

Blue Badge Organisational Application

Section 1 – Applying for an Organisational Blue Badge

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 1 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 6 or more 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 consult the guidance notes enclosed with this application form.

Name of organisation:				
Main contact name:				
Address:				
Postcode:				
Telephone:				
Email:				
Does your organisation care for 6 or more 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 used and how often they are used to transport disabled people:	Type of vehicle	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 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)	
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Please provide the Vehicle Registration Numbers of the vehicles in which you intend to use the Blue Badge:	

Badge issue fee	Please enclose a £10 cheque or postal order payable to Herefordshire Council. (for each badge) See section 1 of the accompanying Guidance Note
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Please send a headed letter or compliment slip showing your organisation's logo.
Your organisation will only be issued with a Blue Badge once your payment has been received, and details checked.

Section 2 - Further information, declarations and signatures

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

2a) Further information

Is there anything else you can add that you think is relevant in support of your application for a Blue Badge?	
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2b) Mandatory declarations about the information you have provided and the application process

<p>Please read the following declarations.</p> <p>Please tick each one in the box provided to indicate that you have read, understand and agree with each declaration.</p> <p>Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.</p>	<p>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.</p>		
	<p>I confirm that I have submitted a headed letter/compliment slip, showing the Organisations Logo with my application.</p>		
	<p>I understand that I must promptly inform my local issuing authority of any changes that may affect the Organisation's entitlement to a badge.</p>		
	<p>I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other local authorities, the police and parking enforcement officers to detect and prevent fraud.</p>		
	<p>I agree to the local authority contacting an accredited healthcare professional if necessary, for the purpose of obtaining further information in support of my application.</p>		
	<p>I understand that It may be required for the Authority to visit the Organisation, in order to determine the eligibility for a Blue Badge.</p>		
	<p>I agree that, if the application is successful, I will not allow employee's to use the badge for their own benefit and I agree that I will use the badge in accordance with the rules of the scheme as set out in the "Blue Badge scheme: rights and responsibilities" leaflet which will be sent to me with the badge.</p>		

2c) Optional declarations about the information you have provided and the application process

<p>Please read and tick the following optional declarations that you consent to.</p> <p>Ticking these boxes will help to improve the service we can offer you</p>	<p>I consent to the local authority checking any information already held by the Council's Social Care department on the basis that:</p> <ul style="list-style-type: none"> • 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 		
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2d) 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 because they are relevant to you. We have provided a checklist below to help remind you of what you need to enclose.

Organisational Badge	A headed letter / compliment slip for each badge requested		
Organisational Badge	£10 cheque for each badge required		
– Organisational Badge section1	A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class		

2e) Your signature

Your signature:	
Date of application: (DD/MM/YYYY)	
Please print your name here and enter position held within Organisation	

**Please ensure you sign in the box below.
The badge cannot be issued if this box is not signed.**



Section 1 – Organisational badges form Guidance Notes

This is to be completed if you are representing an organisation applying for an organisational badge.

An organisational badge may be issued to organisations whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually. Eligible disabled persons are defined as a person who is over two years old and:

- receives the Higher Rate of the Mobility Component of the Disability Living Allowance; or
- is registered blind (severely sight impaired); or
- receives a War Pensioner's Mobility Supplement; or
- receives a lump sum benefit under the Armed Forces and Reserved Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and has been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter; or
- has a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

In addition, eligibility covers children under the age of three who fall within either or both of the following descriptions:

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty;
- a child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given.

Organisational Badges will therefore only be issued to an organisation which both:

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for a individual Blue Badge; and
- Has a clear need for an organisational badge rather than using the personal Blue Badges of people it is transporting.

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Service Department) rather than to individual staff members.

All employees of the organisation who will be using the badge should be reminded that they must only use the badge for the purposes of transporting disabled people in their care who meet one or more of the eligibility criteria for a badge. These employees should be reminded that if they use the badge to take advantage of the concessions when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000 and the badge will be revoked.

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. Such operators are, of course, able to use an individual's Blue Badge when carrying that person as a passenger.

Section 2 – further information, declarations and signatures

Section 2a): This section should be used to add any further relevant information that has not already been covered elsewhere in the application form.

Section 2b): Mandatory declarations must be completed by all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read and understand these declarations, since not ticking them may result in your local authority being unable to accept your Blue Badge application.

Section 2c): You may wish to tick the optional declarations in order to speed up your application and improve the service you receive from your local authority. In doing so, you will be providing specific consent to your authority to allow them to share information about you with relevant departments and service providers within the authority.

Section 2d): All applicants' manager /person in charge must sign and date the form prior to submitting it. 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 the manager /person in charge sign in the box provided at the end of the form. The badge cannot be provided if this box is not signed.

Please return completed applications to the address below:

Blue Badge Section, Herefordshire Council, Plough Lane,
Hereford, HR4 0LE

Applications can be hand delivered to Blueschool House, Blueschool House, Blueschool Street, Hereford, during office hours only, which are 9am to 5pm Monday to Friday. (please note there is no post facility outside these times)

For all Blue badge queries please call 01432 260433 or email: bluebadge@herefordshire.gov.uk
Further information on Blue Badges can be found online at:
<https://www.herefordshire.gov.uk/bluebadge>