

# Blue Badge Application Form

## Organisational Blue Badge

### Applying for an Organisational Blue Badge

The following questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for vehicle(s) which are to be used to carry disabled people who would themselves qualify for an individual Blue Badge.

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 an individual Blue Badge; and
- has a clear need for an organisational badge rather than using the individual Blue Badge of the people it is transporting.

Organisational badges must not be used for the employee's benefit when they are carrying out other business on behalf of the organisation. In all circumstances, badges will be supplied to the organisations or departments rather than individual staff members.

### Information about the organisation

<b>Name of the organisation</b>		
<b>Charity Number (if applicable)</b>		
<b>Name of main contact</b>		
<b>Current address &amp; postcode</b>		
<b>Telephone number</b>		
<b>Email address</b>		

## Information about the organisation

**1. Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?**

**Yes**

**No**

If yes, please provide details of the nature of this care:

**2. As part of this care, does your organisation provide disabled people with transportation?**

**Yes**

**No**

If yes, please provide details of the types of vehicles in which you wish to use the Blue Badge.

Type of Vehicle	Vehicle Registration Number	Frequency of use to transport disabled people

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

**Yes**

**No**

If available, please provide details and attach a copy of documentation to confirm taxation class.

**4. I confirm I have attached the required document:**

**Yes**

## Information about the organisation

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

people

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

people

**7. Please describe why your organisation is applying for a Blue Badge and how will it assist your operations. Please also include details of the types of trips it will be used for**

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

**9. If you already have an organisational Blue Badge, please provide its:**

Serial Number (The serial number can be found on the front of the badge)

Expiry Date

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

Please note that your organisation will be required to pay the fee for each badge that is issued.

## Badge Fee

If your application is successful, you will receive a letter/email/telephone call requesting payment of £20 for each badge. Your Local Authority will only issue successful applicants with a Blue Badge once payment has been received.

An administration fee of £20 will be charged for each Blue Badge issued, which can be paid by telephoning Customer Services on 0300 1234510, or by cheque, postal order, debit card or credit card at any of the four Community Hubs. There is no surcharge for paying by credit card or cheque, and postal orders should be made payable to East Dunbartonshire Council. The charge applies to all Blue Badge applications, including replacements. 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.

### **Bishopbriggs Community Hub**

East Dunbartonshire Council  
Bishopbriggs Library  
170 Kirkintilloch Road  
Bishopbriggs  
G64 2LX  
Open: Monday & Thursday 1pm to 4pm

### **Bearsden Community Hub**

East Dunbartonshire Council  
69 Drymen Road  
Bearsden  
G61 3QT  
Open: Wednesday & Friday 1pm to 4pm

### **Kirkintilloch Community Hub**

East Dunbartonshire Council  
William Patrick Library building  
2-4 West High Street  
Kirkintilloch  
G66 1AD  
Open: Monday to Friday 1pm to 4pm

### **Lennoxtown Community Hub**

East Dunbartonshire Council  
46 Main Street  
Lennoxtown  
G66 7JJ  
Open: Tuesday & Friday 1pm to 4pm

Where possible, 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 should be nominated, but please remember that other vehicles can be used)

## Declarations and Signatures

The following questions are mandatory and are intended to be answered by all Blue Badge applicants.

Please read the following declarations thoroughly and tick all of the 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 the Blue Badge. Providing fraudulent information may result in prosecution and a fine.

All documents relating to this application will be dealt with in line with the Data Protection Act 2018, UK General Data Protection Regulation (GDPR) and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. We also have our own Privacy Policy, details of which can be found on our website.

Any medical information that you have supplied to support this application is deemed, under the Data Protection Act 2018, 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 bylaw.

## Declarations to be completed by applicant

- I can confirm that, as far as I know, the details I have provided are complete and accurate. I understand that action may be taken 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 the organisation’s entitlement to a Blue Badge.
- 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 organisation’s application is successful, the Blue 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.

**Misuse of a Blue Badge is a criminal offence.**

## Your consent to use your information to improve the service you receive

Please read and tick the following declarations that you consent to. Ticking these boxes will help us to improve the service we can offer

I consent to my local authority checking any information already held by their Social Services department on the basis that;

- It can help determine the organisation's eligibility for a Blue Badge.
- It may speed up the processing of the organisation's application.

I agree to the disclosure of information included in this form to other local authority department/service providers so that I can be informed about other services that may be of benefit to me.

## Checklist of documents you may need to disclose

Please ensure that you have enclosed copies of all of the relevant documents for the sections of this application form. Please tick the relevant box(s) below to confirm all documents/photocopies provided are genuine. This copy should be a true likeness of the original

Photocopy of documentation to confirm DPV taxation class

## Your signature against the declarations

<b>Applicant's signature</b>	
<b>Date of application (DD/MM/YYYY)</b>	<input type="text" value="D"/> <input type="text" value="D"/> <input type="text" value="M"/> <input type="text" value="M"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/> <input type="text" value="Y"/>
<b>Please print your name</b>	

### **IMPORTANT INFORMATION**

Please note that applications can take at least 6 weeks to be processed, therefore please ensure they are submitted timeously to allow sufficient time for this to be done.

## Submitting your application

Please return this form and relevant documents to one of the following locations:

### **Bishopbriggs Community Hub**

East Dunbartonshire Council  
Bishopbriggs Library  
170 Kirkintilloch Road  
Bishopbriggs G64 2LX  
Open: Monday & Thursday 1pm to 4pm

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