- A full-size football pitch is about 100 metres (or 110 yards) long

If you still find it difficult to work out the distance you can walk in metres/yards consider the following: the number of steps you can take and how long it would take you to walk this distance; your walking speed and the way that you walk, for example, shuffling or small steps etc.

Question 6 Please indicate if you require any help when walking. Tick any of the options that apply to you in **one** of the columns "Frequently" or "Occasionally"

Question 7 Should be completed if you have ticked any of the options in question 6

Question 8 Please select one option that best describes your condition/disability

Question 9 Please select "Yes" or "No" - If Yes, use the space provided to describe the help you require

Question 10 Please enter, in minutes, the length of time you can walk before having to stop

Question 11 Please select "Yes" or "No"

Question 12 Please enter, in minutes, the length of time you can walk before becoming breathless

Question 13 Please select "Yes" or "No" - If **Yes**, please select **one** option from the three listed: Daily; Regularly or Occasionally

Question 14 (a) Please select "Yes" or "No" If **Yes**, please provide a copy of your Certificate of Visual Impairment (A655) and select "Yes" or "No" for **Question 14 (b)**

SECTION C2 -To be completed by, or on behalf of, applicants who have been certified as severely sight impaired (blind) but have not been registered blind by a Health and Social Services Trust

Applicants are required to confirm that they have been certified as “severely sight impaired” (blind) and must provide a copy of their Certificate of Visual Impairment (A655).

SECTION C3 - To be completed by, or on behalf of, applicants who have difficulty in planning and following a familiar journey

Applicants are asked to describe how they have difficulty in planning a journey and following a familiar journey.

You should explain the difficulties / problems you have and the nature of support you need

AND

If you receive 12 points under the “planning and following journeys” for the mobility component of Personal Independence Payment (PIP), you must provide a copy of your statement of entitlement, detailing the points awarded.

OR

You must provide a letter from a relevant healthcare professional, confirming your disability and explaining how it affects your ability to plan and follow a familiar journey

SECTION C4 -To be completed ONLY on behalf of children who are under three years of age and meet one of the following criteria:

- 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

Please note you must provide supporting evidence

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
- casts and associated medical equipment for the correction of hip dysplasia

The Blue Badge Unit may issue a badge if the equipment is always needed and can-not 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
- 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 D - Assessed Eligibility

To be completed by, or on behalf of, applicants with impairment in both arms

Please complete this section if you:

- have a severe disability in both arms **and**
- drive a vehicle regularly **and**
- 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 in order to obtain a badge. You will also need to provide a copy of your insurance details verifying any adaptations that have been made to your vehicle.

SECTION E - GP DETAILS

If you have completed **Section C, C1, C3, C4, or D** you must provide your current G.P. (doctor) details.

SECTION F - DECLARATIONS AND SIGNATURES

Mandatory declarations must be completed by, or on behalf of, all applicants, since they underpin the terms of applying for a blue badge. Please take the time to read and understand these declarations.

The form must be signed and dated by, or on behalf of, the applicant prior to submitting it. If an applicant is unable to sign their appointee should complete all of the section at the top of page 12 of the form clearly stating their name and relationship to the applicant.

PHOTOGRAPH

The blue badge will include a photograph of the applicant. You should supply one passport-sized photograph clearly showing your face so that you can be easily identified.

The photograph must be:

- A close up, of the head and shoulders of the applicant
- In colour
- 45millimetres in height and 35 millimetres in width (passport size)
- A true likeness of the applicant, without amendment

BLUE BADGE ISSUE FEE

The fee for a blue badge is £10

A Cheque or Postal Order, made payable to “The Department for Infrastructure”, must be enclosed with your application form. Your application will be returned if you do not enclose the fee. **Do not send cash in the post.**

CHECKLIST / SENDING YOUR APPLICATION

Please refer to the checklist on page 12 of the application form to ensure you have completed and included everything required to process your application. Send your completed application form, supporting evidence, photograph and a cheque or postal order for £10 to Blue Badge Unit at the address on the top of page 1.

WHAT HAPPENS NEXT

You will be informed if you are entitled to a blue badge within 6 to 8 weeks of the date of receipt of your application form. However, if information to support your application has to be requested from your doctor you will be notified and it may take longer to issue a decision.

If your application is successful a blue badge pack containing a letter of issue, your badge and guidance notes outlining your rights and responsibilities for using the badge will be sent to you to the address you have provided.

If your application is unsuccessful you will be notified in writing. Your fee will be refunded and your photograph will be returned.

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