

## Blue Badge Application Form - Guidance Notes

**Please note that Attendance Allowance is NOT a qualifying benefit to be eligible for a Blue Badge under the main Blue Badge Scheme.**

### **What sections of the application form should I complete?**

All individual applicants should complete Section 1 and Section 7.

Individual applicants will also need to complete:

#### Section 2 if they :-

- are registered severely sight impaired (blind).
- receive the Higher Rate of the Mobility Component of Disability Living Allowance.
- if they meet the "Moving Around" descriptor for the Mobility Component of Personal Independence Allowance (PIP) at the standard rate of 8 points or more.
- meet the "Planning and Following Journeys" descriptor for the Mobility Component of Personal Independence Allowance (PIP) at the enhanced rate of 12 points.
- 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). They 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 they have requested a mandatory reconsideration of that decision with the Department for Work and Pensions (DWP) within the last year.
- were in receipt of a lifetime or indefinite HRMC DLA award immediately before being assessed for PIP.
- receive the War Pensioner's Mobility Supplement.
- receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive).

#### Section 3 if they:-

- have a permanent and substantial disability which means they are unable to walk or virtually unable to walk.
- have 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.

#### Section 4 if they :-

- are a driver who has a severe disability in both arms and is unable to operate, or has considerable difficulty operating, all or some types of on-street parking equipment.

#### Section 5 if :-

- the applicant is a child under the age of 3 who must be accompanied by bulky medical equipment or who needs to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

Organisational applicants should complete Section 6 and Section 7 only.

---

### **Section 1 - Information about you**

This section should be completed by all individual applicants for a Blue Badge. It does not need to be completed if you are applying for an Organisational 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, as they will not have a National Insurance Number you should provide their NHS Number. When you register your child with a GP practice you are given a medical card, the NHS number is printed on the card; each NHS Number is made up of 10 digits shown in a 3-3-4 format, usually as follows 943/476/5919:

Please note that the 'first names', 'surname' and 'surname at birth' fields can only hold up to 20 characters due to badge printing restrictions.

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**

#### Address:

Proof of address should be in the form of one of the following:-

- An original Council Tax bill bearing your name and address. The original must be submitted with your application and will be returned at the end of the application process. You will not require to submit your Council Tax bill if you have ticked the appropriate box in Section 1, which gives your consent for the local authority to check your address against its Council Tax records or electoral register.



- Original letter of entitlement in respect of the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA) from the Department for Work & Pensions, (Pension, Disability and Carers Service (PDCS)) dated within the last 12 months.
- Original letter of entitlement in respect of a Personal Independence Payment (PIP) from the Department for Work & Pensions dated within the last 12 months.
- Original letter of entitlement in respect of War Pensioner's Mobility Supplement from the Service Personnel and Veterans Agency (SPVA) dated within the last 12 months.
- Original valid driving licence.

If you are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

#### Identity:

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. Ideally please bring an original of one of the following documents to an East Dunbartonshire Community Hub along with your completed application. If you are unable to attend in person, a certified photocopy of one of the following must be submitted with your application:

- your birth/adoption certificate
- marriage/divorce certificate
- civil partnership/dissolution certificate
- valid driving licence or passport
- HM Forces ID Card
- Certificate of British Nationality
- Identity Card for Foreign Nationals

A certified photocopy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over.

The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name and occupation alongside this information.

Attached to these guidance notes is a list of examples of the type of person suitable to certify your document.

#### Photographs

East Dunbartonshire Council's Community Hubs now offer a free photograph taking service for Blue Badge applicants. If the applicant is unable to attend in person to have a photograph taken, please enclose a recent passport-style photograph of the applicant

The photograph must:

- be a true likeness
- be of passport size and quality
- be taken within the six months prior to application



- show the face uncovered and un-obscured, looking directly at the camera with a neutral expression
- have the applicant's name on the back.

