



GUIDANCE NOTES IN COMPLETING YOUR APPLICATION FOR A BLUE BADGE

The application form for a Blue Badge reflects all the criteria under which people may qualify for a badge. These notes are for guidance when completing the application form.

Section A – Your personal details

This asks for your personal details including name, date of birth, address and telephone number. All fields within this section require completion. Your surname at birth & town of birth are required to assist with fraud preventative measures.

Your NHS number is printed on your medical card (FP4). However, if you have a medical card that is more than eight years old, it may show your old NHS number. The new number is 10 digits long. Your NHS number is written on your medical history notes, so to find out what it is, you can ask your GP to contact your local Primary Care Trust (PCT).

Your National Insurance Number (NIS) is your own personal account number. It is unique to you and you keep the same one all your life. You'll be sent a National Insurance number automatically just before your 16th birthday if both of the following apply:

- You live in the UK
- Your parents or guardians or getting child benefit for you

If you're between 16 and 20 years old and haven't received a National Insurance number contact the National Insurance Registrations Helpline on 0845 915 7006 for advice. Lines are open 8.30 am to 5.00 pm Monday to Friday.

If your application is on behalf of a child who is in receipt of Child Benefit, please enter the applicants Child Reference Number (CRN).

We also require confirmation on whether you have previously held a blue badge & if the badge has been issued by Solihull MBC. If you do hold a blue badge, please ensure you enter the badge's date of expiration.

Section B – Confirmation of your address and proof of your identification

This section asks you to provide proof of your address and proof of your identity. Can you please photocopy the relevant documents and provide one document for each section. We cannot process your application without your required proofs of address & identity.

Section C – Automatic eligibility without further assessment

You will be eligible for a Blue Badge without further assessment if you are more than three years old and meet at least one of the eligibility criteria in section C.

You will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is an official letter showing proof of an allowance issued by the authority concerned. Your proof of entitlement must be dated within the last 12 months.

Section C (1) – for those receiving the Higher Rate Mobility Component of Disability Living Allowance (**HRMCDLA**). An applicant receiving **HRMCDLA** will have an award notice letter from the Department for Work and Pensions. If you do not have this or it is lost then you can phone the Department for Work and Pensions and request a new copy by calling **08457 123456** and ask for a **DBD384** which will show proof of your entitlement.

Section C (2) – for those who receive War Pensioners Mobility Supplement (**WPMS**). An applicant receiving **WPMS** will have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant.

The Armed Forces Compensation Scheme (**AFCS**) covers injuries sustained in service on or after 6 April 2005. The Government has agreed to provide continuous automatic entitlement to a badge to service personnel and veterans who have been both:

A: awarded a benefit (giving rise to entitlement to a lump sum at tariffs 1-8 inclusive) under the **AFCS**; and

B: assessed and certified by the Service Personnel and Veterans Agency (**SPVA**) (an executive agency of the Ministry of Defence) as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

The Service Personnel and Veteran's Agency will issue an applicant who meets both of these conditions with a letter confirming the level of their award under the AFCS and also confirming that they have been assessed as having a permanent and substantial disability which causes inability to walk or very

considerable difficulty in walking. We require proof of this letter when applying for a blue badge.

Any documents sent for the above proofs must be photocopied before being sent in with your application.

Section C (3) – for registered severely sight impaired (Blind) people – asks you to state the name of the local authority or borough with which you are registered. In England and Wales, you should state the county, metropolitan district or London Borough councils. In Scotland you should indicate the regional or island council.

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 the named authority that you are registered with as being severely sight impaired (Blind).

The formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CV1), signed by a consultant Ophthalmologist. However, registration is voluntary.

Section D - Eligibility criteria subject to further assessment for mobility

This section is to be completed if you have a permanent and substantial disability (i.e. a condition which is likely to last at least 3 years), people with temporary conditions, such as a broken leg or are awaiting replacement surgery will NOT qualify for a badge.

