

# Blue Badge Application Form

## Not for Reassessment

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 useful information on Blue Badge eligibility at: [www.mygov.scot/apply-blue-badge/eligibility](http://www.mygov.scot/apply-blue-badge/eligibility)

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

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

Information about the applicant	
<b>Title</b> (Mr, Mrs, Ms, other)	
<b>First name(s)</b> (in full)	
<b>Surname</b>	
<b>Surname at birth</b> (if different)	
<b>Date of birth</b> (DD/MM/YYYY)	<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>Place of birth</b> (town and country)	
<b>National Insurance Number</b> (16 and over)/ <b>NHS Number</b> (under 16) The NHS number is made up of 10 digits, usually shown in a 3-3-4 format)	
<b>Driving Licence Number</b> (if applicable)	
<b>Current address &amp; postcode</b>	

## Information about the applicant

**Previous address, if different in the last three years**


**Telephone (home)**

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**Telephone (mobile)**

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**Email address**

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**Do you currently hold a Blue Badge, or have you held a Blue Badge before?**

Yes

No

If yes:

Which local authority issued you with the last badge?

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What is the serial number on the last badge? (The serial number can be found on the front of your badge.)

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What is the expiry date of the last badge?

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## Information about the applicant

### Proof of your address

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 copies of the original documentation** where relevant:

- Either**  I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months
- Or**  I have enclosed a utility bill bearing my name and address, dated within the last 3 months
- Or**  I do not pay Council Tax, am over the age of 16 and submit a copy of my lease as proof of my address
- Or**  I give consent to the local authority to check my personal details on the local authority's Council Tax/Assessor and Electoral Register or National Entitlement Card systems to confirm my address
- Or**  I am applying on behalf of an applicant who is under 16 and submit a copy of an NHS letter to prove their address
- Or**  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.

The name of the applicant's school is:

### Proof of your identity

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. You must attach a **photocopy of one** of the following as proof of your identity. Do not send original documents as these will not be returned.

- Birth/Adoption certificate
- Marriage/Divorce certificate
- Passport
- Civil Partnership/Dissolution certificate
- Valid driving licence

## Photograph

Please enclose a recent passport-quality photograph of the applicant. The photograph needs to show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph.

Applicants who are unable to access photo booths can provide a suitable clear photograph taken by other means (\*e.g mobile phone, tablet or digital camera) which can be cut down to an appropriate size.

Please ensure that the applicant's name is on the back of the photograph and complete the declaration at the back of the form to confirm that the photograph is a true likeness.

## Badge Fee

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

### Payment information specific to East Dunbartonshire Council

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

#### **Lennoxton Community Hub**

East Dunbartonshire Council  
46 Main Street  
Lennoxton  
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)

### Confirming your eligibility

**As a result of a previous Blue Badge mobility assessment, were you advised you will not be required to attend a further assessment for future badge applications?**

**Yes**

**No**

Some Local Authorities will have issued applicants with a letter/certificate to confirm their 'Not for Reassessment' status. If you have been issued with this confirmation, please enclose it with this application

I can confirm I have attached my 'Not for Reassessment' document

**Yes**

## Declarations and signatures

These questions 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 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 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 by law.

### 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 my entitlement to a Blue Badge.

I confirm that the photograph I have submitted is a true likeness.

I understand that, if my application is successful, I must not allow any other person to use the Blue Badge and I must only use the Blue Badge in accordance with the rules of the scheme as set out in the Rights and Responsibilities leaflet that will be sent to me with my Blue Badge.

I understand I must not hold more than one valid Blue Badge at any time.

**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 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 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 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:

- Letter/certificate from your local authority (if you were provided it) stating you would not be subject to future mobility assessments
- Document to prove your address, as listed in the 'Information about the applicant' section
- Document to prove your identity, as listed in the 'Information about the applicant' section

## Your signature against the declarations

<b>Applicant's signature</b>	
<b>Date of application</b> (DD/MM/YYYY)	<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 four 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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