



Blue Badge Application Form

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. When completing this form you may find the accompanying guidance notes are helpful.

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

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.

If you are applying on behalf of an organisation that cares for and transports disabled people then please do not complete Section 1. You only need to complete Sections 6 and 7.

Further guidance on completing this section can be found in Section 1 of the accompanying guidance note.

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

First names (in full):

Surname:

Surname at birth:

Gender: Male Female

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

Town:

Place of Birth: Country:

National Insurance Number /
Child Registration Number:

(see Section 1 of the accompanying guidance notes)

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

Current address and contact details:

Postcode:

Home Tel No:

Mobile Tel No:

Email Address:

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 you have:
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?

Proof of your address, dated within the last 12 months:
We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following options and provide original documentation where relevant:

Either:	<input type="checkbox"/> I give consent to the local authority to check my personal details on the local authority's Council Tax database so that I do not need to submit proof of my address.
Or:	<input type="checkbox"/> I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.
Or:	<input type="checkbox"/> I do not pay Council Tax, am over the age of 16 and give consent to the local authority to check my address on the electoral register.
Or:	<input type="checkbox"/> I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to the local authority to check school records to confirm their address.
Or:	<input type="checkbox"/> I have enclosed 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 dated within the last 12 months.
Or:	<input type="checkbox"/> I have enclosed original letter of entitlement in respect of a Personal Independence Payment (PIP) from the Department for Work & Pensions dated within the last 12 months.
Or:	<input type="checkbox"/> I have enclosed 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.
Or:	<input type="checkbox"/> I have enclosed original valid driving licence.

Proof of your 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, you must attach a **certified** photocopy of **one** of the following as proof of your identity:

<input type="checkbox"/> Birth certificate / adoption certificate	<input type="checkbox"/> Marriage / Divorce certificate	<input type="checkbox"/> Valid Passport
<input type="checkbox"/> Civil Partnership / Dissolution certificate	<input type="checkbox"/> Valid driving licence	<input type="checkbox"/> HM Forces ID Card
<input type="checkbox"/> Certificate of British Nationality	<input type="checkbox"/> Identity Card for Foreign Nationals	

Do not send original documents as these will **not** be returned.

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 needs to show the applicant's full face so that the badge holder can be easily identified. No one else should be in the photograph. Please read Guidance Notes Section 1, Photographs, for additional information on acceptable photographs. 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 7(a) and 7(d) of this form to confirm that the photograph is a true likeness.

The Hubs are located as follows:-

Kirkintilloch Community Hub

William Patrick Library building
2-4 West High Street
Kirkintilloch
G66 1AD

Bishopbriggs Community Hub

Bishopbriggs Library
170 Kirkintilloch Road
Bishopbriggs
G64 2LX

Lennoxtown Community Hub

46 Main Street
Lennoxtown
G66 7JJ

Bearsden Community Hub is currently closed and has been relocated on a temporary basis to Milngavie Enterprise Centre

Ellengowan Court
Milngavie
G62 8PH

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.

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.

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.

Please nominate the vehicle registration number(s) for the main vehicles 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)

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 severely sight impaired (blind);
- receive the **Higher Rate of the Mobility Component** of Disability Living Allowance;
- receive the **Mobility Component** of Personal Independence Payment;
- were in receipt of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment;
- 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, then please read Section 2 of the guidance notes enclosed with this application form.

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

Are you registered as severely sight impaired (blind)?

Yes: No:

If YES, please state which local authority (council) you are registered with:

If Yes, do you give your consent for us to check the local authority’s register of severely sight impaired (blind) or sight impaired (partially sighted) people to see whether your disability is already known to the council?

Yes: No:

If No, then please indicate whether you have enclosed a copy of:

- if you are an adult – your Certificate of Vision Impairment (CVI) Scotland form or a previous equivalent (BP1 form – Blindness or Defective Vision Form), signed by a Consultant Ophthalmologist and held by your Social Services Department or local visual impairment society.
- if 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.

Yes: No:

2b) People who receive the Higher Rate of the Mobility Component of Disability Living Allowance (please note this is NOT Attendance 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 enclose an original letter of entitlement to this benefit issued within the last twelve months or your original annual uprating letter.

Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

2c) People who meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP) [Regulation 4(2)(aa)(ii)] (please note this is NOT Attendance Allowance)

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 an original letter of entitlement to this benefit issued within the last twelve months, or your original annual uprating letter.

Please ensure the letter you provide clearly indicates the number of points you have been awarded for this Mobility Component. If your letters does not state this, you will require to contact Department for Work and Pensions to obtain a clear statement of your award.

Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

2d) People who meet a 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP) [Regulation 4(2)(aa)(i)] (please note this is NOT Attendance Allowance)

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 ongoing 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 an original letter of entitlement to this benefit issued within the last twelve months, or your original annual uprating letter.

Please ensure the letter you provide clearly indicates the number of points you have been awarded for this Mobility Component. If your letters does not state this, you will require to contact Department for Work and Pensions to obtain a clear statement of your award.

Please note that we may also check that you are in receipt of this award with the Department for Work and Pensions.

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)] (please note this is NOT Attendance Allowance)

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 an original letter of entitlement to HRMC DLA, or your original 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 letter 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)] (please note this is NOT Attendance Allowance)

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 an original letter of entitlement to HRMC DLA issued within last twelve months, or original letter of entitlement to HRMC DLA and 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 HRMC DLA details whether 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 enclose an original letter of entitlement to this benefit issued within the last twelve months, or your original annual uprating letter. 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.

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

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. 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.

If you have answered "Yes" to any of the questions in Section 2, please go straight to Section 7.

Section 3 – Questions for ‘subject to further assessment’ applicants with walking difficulties.

These questions are intended for people who have answered NO to all of the questions in Section 2. Please note that you will only qualify for a Blue Badge under this criterion if you, or the person on whose behalf you are applying, are over two years of age and

- **have a permanent and substantial disability which means you/they are unable to walk or virtually unable to walk; or**
- **have a temporary, but substantial disability, which means you/they are unable to walk or virtually unable to walk which is likely to last for a period of at least 12 months, but less than 3 years.**

If you are unsure whether these questions apply to you, then please read the guidance notes enclosed with this application form.

I am unable to walk, or virtually unable to walk due to a permanent and substantial disability [Regulation 4(2)(f)]

I am 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 3 years [Regulation 4(2)(g)]

Please describe:

- Any medical conditions / disabilities which affect your walking.
- If you know them please state the medical terms for the condition you have been diagnosed with

Please describe:

- Any surgery or courses of treatment you have undergone or specialist clinics you have attended in relation to each medical condition / disability you have mentioned.
- Please state when you underwent any relevant surgery or treatment or attended specialist clinics.

Surgeries / courses of treatment / specialist clinics:

Dates you received this treatment:

What medication do you currently take in relation to the conditions / disabilities you described above?

Medication	Dosage	Frequency

Are you currently taking any pain relief in relation to the medical conditions / disabilities you mentioned above?

Yes: No:

If Yes, please explain what you are taking and how frequently you need it:

Are you currently...

(Please tick whichever statements apply to you and provide further details in the space below)

- Awaiting surgery in relation to the conditions / disabilities described above?
- Recuperating from surgery in relation to the conditions / disabilities described above?
- Awaiting treatment for any of the conditions / disabilities described above?
- Managing your condition / disability since you have been advised it is not expected to improve any further?
- None of the above

Please give details of the healthcare professionals, or specialists (including your GP) who have been treating you in relation to the conditions / disabilities described above:

Name	Job title	Hospital / Health Centre	Telephone number

Do you anticipate that your conditions / disabilities will improve in the next 3 years ? (Tick as appropriate)

Yes: No:

If you ticked YES, please describe how much you expect your conditions / disabilities to improve.

How do the conditions/ disabilities you described above affect your ability to walk?

Please tick whichever of the following statements describe your general walking ability:

(Please tick **all** options that apply to you - you can tick more than one box)

- I am able to walk well, including recreational walks.
- I am able to walk around the supermarket to do my own shopping.
- I am able to walk and can use public transport for some of my local trips
- I am able to walk, but struggle with longer distances or hills.
- I am able to walk, but get breathless if I walk for more than a few minutes.
- I am able to walk, but find it too painful to walk for more than a few minutes.
- I am able to walk but use a wheelchair for longer trips outside the home.
- I am able to walk around my home, but am unable to climb the stairs.
- I am unable to walk at all.
- Other (please describe below).

Are you able to walk outside without the help of another person?

Yes: No: (please describe the help you need in the space below...)

Where, in your local area, can you comfortably walk to from your home without the assistance of another person?

(Please state a specific location or landmark which could be found on a map, e.g. a shop, street address or park)

Please tick the box that best describes the way you walk:

- Normal - no specific problems with walking.
- Adequate - for example, you walk with a slight limp.
- Poor - for example, you walk with a heavy limp, a stiff leg or shuffle, or have problems with balance.
- Extremely poor - for example, you drag your leg, stagger, swing through two crutches or need physical support.
- Other.