To qualify for a Blue Badge you must show that: -

- 1. You cannot walk.** This means that you are unable to take a single step. You need to show that because of your disability you cannot put one foot in front of the other. Walking involves always having one foot on the ground
- 2. You are unable to walk very far without experiencing severe discomfort.** This means that because of your disability you experience severe pain or breathlessness when walking. External fatigue and stress may also be taken into account. Individuals who use artificial limbs must show that they experience severe discomfort when using the artificial limb
- 3. The exertion required to walk would constitute a danger to your life or would be likely to lead to a serious deterioration in your health.** This means that you need to show that you cannot walk very far because of a danger to your health, for example, serious chest, heart or lung conditions. You need to show that any danger to your health is a direct result of the physical effort required to walk. Applicants are asked various questions about the nature of their disabilities and are required to give an estimate of the maximum distance they can walk without assistance or severe discomfort.

We understand that it might 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 less than one metre. For example, if the person walking with you took 100 steps, you would have walked around 90 metres.
- The average Double Decker bus is about 11 metres long.
- A Full-size football pitch is about 100 metres long

You may be asked to attend a mobility assessment with an Occupational Therapist; you will then be assessed under the criteria for a Blue Badge.

Section E – Eligibility criteria subject to further assessment for children under Three years of age

This section covers children under three years of age who have a medical condition which means that they must be accompanied by bulky medical equipment which cannot be carried around, or they need to be kept near to a vehicle at all times, whether for treatment, or for transportation to a location where treatment can be performed i.e. a hospital.

A parent or guardian must apply for the child under the age of three.

The list of bulky medical equipment referred to may include:

- Ventilators
- Suction Machines
- Feed Pumps
- Parental Equipment
- Syringe Drivers
- Oxygen Administration Equipment
- Continuous Oxygen Saturation Monitoring Equipment
- Casts and associated medical equipment for the correction of Hip Dysplasia.

A badge may be issued if the equipment is always needed and cannot be carried around 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
- Terminal illness that prevent children from spending any more than brief moments outside and who need a quick route home

Section F – Professional Contact

This section should be completed by applicants completing sections D & E. Here you must provide details of any hospital doctor, consultant, district or specialist nurse, occupational therapist or physiotherapist.

If you are not seeing any of the above then this section must be completed with your GP information. All sections must be completed and the declaration at the bottom of the page in part 2 must be signed and dated. This will give us permission to contact the medical person concerned with your disabilities to enable us to obtain more information to support your application. Failure to sign this section could lead to your application being declined.

Section G – Declaration

This section must be read by all applicants and must be signed and dated.

If another person has filled in the form on the applicants behalf they should enter their details within this section. This does not have to be a next of kin or a family member and can be any person who has completed the form for you.

Fee

The section outlines the methods of payment available to pay your £2 administration fee. This charge is non-refundable.

Photographs

As part of your application we require we require 2 passport style/size, colour photographs that must be printed on photo quality paper.

We also require you to sign the reverse of each photograph.

You may visit one of our Connect walk-in centres to obtain your photographs (Excluding Balsall Common) for a charge of £4.

Checklist

Can you please tick each box within this section, as by doing this you will ensure that you have provided all relevant information & required evidence that we will need to process your application. Failure to provide any requested documents will delay your application.

Solihull MBC has the right to refuse to allow a badge to be issued if we have reason to believe that the applicant is not who they claim to be or that the

badge would be used by someone other than the person to whom it has been issued.

Important Information

Solihull MBC is fully committed to the principles of both the Data Protection Act 1998 and the Human Rights Act 1998.

The information that you provide to us on the Blue Badge application form and any other information that may be supplied in support of the application:-

- ◆ May be retained in paper files or computer systems.
- ◆ Will only be used by us for the purpose of assessing your eligibility for this concession, the maintenance of our records which we are required to keep and the provision of statistical information.
- ◆ May be passed to other agencies or professionals in order for us to confirm the claims that you have made in connection with your application for a Blue Badge.

If you have any concerns regarding the information that we may hold about you, please contact:

The Data Protection Officer, The Council House, PO Box 18, Solihull, West Midlands B91 3QY