



## Blue Badge Application – Automatic/Without Further Assessment

Please complete all relevant sections of the application form. Once you have completed the form, you can hand it into your nearest Council Customer Service Centre, where the staff will verify your documents to confirm your address, identity and evidence of eligibility. Do not send original documents through the post. Your application cannot be processed if you do not provide the necessary documents.

**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 1 – Information about the applicant

If you are completing the form on behalf of an applicant who is under 16 or who is unable to complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf.

**Title** (Mr, Mrs, Miss, Ms, other):

**First names** (in full):

**Surname:**

**Surname at birth:**

**Gender:** Male  Female

**Date of Birth** (DD/MM/YYYY):   /   /

**Place of Birth:** Town:

Country:

**National Insurance Number / NHS/CHI number (if under 16):**

(see Section 1 of the accompanying guidance notes)

**Driving Licence Number:**  
(If you hold a driving licence)

#### 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:

**Do you currently hold a Blue Badge, or have you held a Blue Badge before?** Yes:  No:

**If yes** - Which local authority issued you with the last badge?

What is the serial number on the last badge?

What is the expiry date of the last badge?

**You must provide proof of your address and this must be dated within the last 12 months:**

We need to check that you are a resident in Fife before we can process your application.

Please select one of the following options.

**Either:**  A Council Tax bill or letter from the Assessor/Electoral Registration Office, bearing my name and address, dated within the last 12 months.

**Or:**  A valid driving licence (if not used as proof of identity), a housing benefit notification letter, a pension or benefit letter from the DWP, a bank or building society statement or a utility bill bearing my name and address, dated within the last 12 months.

**Or:**  I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I have enclosed a Child Benefit letter/letter from a Health Care Professional for that child showing their address or a confirmation letter from their school.

**Proof of your identity:**

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. Do not send original documents through the post.

Birth certificate / adoption certificate

Marriage / Divorce certificate

Passport

Civil Partnership / Dissolution certificate

Valid driving licence

HM Forces ID card

**Photograph:**

Please enclose a recent colour passport standard photograph of the applicant. The photograph needs to show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle.

Please ensure that the applicant's name is on the back of the photograph and that you complete Section 3(b) of this form to confirm that the photograph is a true likeness.

I attach a photograph

Or

I agree to Fife Council using the photograph from my Myfife (National Entitlement Card) file

Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:


(Up to three registration numbers can be nominated, but please remember that other vehicles can be used)

## Section 2 – Questions for ‘without further assessment’ applicants

These questions are intended for people who may qualify for a Blue Badge automatically because they:

- are **blind (severely sight impaired)**;
- receive the **Higher Rate of the Mobility Component** of Disability Living Allowance;
- receive **Personal Independence Payment (PiP)** and have been awarded 8 or more points for “**moving around**” or 12 points for “**planning and following a journey**”
- receive the **War Pensioner’s Mobility Supplement**; or
- Receive a qualifying award under the **Armed Forces and Reserve Forces (Compensation) Scheme**.

If you are unsure whether these questions apply to you, please read Section 2 of the guidance notes. If they do not apply to you, please call 03451 55 00 66 and request a “further assessment/discretionary” form.

### 2a) People who are blind (severely sight impaired) [Regulation 4(2)(c)]

**Are you registered as blind (severely sight impaired)?**

(If you are registered partially sighted and not blind you must complete the form for those requiring further assessment)

Yes:  No:

**If YES, do you give consent to us checking this with Insight at Fife Society for the Blind?**

Yes:  No:

**If NO, then please indicate whether you have enclosed a copy of your Certification of Blindness or Defective Vision (BP1 (3R)) or Certificate of Vision Impairment (CVI) or a previous equivalent, stating you are blind, from Insight at Fife Society for the Blind or signed by a Consultant Ophthalmologist.**

Yes:  No:

### 2b) People who receive the Higher Rate of the Mobility Component of Disability Living Allowance [Regulation 4(2)(a)]

**Do you receive the Higher Rate of the Mobility Component of Disability Living Allowance?**

Yes:  No:

**If YES, have you been awarded this benefit indefinitely?**

Yes:  No:

**If NO, when is your award of this benefit due to end?**

(DD/MM/YYYY):   /   /

If you are in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance you must provide an original letter of entitlement to this benefit. This letter must have been sent to you within the last twelve months. Alternatively you can provide your most recent original annual uprating letter along with another letter showing how long you are expecting to receive DLA, Higher Rate of Mobility.