If there is not a box that describes the way you walk, please tell us in your own words about the way you walk in the space provided below:

Do you use any of the following walking aids?

(Please tick whichever options apply to you - you can tick more than one box)

- | | |
|---|---|
| <input type="checkbox"/> 1 elbow crutch | <input type="checkbox"/> 2 elbow crutches |
| <input type="checkbox"/> 1 walking stick | <input type="checkbox"/> 2 walking sticks |
| <input type="checkbox"/> Walking frame (Zimmer frame) | <input type="checkbox"/> Rollator |
| <input type="checkbox"/> Wheelchair | <input type="checkbox"/> Powered wheelchair |
| <input type="checkbox"/> Other (please describe in the space below) | |

Were your walking aids...

(Please tick whichever options apply to you)

- Purchased privately by me.
- Prescribed by a healthcare professional.
- Provided by Social Services.
- Other (please describe below).

How far would you estimate you are able to walk before you feel severe discomfort?

(Please state the distance in metres or yards using whichever measure is best for you.)

: metres : yards

When answering this question please note that:

- The average adult step is just less than one metre, which is 1.1 yards or 3 feet and 4 inches.
- If you walk alongside someone and they take 100 steps you would have walked roughly 90 metres, or 100 yards.
- The average double-decker bus is about 11 metres, or 12 yards, long.
- A tennis court is about 24 metres, or 26 yards, long.
- A full size football pitch is about 100 metres, or 110 yards, long.

Roughly how much time would you estimate it takes you to walk this distance?

: minutes

Are you able to continue walking after a short rest?

Yes: No:

If you can continue, roughly how long (in minutes) are you able to walk for in total?

: minutes

Please answer 'Yes' or 'No' to each of the following questions by ticking the relevant box:

Are you troubled by shortness of breath when hurrying on level ground or walking up a slight hill?

Yes: No:

Do you get short of breath walking with other people of your own age on level ground?

Yes: No:

Do you have to stop for breath when walking at your own pace on level ground?

Yes: No:

Do you get too breathless to leave your home, or after dressing?

Yes: No:

Is there anything else you would like to add that you think is relevant in support of your application for a Blue Badge?

If you have completed Section 3, please go straight to Section 7.

Section 4 – Questions for ‘subject to further assessment’ applicants with a disability in both arms.

[Regulation 4(2)(e)]

These questions are intended for people who **drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, parking meters.**

If you are unsure whether these questions apply to you, then please read the guidance notes enclosed with this application form.

Do you drive regularly?

Yes: No:

Do you have a severe disability in both arms ?

Yes: No:

Please describe your medical condition / disability:

Are you unable to operate, or have considerable difficulty operating a parking meter or pay and display machine due to your upper limb disability?

Yes: No:

If yes, please describe the difficulties you have with operating parking meters and pay and display machines.

Do you drive a specially adapted vehicle ?

Yes: No:

If yes, please describe how the vehicle has been adapted for you , and enclose a photocopy of your insurance details verifying this adaptation.

If you have completed Section 4, please go straight to Section 7.

**Section 5 – Questions for ‘subject to further assessment’ applicants under the age of three
[Regulation 4(3)]**

These questions are intended for children under the age of three who may be eligible for a Blue Badge because:

- They have a condition requiring the transportation of bulky medical equipment at all times ; or
- They must always be kept near a motor vehicle on account of a condition so that they can, if necessary, be treated for that condition in the vehicle or taken quickly in the vehicle to a place where they can be so treated.

If you are unsure whether these questions apply to your child, then please read the guidance notes enclosed with this application form.

Are you applying on behalf of a child under the age of three who has a condition requiring transportation of bulky medical equipment at all times ?

Yes: No:

If YES, please state what type of equipment is required:

Are you applying on behalf of a child under the age of three who has a condition that requires that they must be always kept near a motor vehicle so that they can, if necessary, be treated for that condition on the vehicle or be taken quickly in the vehicle to a place where they can be treated ?

Yes: No:

If YES, please describe the child’s medical condition

If you have answered yes to either of the questions above please 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 details below:

If you have completed Section 5, please go straight to Section 7.

Section 6 – Applying for an Organisational Blue Badge [Regulation 5]

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (e.g. minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see Section 6 of the accompanying guidance note for a list of the eligibility criteria prescribed in the regulations that govern the scheme.

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 Badges of people it is transporting.

Organisational badges should only be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge – and must not be used for the employee’s benefit when they are carrying out other business on behalf of the organisation. 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.

