



## Blue Badge Application Replacement Badge – Lost, Stolen or Damaged

You can apply for a replacement Blue Badge using this form if your badge has been lost, stolen or damaged.

If your badge has been lost or stolen, you must report this to the Police. You will need to provide either the Lost Property Report Number or the Crime Reference Number given to you by the Police. If your badge has been damaged, you will need to give a full explanation of the circumstances, and the date on which the damage occurred. You must enclose your damaged badge with this form or if your lost/stolen badge is returned to you, you must return it to Fife Council immediately.

Please complete all sections of this form. Failure to complete any part or to supply the required information may result in the form being returned to you and a delay in issuing a replacement.

Completed forms can be handed into any Local Office (phone 03451 55 00 66) for the details and opening hours of your nearest office) or posted to Blue Badge Team, Fife Council, Bankhead Central, Glenrothes, KY7 6GH

**Note: From 1 April 2016, lost, stolen or damaged badges will be subject to a £20 charge. This will be requested upon approval of your replacement badge. Payment should not be sent with your application.**

<b>Title</b> (Mr, Mrs, Miss, Ms, other):	
<b>First names</b> (in full):	
<b>Surname:</b>	
<b>Surname at birth:</b>	
<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>	
<b>Parent or Guardian Name and address if completing this for someone under 16</b>	
<b>Applicants' Date of Birth</b> (DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
<b>National Insurance Number/Child Registration Number:</b>	<input type="text"/>

**Current address and contact details:**

House No/Name:

Street Name:

Town:

Postcode:

Home Tel:

Mobile Tel:

Email:

**Previous address** (if different in the last three years) :

Please confirm either the place where the loss or theft occurred or describe the damage done to the badge:

Which local authority issued your badge?

What is the serial number of the badge to be replaced?

What is the expiry date of the badge to be replaced?

Lost Property Report or Crime Reference Number

What is the name and address of the Police Station to which you reported the loss/theft?

Please read the declarations over the page thoroughly and 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 you with a Blue Badge. Providing fraudulent information may result in prosecution and a fine.

All collection, use and storage of personal information will be in accordance with the Data Protection Act 1998.

Fife Council has a duty to protect the funds it administers and for this purpose may use the information you have provided on this form to assist in the prevention and detection of fraud. Data matching involves comparing computer records held by Fife Council against other computer records held by the Council or other body. This is usually personal information. Fife Council may share the information that you have provided on this form with other bodies for the purpose of prevention and detection of fraud. Further information is available on our website [www.fifedirect.org.uk](http://www.fifedirect.org.uk)

Any medical information that 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.

## Declarations to be completed by all applicants

- 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 my entitlement to a badge.
- I understand that I must not allow any other person to use the badge for their benefit and that I must only use the badge in accordance with the rules of the scheme as set out in the "Blue Badge scheme in Scotland: Rights and responsibilities of a Blue Badge holder" leaflet sent to me with my original badge.
- I understand that I must not hold more than one valid Blue Badge at any time and that if my old badge is found to be in use by me or with my permission, I understand that this is a criminal offence subject to a maximum fine of £1000 under s.117 of the 1984 Act or s.21/21(4B) of the 1970 Act.

## Your signature against the declarations above

Your signature:

Please print your name:

Date of signature: (DD/MM/YYYY):   /   /

## If you are completing and signing this form on behalf of the applicant

Your signature:

Power of Attorney

Guardianship

Benefit Appointee

Other

(Please select one and enclose supporting documentation)

Your relationship to the applicant

## Please select preferred method of contact (this is how we will contact you with regard to payment)

email (ensure you have recorded your email address)  letter

***A charge of £20 will be made if your replacement application is approved – do not send payment with this application, you will be contacted with instructions on how to pay. Please ensure you have selected the preferred method of contact (see above)***

Contact Address: Blue Badge Team, Fife Council, Bankhead Central, Glenrothes KY7 6GH

Telephone: 03451 550066

Email: [European.ParkingBadges@fife.gov.uk](mailto:European.ParkingBadges@fife.gov.uk) (for advice/enquiries only)