

## Blue Badge Application Form for an Organisation

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. When completing this form you may find the accompanying guidance notes are helpful. The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

Completed forms should be returned to:-  
**Blue Badge Team  
Fife Council  
Bankhead Central  
Bankhead Park  
Glenrothes KY7 6GH**

**Note: Blue Badges will be subject to a £20 charge. This charge will be requested upon approval of your badge. Payment should not be sent with your application**

### **Section 6 – Applying for an Organisational Blue Badge [Regulation 5]**

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (e.g. minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see Section 6 of the accompanying guidance note for a list of the eligibility criteria prescribed in the regulations that govern the scheme.

**An 'organisation' is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person's badge may be issued.**

Organisational badges will therefore only be issued to an organisation which:

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

Organisational badges should only be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge – and must not be used for the employee's benefit when they are carrying out other business on behalf of the organisation. 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.

If you are unsure about how to answer these questions, then please read the guidance notes enclosed with this application form.

**Name of organisation:**

**Main contact name:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

**Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?** See Section 6 of the accompanying guidance note for a list of the eligibility criteria.

Yes:  No:

**If YES, please give details of the nature of this care:**

**As part of that care, does your organisation provide them with transportation?**

Yes:  No:

**Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?**

Yes:  No:

**If YES, please give (a) details of the type, make and model of vehicles in which the badge will be used, (b) the vehicle registration numbers and (c) how often they are used to transport disabled people:**

**This information is important as it is used to check the Disabled Passenger Vehicle (DPV) taxation class of vehicles with DVLA**

(a) Type, Make and Model of Vehicle	(b) Vehicle Registration Number	(c) Frequency used to transport disabled people

**How many disabled people are in the care of your organisation?**

: people

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

: people

**How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals** (see description of eligible disabled people in the accompanying guidance note)?

: people

**Charity Number of your organisation:**  
(if applicable)

**Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for:**

**How often do you envisage your organisation will use the Blue Badge?**

**If you already have an organisational Blue Badge:**

What is the serial number on the current badge(s)?

What is the expiry date of the current badge(s)?

**How many organisational badges are you applying for?**

## Section 7 – Declarations and signatures

These questions are intended to be answered by all applicants for a Blue Badge

### 7a) Privacy Statement about the information you have provided and the application process

The information provided on this form will be used by Fife Council in order to process your Blue Badge application.

For further details on how this information is used and why, please go to [www.fifedirect.org.uk/privacy/bluebadge](http://www.fifedirect.org.uk/privacy/bluebadge). Alternatively you can request a paper copy of the Privacy Statement by calling 03451 550066 or request this from your local Council Customer Service Centre

### 7b) Declarations to be completed by all applicants

- Please read the following declarations thoroughly.
- Please tick all relevant boxes to indicate that you have read and understood each declaration.
- Not ticking one of these declarations may mean we are unable to issue a Blue Badge.
- Providing fraudulent information may result in prosecution and a fine

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 entitlement to a badge.

### Declarations to be completed by all organisational applicants

I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people.

I understand that, if the application is successful, the badge(s) will only be used when transporting disabled people and that the organisation must use the badge(s) in accordance with the rules of the scheme.

### 7c) Your signature against the declarations in Section 7a

<b>Your signature:</b>	
<b>Date of application:</b>	(DD/MM/YYYY): <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Please print name:</b>	

**A charge of £20 will be made if your application is successful. Do not send payment with this application, you will be contacted with instructions on how to pay, therefore please ensure you have selected the preferred method of contact**

email (ensure you have recorded your email address)  letter

**Misuse of the badge is a criminal offence and can lead to a fine**

**Please return this form and relevant documents to the address at the start of the form.**

# Blue Badge Application Form - Guidance Notes

**As you are applying for an Organisational Blue Badge then you need to complete sections 6 and 7 of this form**

## Section 6 – Organisational badges

Please complete this section if you are representing an organisation applying for an organisational badge. An organisational badge may be issued to organisations whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually.

An eligible disabled person is defined as a person who is over two years old and:

- receives the Higher Rate of the Mobility Component of Disability Living Allowance (DLA); (or has previously received a lifetime award of the Higher Rate of the Mobility Component of DLA although no longer qualifies under PIP)
- receives the Mobility Component of Personal Independence Payment (PIP) at 8 points or more in the “moving around” category or 12 points for “planning a journey”
- is registered blind (severely sight impaired); or
- receives a War Pensioner's Mobility Supplement; or
- receives a lump sum benefit under the Armed Forces and Reserved Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and has been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- 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 means they are unable to walk or virtually unable to walk; or
- has a temporary but substantial disability which is likely to last for a period of at least 12 months, but less than 3 years, which means they are unable to walk or virtually unable to walk.

In addition, eligibility covers children under the age of three who 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.

Organisational Badges will therefore only be issued to an organisation which both:

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

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Services Department) 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.

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.

## **Section 7 – Declarations and signatures**

Section 7a): Further information on how this information is used to process your Blue Badge application can be found at [www.fifedirect.org.uk/privacy/bluebadge](http://www.fifedirect.org.uk/privacy/bluebadge)

Section 7b): Read and tick the declarations as failure to do so means that we are unable to process the application

Section 7c): All applicants must sign and date the form and select preferred method of contact 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.

## **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 publication "The Blue Badge Scheme - Rights and responsibilities in Scotland". This explains the rules of the Scheme and how you should use the badge properly. This information can be viewed at [www.mygov.scot/apply-blue-badge](http://www.mygov.scot/apply-blue-badge)

### *Contact Address:*

*Blue Badge Team,  
Fife Council,  
Bankhead Central, Bankhead Park,  
Glenrothes, Fife KY7 6GH*

*Telephone: 03451 550066*

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