

## Blue Badge Scheme – Notes for use by applicants completing an application form (form BB1)

The application form for a Blue Badge (Form BB1) reflects all the criteria under which people may qualify for a badge. These notes are for the use of applicants in completing application forms.

### Section A – Personal Details

This asks for your personal details including name, date of birth, address, telephone number and email address (where applicable) and as many fields as possible should be filled in.

There is a section for those wishing to renew their Blue Badge. The expiry date should be in the relatively near future and two badges will not be valid for one applicant at the same time.

This section also requires you to provide proof that you live in the county of Herefordshire and to provide proof of your identity.

### Section B – Automatic Eligibility

**Applications under Section B will be considered as long as the appropriate documentation is provided to show eligibility under one of the criteria.**

**Question 1:** Registered 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.

Please provide proof of entitlement. This can be either a BD8 or CVI form.

**Question 2:** Is applicable if you receive the higher rate mobility component of the Disability Living Allowance. **You should provide a letter dated within the last 6 months from the Disability and Carers Service (DCS). If you have lost this, you can obtain another copy by telephoning 08457 123456.** Any original documents will be returned to the applicant as quickly as possible.

**Question 3:** Requests those eligible for War Pensioners Mobility Supplement to provide an official letter demonstrating receipt of the grant. Documents will be returned as soon as possible.

## Section C – Self-Assessed Eligibility with Supporting Evidence

**Question 1:** is for drivers with a severe disability affecting both arms. You should be a driver in the car, and satisfy all three conditions on the application form in order to obtain a badge. Local authorities may make arrangements to meet applicants.

**Question 2:** this asks that the child on whose behalf the application is being made is under two years of age and has a medical condition which necessitates immediate access to a vehicle, either for treatment to be carried out there, or for transportation to a location where treatment can be performed. A badge will be issued if the equipment is always needed and cannot be carried with them without great difficulty.

**Assessed Eligibility:** is to be completed if you do not qualify under any of the criteria in Part B or question 1 and 2 of Part C and have a permanent disability. (People awaiting hip/knee replacements or with broken bones will not qualify) Applicants should describe the nature of their disability including details of the difficulty experienced when walking.

**If you do not automatically qualify for a Blue Badge you will be required to visit an Info In Herefordshire shop for an assessment.**

Non-medical Staff of Info in Herefordshire decide entitlement to a Blue Badge. Officers gather evidence in order to make a decision; this may include reports from your GP, hospital, health care professionals and the information supplied on the application. In a proportion of cases a doctor contracted by Herefordshire Council will make a report during a medical examination of the applicant.

## Section D

In this section you should state whether you will be a driver or passenger, as well as the **registration** number of the main vehicle in which the badge will be used although the badge can be used in any vehicle in which you are travelling. We ask you to provide details of a medical professional that can be contacted in order to assess your mobility. It is preferred that independent medical practitioners such as Physiotherapists or Occupational Therapists are asked rather than GPs.

## **Declaration**

All applicants must sign and date the form.

## **Checklist**

**Photographs:** these are necessary in order to ensure correct use of the Scheme. It is not required that photographs be taken in a photo-booth but they must be of roughly the same dimensions, showing the applicant's face clearly. Your payment and photographs will not be returned to you if your application is unsuccessful.

A local authority may refuse to issue a badge if they 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.

**Signature in the box:** We ask that you sign in the box provided at the end of the form. The badge cannot be provided if this box is not signed.

## WHO TO CONTACT

If you have an enquiry or wish to return a fully completed application, please contact or visit your local Info In Herefordshire office.

**ROSS:**

Swan House  
Edde Cross Street  
Ross-on-Wye  
Herefordshire  
HR9 7BZ Tel: 01432 261619  
e-mail: [info@herefordshire.gov.uk](mailto:info@herefordshire.gov.uk)

**LEOMINSTER:**

11 Corn Square  
Leominster  
Herefordshire  
HR6 8YP Tel: 01432 261619  
e-mail: [info@herefordshire.gov.uk](mailto:info@herefordshire.gov.uk)

**BROMYARD:**

The Bromyard Centre  
Cruxwell Street  
Bromyard  
HR7 4EB  
Tel: 01432 260280  
e-mail:  
[thebromyardcentre@herefordshire.gov.uk](mailto:thebromyardcentre@herefordshire.gov.uk)

**HEREFORD:**

The Hereford Centre  
Garrick House  
Widemarsh Street  
Hereford  
HR4 9EU  
Tel: 01432 261619  
e-mail: [info@herefordshire.gov.uk](mailto:info@herefordshire.gov.uk)

**LEDBURY: INFO in Herefordshire Help Point**

St Katherines  
High Street  
Ledbury  
HR8 1EA  
Tel: 01432 261619  
e-mail: [info@herefordshire.gov.uk](mailto:info@herefordshire.gov.uk)

**KINGTON:**

The Kington Centre, 64 Bridge Street  
Kington  
Herefordshire  
01432 260600  
e-mail: [info@herefordshire.gov.uk](mailto:info@herefordshire.gov.uk)

Herefordshire Council has the responsibility to decide if you are eligible to be issued with a badge. If you disagree with the outcome of the assessment you can send a challenge in writing with any additional supporting evidence to the below address.

**Blue Badge Challenge**

**The Hereford Centre**

**Garrick House**

**Widemarsh Street**

**HR4 9EU**

# WHAT WE WILL DO FOR YOU

Once we receive your completed application we will meet the following targets

## **Applicants who automatically qualify**

- Will receive their Blue badge immediately if they take the completed application with supporting evidence, photos and payment to their local Info in Herefordshire office.
- Will receive their Blue Badge within 5 working days from receipt of a posted application.

## **Applicants applying under other categories**

- Will receive their Blue Badge within 5 working days of the assessment if the completed application with supporting evidence, photos and payment are taken in person to the local Info in Herefordshire office, and satisfy the assessment criteria without further information being required.
- If further information is required, the Blue Badge will be received within 5 working days from receipt of satisfactory information being obtained.
- If the application is not successful, a letter will be sent within 5 working days.

## **Renewals**

A Blue Badge is issued every three years.

***It is your responsibility to contact the department three weeks before the expiry date on your badge.***

## **Return of Badges**

Blue Badges are non-transferable and must be returned to your local Info In Herefordshire office if they are no longer required.