The Hubs are located as follows:-

<p><b><u>Kirkintilloch Community Hub</u></b>          East Dunbartonshire Council          2-4 West High Street          Kirkintilloch G66 1AD</p> <p>Hours of Opening:          Monday to Friday 1pm – 4pm</p>	<p><b><u>Bishopbriggs Community Hub</u></b>          East Dunbartonshire Council          Bishopbriggs Library          170 Kirkintilloch Road          Bishopbriggs G64 2LX</p> <p>Hours of Opening:          Monday to Friday 1pm – 4pm</p>
<p><b><u>Lennoxtown Community Hub</u></b>          46 Main Street          Lennoxtown          G66 7JJ</p> <p>Hours of Opening:          Monday to Friday 1pm – 4pm</p>	<p><b><u>Bearsden Community Hub is currently closed and has been relocated on a temporary basis to Milngavie Enterprise Centre</u></b>          Ellengowan Court          Milngavie          G62 8PH</p> <p>Opening hours:          Wednesday &amp; Friday 1pm – 4pm</p>

**You will require to call Customer Services on 0300 1234510 to make an appointment to attend one of the Council's Community Hubs. Please do not attend without an appointment.**

Blue Badge Issue Fee

An administration fee of £20 will be charged for each Blue Badge issued, which can be paid as follows:-

- by cheque, postal order, debit card or credit card at any of the four Community Hubs mentioned above. There is no surcharge for paying by credit card.

Cheques and postal orders should be made payable to East Dunbartonshire Council.

The charge applies to all Blue Badge applications, including replacements and any re-application following expiry of the current badge.

East Dunbartonshire Council will only issue successful applicants with a Blue Badge once payment of the required fee has been received. **Please note that, for security reasons, your payment will be processed immediately upon receipt. If your application for a Blue Badge is not successful, the fee will be reimbursed to you.**

Other information

You should 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. Any documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed by the local authority.

### Section 2a

Please complete this section if you are registered as severely sight impaired (blind). You are asked to state the name of the local authority with which you are registered. In many cases, you will be registered with the same authority to which the application for a badge is being made. If this is not the case, local authorities will check with the named authority that you are registered with as severely sight impaired (blind).

If the applicant is 16 years or older, the current formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI) Scotland form, or previous equivalent (BP1 Blindness or Defective Vision form), signed by a Consultant Ophthalmologist, which states that you are severely sight impaired (blind). Registration is voluntary.

If the application is for a child or young person under the age of 16 years, a letter of confirmation of visual impairment, including a statement of the severity, signed by a healthcare professional in the local Visual Impairment Network for Children and Young People (VINCYP) team, will be required.

### 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 Department for Work & Pensions (DWP) (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 DWP for a current award letter by:

- Telephone: 08457 123 456
- Textphone: 08457 224 433
- Email: DCPU.Customer-Services@dwp.gsi.gov.uk

This helpline is open from 7.30am to 6.30pm Monday to Friday, and further details can be found online at:

[http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG\\_10011925](http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925)



### 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 8.]
- [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. **However, please ensure the letter you provide clearly indicates the number of points you have been awarded for this Mobility Component. If your letter does not state this, you will require to contact Department for Work and Pensions to obtain a clear statement of your award.**

If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

- Telephone: 08458 503 322
- Textphone: 08456 016 677

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at <https://www.go.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. **However, please ensure the letter you provide clearly indicates the number of points you have been awarded for this Mobility Component. If your letter does not state this, you will require to contact Department for Work and Pensions to obtain a clear statement of your award.**

If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:



- Telephone: 08458 503 322
- Textphone: 08456 016 677

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at <https://www.go.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 review (mandatory reconsideration) of that decision with the Department for Work and Pensions (DWP) within the last year.

You will require to provide:-

- your original letter of entitlement to the Higher Rate of the Mobility Component of Disability Living Allowance, or
- your original annual uprating letter

#### **AND**

- your letter from DWP acknowledging receipt of your request for a mandatory reconsideration.

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

All documents require to have been issued within the last twelve months.

### 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.

You will require to provide:-

- an original letter of entitlement to the Higher Rate of the Mobility Component of Disability Living Allowance issued within last twelve months, or
- original letter of entitlement to Higher Rate of the Mobility Component of Disability Living Allowance along with original annual uprating letter issued within last twelve months

#### **AND**

- your PIP award notification letter from DWP.

Please note that only the original letter of entitlement to Higher Rate of the Mobility Component of Disability Living Allowance details whether the award was made for a lifetime or indefinite period.