Please do not send originals through the post. You can take your original documents to your nearest Local Office where they will be verified and returned to you.

If you do not have a recent letter, please phone 0800 121 4600 to ask the DLA office to send you an up to date letter. Your application cannot be processed without up to date proof.

## 2c) People who meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP) [Regulation 4(2)(aa)(ii)]

Does your 'Moving Around' descriptor for the Mobility component meet/match any of the following statements?

- [I've decided that] You can stand and then move unaided more than 20 metres but no more than 50 metres. [This gives you a score of 8.]
- [I've decided that] You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. [This gives you a score of 10.]
- [I've decided that] You can stand and then move more than 1 metre but no more than 20 metres either aided or unaided. [This gives you a score of 12.]
- [I've decided that] You cannot aided or unaided stand or move more than 1 metre. [This gives you a score of 12.]

If you did not tick any statement above, please tick the 'NO' box.

No

If you have ticked a statement above (8, 10 or 12 points): have you been awarded this benefit for an ongoing period?

Yes:

No:  If NO, when is your award of this benefit due to end

(DD/MM/YYYY):   /   /

If you have ticked one of the above statements (8,10 or 12 points) for the 'Moving Around' descriptor of the Mobility Component of PIP, you must enclose a letter of entitlement to this benefit issued within the last twelve months, or your annual uprating letter.

**2d) People who meet a 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP)  
[Regulation 4(2)(aa)(i)]**

Does your 'Planning and Following Journeys' descriptor for the Mobility component meet/match the following statement?

[I've decided that] You cannot follow the route of a familiar journey without another person, [an] assistance dog or [an] orientation aid. [This gives you a score of 12.]

If you did not tick the statement above, please tick the 'NO' box. No:

**If you have ticked the statement above (12 points): have you been awarded this benefit for an on-going period?**

Yes:

No:  **If NO, when is your award of this benefit due to end**

(DD/MM/YYYY):   /   /

**If you have ticked the above statements (12 points) for the "Planning and Following Journeys" descriptor of the Mobility Component of PIP, you must enclose a letter of entitlement to this benefit issued within the last twelve months, or your annual uprating letter.**

**2e) People who do not receive the Mobility Component of Personal Independence Payment (PIP) at a rate of 8 points or more for 'Moving Around' or 12 points for 'Planning and Following Journeys' and were in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately prior to being assessed for PIP  
[Regulation 4(2)(ab)]**

Have you challenged the PIP decision by requesting a mandatory reconsideration is conducted by the Department for Work and Pensions (DWP)?

Yes:  No:

**If YES, was the request for a mandatory reconsideration made within 1 year of:**

- the date of expiry on your blue badge if you are a current blue badge holder
- the date of this application if you do not currently hold a blue badge

Yes:  No:

**If YES, you must enclose a letter of entitlement to HRMC DLA, or your annual uprating letter AND your letter from DWP acknowledging receipt of your request for reconsideration. All documents to have been issued within the last twelve months.**

**If you have challenged the PIP decision by requesting the DWP to conduct a mandatory reconsideration, you will have received a communication from DWP confirming receipt of your reconsideration request.**

**2f) People who were in receipt of a lifetime or indefinite award of the Higher Rate of the Mobility Component of Disability Living Allowance Immediately before being assessed for Personal Independence Payment [Regulation 4(2)(ac)]**

Did you receive the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment?

Yes:  No:

If YES, were you awarded that benefit on a 'lifetime' or 'indefinite' basis?

Yes:  No:

If YES, please provide a letter of entitlement to HRMC DLA and your PIP award notification letter from DWP. Please note your award letter from DWP should show the award was made for a lifetime or indefinite period.

**2g) People who receive the War Pensioner's Mobility Supplement [Regulation 4(2)(d)]**

Do you receive the War Pensioner's Mobility Supplement?

Yes:  No:

If YES, have you been awarded this benefit indefinitely?

Yes:  No:

If NO, when is your award of this benefit due to end?

(DD/MM/YYYY):   /   /

If you are in receipt of the War Pensioner's Mobility Supplement you must provide confirmation of this, for example your most recent letter from the Veteran's Agency. This proof must be dated within the last 12 months

You should have an award letter from the Service Personnel and Veterans Agency (SPVA).