If you are unsure about how to answer these questions, then please read the guidance notes enclosed with this application form.

Name of organisation:

Main contact name:

Address:

Postcode:

Telephone:

Email:

Organisation logo

You need to supply the company logo of your organisation if you are applying for an organisational badge. Please see Section 6 of the guidance notes for more information.

Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge? See Section 6 of the accompanying guidance note for a list of the eligibility criteria.

Yes: No:

If YES, please give details of the nature of this care:

As part of that care, does your organisation provide them with transportation?

Yes: No:

If YES, please give details of the types of vehicles in which you wish to use the badge, their vehicle registration number and how often they are used to transport disabled people:

Type of vehicle	Vehicle Registration Number	Frequency used to transport disabled people

Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?

Yes: No:

If YES, please give details and attach a photocopy of the tax disc(s) to this application:

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

: people

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

: people

How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals (see description of eligible disabled people in the accompanying guidance note)?

: people

Charity Number of your organisation:
(if applicable)

Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for:

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

If you already have an organisational Blue Badge:

What is the serial number on the current badge(s)?

What is the expiry date of the current badge(s)?

How many organisational badges are you applying for?

(Please note that your organisation will be required to pay the badge issue fee for each Organisational Badge that is issued)

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 shown below. 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.

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.

Kirkintilloch Community Hub

William Patrick Library building
2-4 West High Street
Kirkintilloch
G66 1AD

Bishopbriggs Community Hub

Bishopbriggs Library
170 Kirkintilloch Road
Bishopbriggs
G64 2LX

Lennoxtown Community Hub

46 Main Street
Lennoxtown
G66 7JJ

Bearsden Community Hub is currently closed and has been relocated on a temporary basis to Milngavie Enterprise Centre

Ellengowan Court
Milngavie
G62 8PH

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.

Section 7 – Declarations and signatures

These questions are intended to be answered by all applicants for a Blue Badge

7a) Mandatory declarations about the information you have provided and the application process

- 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.

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. 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.

Declarations to be completed by all individual applicants

- I confirm that the photograph I have submitted with my application is a true likeness.
- 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.

Declarations to be completed by all ‘subject to further assessment’ individual applicants (i.e. people who have completed Sections 3, 4 or 5)

- I understand that the local authority may need to contact an accredited healthcare professional for the purpose of obtaining further information in support of my application.
- I understand that I may be required to undertake an assessment with a healthcare professional who is independent of my existing care and treatment, in order to determine my eligibility for a Blue Badge.

Declarations to be completed by all organisational applicants

- 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 application is successful, the 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.

7b) Your consent to use your information to improve the service you receive

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

- I consent to the local authority checking any information already held by the local authority's Social Services department on the basis that:
- It can help determine my eligibility for a Blue Badge;
 - It may speed up the processing of my application;
 - It may enable a decision to be made without the need for a mobility assessment.
- I agree to the disclosure of the information included in this form to other local authority departments/service providers so that I can be informed about other local authority services that may be of benefit to me.

7c) Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed. We have provided a checklist below to help remind you of what you need to enclose.

Section 1 – Information about you

- Proof of your address, dated within the last 12 months.
(If you have not given consent for us to check Council Tax / electoral register / school records).
- A certified photocopy of proof of your identity.
- A passport-style photograph of yourself with your name on the back.
- Cheque or postal order for £20 made payable to East Dunbartonshire Council, if not paying by debit card or credit card. (Your payment will be reimbursed to you if your application is unsuccessful.)

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

- A copy of your Certificate of Vision Impairment (CVI) Scotland form or a previous equivalent BP1 form (Blindness or Defective Vision form), signed by a Consultant Ophthalmologist and held by your Social Services Department or local visual impairment society.

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

- An original letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months or your original annual uprating letter.

Section 2c – People who meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment (PIP)

- An original Personal Independence Payment decision letter issued within the last 12 months or your original annual uprating letter clearly stating the number of points awarded for the mobility component

Section 2d – People who meet a 'Planning and Following Journeys' descriptor for the Mobility Component of Personal Independence Payment (PIP)

- An original Personal Independence Payment decision letter issued within the last 12 months or your original annual uprating letter clearly stating the number of points awarded for the mobility component

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.

- An original letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance issued within the last 12 months or your original 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.

- An original letter of entitlement for the Higher Rate of the Mobility Component of Disability Living Allowance (HRMC DLA) issued within the last 12 months or original letter of entitlement to HRMC DLA and original annual uprating letter issued within last 12 months **AND** your letter from DWP detailing the PIP decision.