### Section 2g

Please complete this section if you receive a War Pensioner's Mobility Supplement (WPMS). You will have had an award notice letter from the Service Personnel and Veterans Agency. You will also have been sent an annual uprating letter stating your entitlement. This uprating letter can be used as proof of receipt of this entitlement if your award letter is more than 12 months old.

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

### 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. You must enclose the original of this letter as proof of entitlement.

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

---

## **Section 3 – Questions for 'subject to further assessment' applicants with walking difficulties**

Section 3 is to be completed if the questions in Section 2 do not apply to you 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.

Your local authority may ask you to have a mobility assessment with a medical professional, such as a physiotherapist or occupational therapist, 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 3.

Section 3 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 4 – Questions for ‘subject to further assessment’ applicants with disabilities in both arms**

Section 4 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 5 – Questions for ‘subject to further assessment’ applicants under the age of three**

Section 5 should be completed 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.

A parent or guardian must apply on behalf of a child under the age of three.

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 6 – Organisational badges**

Please complete this section if you are representing an organisation applying for an organisational badge. Please note that the 'name of organisation' field can only hold up to 30 characters due to badge printing restrictions.

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:

- is registered blind (severely sight impaired); or
- receives the Higher Rate of the Mobility Component of Disability Living Allowance; or
- meets the 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment at the standard rate of 8 points or more; or



- meets the 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment at the enhanced rate of 12 points; or
- was 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). 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 has requested a mandatory reconsideration of that decision with the Department for Work and Pensions (DWP) within the last year.
- was in receipt of a lifetime or indefinite HRMC DLA award immediately before being assessed for PIP.
- 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
- has a permanent and substantial disability which means they are unable to walk or virtually unable to walk; 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 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 a 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.

A copy of your organisation's logo in .gif or .jpg format requires to be emailed to [socialwork@eastdunbarton.gov.uk](mailto:socialwork@eastdunbarton.gov.uk). This is required to enable the logo to be displayed on the badge(s), if you are unable to supply a logo in the required format, the badge(s) will simply show the European Union flag in place of the logo.

#### Blue Badge Issue Fee

An administration fee of £20 will be charged for each Blue Badge issued, which can be paid as follows:-

- by cheque, postal order, debit card or credit card at any of the East Dunbartonshire Council Community Hubs. There is no surcharge for paying by credit card.

The Hubs are located as follows:-

<p><b><u>Kirkintilloch Community Hub</u></b>            East Dunbartonshire Council            2-4 West High Street            Kirkintilloch G66 1AD</p> <p>Opening Hours:            Monday to Friday 1pm – 4pm</p>	<p><b><u>Bishopbriggs Community Hub</u></b>            East Dunbartonshire Council            Bishopbriggs Library            170 Kirkintilloch Road            Bishopbriggs G64 2LX</p> <p>Opening Hours:            Monday to Friday 1pm – 4pm</p>
<p><b><u>Lennoxtown Community Hub</u></b>            East Dunbartonshire Council            46 Main Street            Lennoxtown            G66 7JJ</p> <p>Opening Hours:            Monday to Friday 1pm – 4pm</p>	<p><b><u>Bearsden Community Hub is currently closed and has been relocated on a temporary basis to Milngavie Enterprise Centre</u></b>            Ellengowan Court            Milngavie            G62 8PH</p> <p>Opening hours:            Wednesday &amp; Friday 1pm – 4pm</p>

**You will require to call Customer Services on 0300 1234510 to make an appointment to attend one of the Council's Community Hubs. Please do not attend without an appointment.**

Cheques and postal orders should be made payable to East Dunbartonshire Council.

The charge applies to all Blue Badge applications, including replacements and any re-application following expiry of the current badge.

East Dunbartonshire Council will only issue successful applicants with a Blue Badge once payment of the required fee has been received.

Please note that, for security reasons, your payment will be processed immediately upon receipt. If your application for a Blue Badge is not successful, the fee will be reimbursed to you.

## Section 7 – Declarations and signatures

Section 7a): The relevant mandatory declarations must be completed by all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read and understand these declarations, since not ticking those that are relevant to your application may result in your local authority being unable to accept your Blue Badge application.