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77. You will need your national insurance number if you phone them.

## 2h) People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme [Regulation 4(2)(d)(da)]

Have you received a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1 – 8 (inclusive) and have been certified by the SPVA as having a permanent and substantial disability which causes inability to walk or very considerable difficulty walking?

Yes:  No:

If you are in receipt of the above mentioned award under the Armed Forces and Reserve Forces (Compensation) Scheme, the Service Personnel and Veterans Agency (SPVA) will have issued you with a letter 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.

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

## Section 3 – Declarations and signatures

Should be completed by all applicants for a Blue Badge

## 3a) Privacy Statement about the information you have provided and the application process

- The information provided by you on this form will be used by Fife Council in order to process your Blue Badge application.
- For further details on how your 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.

### 3b) 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 you with 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 my entitlement to a badge.
  - I confirm that the photograph I have submitted with my application is a true likeness, or I confirm that I have given permission for my photo provided for my Myfife (National Entitlement Card) to be used.
  - I understand that, if my application is successful, 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 which will be sent to me with the badge.
  - I understand that I must not hold more than one valid Blue Badge at any time.

### 3c) Checklist of documents you may need to provide

Please ensure you provide all of the relevant documents. Here is a checklist to help remind you of what you need to provide with your application

#### Section 1 – Information about you

- Proof of your address, dated within the last 12 months.
- Proof of your identity.
- A colour passport standard photograph of yourself with your name on the back or permission for your Myfife photograph to be used.

#### Section 2a – People who are blind (severely sight impaired)

- You have ticked the box giving us permission to contact Insight at Fife Society for the Blind or you have provided a copy of your Certification of Blindness/Defective Vision (BP1 (3R))/Certificate of Vision Impairment (CVI) from Insight at Fife Society for the Blind or your Consultant.

#### Section 2b – People who receive the Higher Rate of the Mobility Component of Disability Living Allowance

- A letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months or your annual uprating letter along with an older letter showing how long you will receive this. If you do not have a letter, please call 0800 121 4600 to request a copy from the DWP.



**Section 2c – People who meet the ‘Moving around’ descriptor for the Mobility Component of Personal Independence Payment (PIP) – 8 points or above**

- An award letter, dated within the last year, showing entitlement to the ‘moving around’ element of the Mobility Component of (PIP) at 8 points or above

**Section 2d – People to meet the ‘Planning and Following Journeys’ descriptor for the Mobility Component of Personal Independence Payment (PIP) – 12 points**

- An award letter, dated within the last year, showing entitlement to the ‘planning and following journey’s’ element of the Mobility Component of (PIP) at 12 points

**Section 2e - People who do not receive the Mobility Component of Personal Independence Payment (PIP) at a rate of 8 points or more for ‘Moving Around’ or 12 points for ‘Planning and Following Journeys’ and were in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately prior to being assessed for PIP**

- A letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months or your annual uprating letter **AND** your letter from DWP acknowledging receipt of your request for reconsideration.

**Section 2f - People who were in receipt of a lifetime or indefinite award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment.**

- A letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months.

**Section 2g – People who receive the War Pensioner’s Mobility Supplement**

- A letter of entitlement for the War Pensioner’s Mobility Supplement.

**Section 2h – People who receive an award under the Armed Forces and Reserve Forces (Compensation) Scheme**

- An award letter confirming receipt of tariffs 1-8 under the Armed Forces and Reserve Forces (Compensation) Scheme, which also certifies that you have a permanent and substantial disability which causes inability to walk or very considerable difficulty walking.

### 3d) Your signature

Your signature:	
Date of application:	(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"/>
Please print name	

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

Your signature:	
Power of Attorney Guardianship Benefit Appointee Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> (Please select one and enclose supporting documentation)
Please indicate your relationship to the applicant	
Preferred contact details for signatory	

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. 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 complete your form at home and then take it to your nearest Council Customer Service Centre (please phone 03451 55 00 66 for the location and opening hours of your nearest Customer Service Centre), where you can hand in your application and documents required. Your documents will be verified and returned to you, please do not send original documents through the post.

Please note you will need to pay “Large Letter” postage if posting this form

Telephone: 03451 550066  
E-mail: [European.ParkingBadges@fife.gov.uk](mailto:European.ParkingBadges@fife.gov.uk) (for advice/enquiries only)

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