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

- An original letter of entitlement for the War Pensioner's Mobility Supplement issued within the last 12 months or your original annual uprating letter.

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

- An original 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.

Section 4 – Drivers with a disability in both arms

- A copy of your insurance details if you drive a specially adapted vehicle.

Section 5 – Children under the age of three

- A letter from a healthcare professional that has been involved in the child's treatment, giving details of condition and type of medical equipment needed.

Section 6 – Organisational Badge

- A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class.
- A copy of your organisation's logo in .gif or .jpg format to be emailed to 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.)
- A letterhead showing your organisation's name, address and logo.
- Cheque or postal order for appropriate amount made payable to East Dunbartonshire Council, if not paying by debit card or credit card. (Your payment will be reimbursed to you if your application is unsuccessful.)

7d) Your signature against the declarations in Section 7a and 7b

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 your name here:	

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

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

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.

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

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.

PRIVACY NOTICE – BLUE BADGE SCHEME ADULT SOCIAL WORK SERVICES

Who will process?

The personal information you provide to East Dunbartonshire Council (“**the Council**”) or which we collect about you (“**Your Information**”) will be processed by the Council.

You can contact the Council at:
12 Strathkelvin Place, Kirkintilloch, G66 1TJ
0300 123 4510
customerservices@eastdunbarton.gov.uk

Why will it be processed?

Your Information will be processed by the Council for the purposes of assessing and determining your application for a disabled person’s parking badge (“**Blue Badge**”). The Council provide the Blue Badge scheme to disabled persons in conjunction with Transport Scotland and Northgate Public Services Ltd (“**Northgate**”).

Your Information will also be processed to:

- check the information the Council holds is accurate;
- prevent and/or detect crime; and
- protect public funds.

What information will be processed?

As well as identifying information, such as your name, age and contact details, the Council will also process information which is sensitive in nature. This is called “**Special Category Information**”. This will include information about your health. The Council are required to do this in order to process your application for a Blue Badge.

Who will Your Information be shared with?

Your Information will be accessed by employees of the Council who are involved in assessing and issuing Blue Badges. This includes Council employees based in the Contact Centre and Hubs within the Council area in addition to those in East Dunbartonshire Health and Social Care Partnership’s Occupational Therapy Team.

The Council is also required to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes.

Who will Your Information be shared with?

Your Information will also be shared with Northgate, who administer the Blue Badge scheme on behalf of Transport Scotland and other organisations including bodies responsible for auditing or administering public funds, bodies carrying out data matching exercises, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as the Council's service providers/contractors and/or partner bodies).

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Set out below are examples of who the Council share your information with and why:

Example 1:

- Audit Scotland may require the Council to take part in data matching exercises to assist in the prevention and detection of fraud and other crime under the terms of section 26C the Public Finance and Accountability (Scotland) Act 2000. Data matching involves comparing sets of data held by one body, against other records held by another body. Your Information may therefore be used as part of a data matching exercise

Example 2:

- The Council's accounts are required to be audited by the Accounts Commission. Your Information may be shared with the Accounts Commission or any auditors they appoint as part of the audit under section 97B of the Local Government (Scotland) Act 1973.

What is the Council's lawful basis for processing Your Information?

The processing of your Information is necessary for the Council to comply with the legal obligations under:

- S.21 of the Chronically Sick and Disabled Person's (Scotland) Act 1970 (Badges for display on motor vehicles used by disabled persons);
- the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
- the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
- the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)

Do I have to provide the Information?

Without the correct information about you the Council may not be able to assess your eligibility for a Blue Badge. You may not therefore receive a Blue Badge, which you could be entitled to.

How long will Your Information be held for?

The Council uses the Scottish Council on Archives Records Retention Schedules (SCARRS) to manage the amount of time the Council keeps information. Further information on these can be found here.

<http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed under reference 01.006.018

Your Information will kept for 5 years after you last receive a Blue Badge service from us, or for 3 years after your death. At the end of this period, the information will be deleted or destroyed.

Your rights over Your Information being held by the Council

- Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council use computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

- Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

- Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

- Right to restrict processing

You have the right to request that the Council stop using your personal information, while retaining a copy of it.

Details on how to complain to the ICO

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data.

Details on how to report a concern can be found here <https://ico.org.uk/concerns/>

Details on
how to
Contact the
Council's
Data
Protection
Officer

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer.

Karen Donnelly
Data Protection Officer
East Dunbartonshire Council
12 Strathkelvin Place
Kirkintilloch
G66 1TJ
Tel: 0300 123 4510
dpo@eastdunbarton.gov.uk