Section 7b): You may wish to tick the optional declarations in order to speed up your application and improve the service you receive from your local authority. In doing so, you will be providing specific consent to your authority to allow them to share information about you with relevant departments and service providers within the authority.

Section 7c): All applicants must sign and date the form prior to submitting it.

A local authority may refuse to issue a badge if it has reason to believe that the applicant is not who he/she claims to be or that the badge would be used by someone other than the person to whom it has been issued.

If your badge application is successful, the leaflet “The Blue Badge Scheme - Rights and responsibilities in Scotland” will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly. The leaflet can be viewed at [www.bluebadgescotland.org](http://www.bluebadgescotland.org)

**Please return the completed application form and relevant documents to one of the following locations:**

<p><b><u>Kirkintilloch Community Hub</u></b>            East Dunbartonshire Council            2-4 West High Street            Kirkintilloch G66 1AD</p> <p>Opening Hours:            Monday to Friday 1pm – 4pm</p>	<p><b><u>Bishopbriggs Community Hub</u></b>            East Dunbartonshire Council            Bishopbriggs Library            170 Kirkintilloch Road            Bishopbriggs G64 2LX</p> <p>Opening Hours:            Monday to Friday 1pm – 4pm</p>
--	--



<p><b><u>Lennoxtown Community Hub</u></b> East Dunbartonshire Council 46 Main Street Lennoxtown G66 7JJ</p> <p>Opening Hours: Monday to Friday 1pm – 4pm</p>	<p><b><u>Bearsden Community Hub is currently closed and has been relocated on a temporary basis to Milngavie Enterprise Centre</u></b> Ellengowan Court Milngavie G62 8PH Opening hours: Wednesday &amp; Friday 1pm – 4pm</p>
--	---

**You will require to call Customer Services on 0300 1234510 to make an appointment to attend one of the Council’s Community Hubs. Please do not attend without an appointment.**

**Important Note re submission of reapplications:**

If you qualify for a Blue Badge under the “Without Further Assessment” criteria, the Council would recommend that you submit your new application at least 4 weeks prior to the expiry date of your current Blue Badge.

If you do **not** qualify for a Blue Badge under the “Without Further Assessment” criteria, your application will be subject to an assessment process. The Council would therefore recommend that you submit your new application at least 12 weeks prior to the expiry date of your current Blue Badge.

**Warning: Non-affiliated websites charging assistance fees**

Applicants should be aware that non-affiliated websites exist charging fees for “assistance” with the Blue Badge application process, which can be done quite simply for no extra charge. We would recommend you avoid using these sites and contact the Council direct if you have any queries.

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

## Examples of the type of person suitable to certify your document

- accountant
- airline pilot
- articulated clerk of a limited company
- assurance agent of recognised company
- bank/building society official
- barrister
- chairman/director of limited company
- chiropodist
- commissioner of oaths
- councillor (local or county)
- civil servant (permanent)
- dentist
- director/manager of a VAT-registered charity
- director/manager/personnel officer of a VAT-registered company
- engineer (with professional qualifications)
- financial services intermediary (eg a stockbroker or insurance broker)
- fire service official
- funeral director
- insurance agent (full time) of a recognised company
- journalist
- Justice of the Peace
- legal secretary (fellow or associate member of the Institute of Legal Secretaries and PAs)
- licensee of public house
- local government officer
- manager/personnel officer (of a limited company)
- member, associate or fellow of a professional body
- Member of Parliament
- Merchant Navy officer
- minister of a recognised religion (including Christian Science)
- nurse (RGN and RMN)
- officer of the armed services (active or retired)
- optician
- paralegal (certified paralegal, qualified paralegal or associate member of the Institute of Paralegals)



- person with honours (an OBE or MBE, for example)
- pharmacist
- photographer (professional)
- police officer
- Post Office official
- president/secretary of a recognised organisation
- Salvation Army officer
- social worker
- solicitor
- surveyor
- teacher, lecturer
- trade union officer
- travel agent (qualified)
- valuer or auctioneer (fellows and associate members of the incorporated society)
- Warrant Officers and Chief Petty Officers