

Blue Badge Application

Automatic/Without 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 their 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 take your application and documents to your nearest Council Customer Service Centre (call 03451 55 00 66 for the location and opening hours of your nearest Customer Service Centre). The staff in the Customer Service Centre will verify your documents for proof of identity and address and return them to you. Please 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 valid passport.

Address:

Proof of address should be in the form of a Council Tax bill, letter from the 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. This proof should be dated within the last 12 months.

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 'without further assessment' applicants

You will be automatically eligible for a badge if you are more than two years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria in Section 2.

You will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance. You should take these to your nearest Customer Service Centre where they will be verified and returned to you. Please call 03451 55 00 66 for the location and opening hours of your nearest Customer Service Centre. Do not send original documents through the post.

Section 2a

Please complete this section if you are registered as blind (severely sight impaired) with Insight at Fife Society for the Blind. The Blue Badge Team can check direct with them if you indicate your permission. Otherwise please provide a copy of a Certification of Blindness or Defective Vision (BP1 (3R)), or a Certificate of Vision Impairment (CVI), from Insight at Fife Society for the Blind or signed by a Consultant Ophthalmologist, which states that you are blind (severely sight impaired). Previous equivalents are also acceptable, however, registration is voluntary. Please note that if you are registered as partially sighted or if your BP1(3R) states that you have been assessed as partially sighted, you are not automatically entitled to a badge and should complete an application for those requiring further assessment.

Section 2b

Please complete this section if you receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA). You will have had an award notice letter from the Pension, Disability and Carers Service (PDCS). You will also have been sent an annual uprating letter stating your entitlement. This uprating letter can be used as proof of receipt of HRMCDLA if your award letter is more than 12 months old. If you have lost your HRMCDLA award letter or your uprating letter, then please contact the PDCS for a current award letter by:

- Telephone: 0800 121 4600
- Textphone: 0800 121 4523
- Email: DCPU.Customer-Services@dwp.gsi.gov.uk

The helpline is open 8.00 am to 6.00 pm Monday to Friday; further details can be found online at: www.gov.uk/browse/disabilities/benefits

Section 2c

Please complete this section if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Moving Around' descriptors within the Mobility Component:

- [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, either aided or unaided, stand or move more than 1 metre. [This gives you a score of 12.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 0800 121 4433
- Textphone: 0800 121 4493

This helpline is open from 8.00 am to 6.00 pm Monday to Friday, and further details can be found online at www.gov.uk/pip

Section 2d

Please complete this section if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Planning and Following Journeys' descriptors within the Mobility Component:

- [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.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

-Telephone: 0800 121 4433

-Textphone: 0800 121 4493

This helpline is open from 8.00 am to 6.00 pm Monday to Friday, and further details can be found online at www.gov.uk/pip

Section 2e

Please complete this section if:

- you were in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment (PIP)
- you did not receive the Mobility Component of PIP at 8 points or more for the 'Moving Around' or 12 points for the 'Planning and Following Journeys'; and
- you have requested a mandatory reconsideration of that decision with the Department for Work and Pensions (DWP) within the last year.

Section 2f

Please complete this section if you 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.

Section 2g

Please complete this section if you receive a War Pensioner's Mobility Supplement (WPMS). You should have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77. This proof must be dated within the last 12 months.

Section 2h

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 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 Service Personnel and Veterans Agency 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

Section 3a): 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 3b): Read and tick the declarations as failure to do so means we are unable to process your application.

Section 3c): Check you have provided relevant supporting documents.

Section 3d): 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.

Blue Badges applications are processed through a national database and are printed centrally 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