



Blue Badge Application

Discretionary/Subject to further assessment Guidance Notes

Section 1 - Information about you

This section should be completed by all applicants for a Blue Badge. All fields should be filled in.

If you are applying for a Blue Badge on behalf of someone under the age of 16, then you will need to provide the NHS/CHI number. This can be found on an NHS Medical Card or you can ask the child's GP for it.

There are questions for those who have already held a Blue Badge or who have a Blue Badge which is due to expire shortly. Applicants should note that only one badge will be valid for one applicant at the same time. The serial number can be found on the front of the badge.

Proof of your identity and address

Please call 03451 55 00 66 to make an appointment at your nearest Council Customer Service Centre to hand in your application and to have your documents for proof of your identity and address verified and returned to you at your appointment. Do not send original documents through the post.

Identity:

One of the following must be submitted with your application: your birth/adoption certificate, marriage/divorce certificate, civil partnership/dissolution certificate, valid driving licence, ID card for a foreign national, an HM Forces ID card or passport.

Address:

Proof of address should be in the form of a Council Tax bill, letter from Assessor or Electoral Registration or pension or benefit letter from the DWP, or bank or building society statement or driving licence (if not being used as proof of identity) or a benefit letter from the DWP (eg for DLA Mobility Higher Rate), or a housing benefit notification letter or a Child Benefit letter for a child etc bearing your name and address.

Other information

You can also provide the Vehicle Registration Numbers of the 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.

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

Section 2 is to be completed if you do not qualify automatically and if you have a permanent and substantial disability which means you are unable to walk or virtually unable to walk. A permanent disability is one that is likely to last for the duration of your life.

Medical conditions such as asthma, **autism psychological / behavioural problems** 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 or virtually unable to walk, in addition to their condition.

You are asked to describe the nature of your disability and give an estimate of the maximum distance you can walk without assistance from another person or 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 under 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 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, please tell us:

- The number of steps you can take, and how long, in minutes, it would take you to walk this distance.
- About your walking speed.
- The way that you walk, for example, shuffling or small steps etc.

Fife Council may ask you to have a mobility assessment with a health care professional, in order to determine whether you meet the eligibility criteria. You may have had a mobility assessment in the last 12 months which covered your walking ability and you can give details of this in the final box in Section 2.

Section 2 also applies to those that are unable to walk or virtually unable to walk by reason of a temporary but substantial disability which is likely to last for a period of at least 12 months, but less than three years.

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

Section 3 should be completed by applicants 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 should be completed by a parent or guardian 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.

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.

You must enclose a letter from a healthcare professional that has been involved in your child's treatment (for example your GP or paediatrician) 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 5 – Declarations and signatures

Section 5a): Further information on how your information is used to process your Blue Badge application can be found at www.fifedirect.org.uk/privacy/bluebadge

Section 5b): Read and tick the declaration as failure to do so means that we are unable to process your application.

Section 5c): Check you have provided relevant supporting documents

Section 5d): All applicants must sign and date the form and select preferred method of contact prior to submitting it. If a representative is signing on an applicant's behalf, eg, Power of Attorney, Guardianship or Benefit Appointee, they should specify their relationship to the applicant and enclose the relevant supporting documentation confirming this. A parent can sign the form if a child is under 16.

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.

Successful Applications

There is a charge of £20 for a successful Blue Badge application. If your application is successful you will be contacted with instructions on how to pay. Once payment is received you will be sent your badge by post. It will be accompanied by a letter and the leaflet "The Blue Badge Scheme - Rights and responsibilities in Scotland". This leaflet explains the rules of the Scheme and how you should use the badge properly. The leaflet can be viewed at www.mygov.scot/apply-blue-badge . You will also receive a clock card to be used if visiting England or Wales. This is not used in Scotland.

If you are issued with a badge you should note that under Regulation 9 of the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000 you have a duty to return the badge if:

- The badge expires
- The badge holder is no longer eligible or in the case of an organisational badge, the organisation no longer exists or is no longer eligible
- It is a replacement badge for one that is lost or stolen and the original is found/recovered (in this case the original badge must be returned so that it can be securely destroyed)
- The badge is so damaged/faded that the details on it are illegible – in this case a new application must be made
- The badge is no longer required by the holder (e.g where they have become confined to the house)
- They have been issued another valid badge from another local authority
- The badge holder dies.

The badge remains the property of Fife Council which has powers to withdraw the badge in some circumstances.

Unsuccessful applications

If your application is unsuccessful, you will receive a letter informing you of this. The letter will tell you why you have not been issued with a badge. If you do not agree with the decision that you will not be issued with a blue badge, you can ask for a review of your application. The review will be carried out by a second person and not the person who made the original decision on your application. You should provide any relevant information in support of your request including any additional information you can provide about your disability and how it means that you are unable to walk or virtually unable to walk.

E-mail: European.ParkingBadges@fife.gov.uk

Blue Badges applications are processed through a national database and are printed and posted out from a central location. This can take a week from the date on which your application is granted through the national database. Blue badge applications may take up to 28 working days to be processed.

Telephone: 03451 550066

E-mail: European.ParkingBadges@fife.gov.uk (for advice/enquiries only)

Correspondence Address only: Blue Badge Team, Fife Council, Bankhead Central, Bankhead Park, Glenrothes, KY7 6GH