



Residents' services

Blue Badge application form

Applying for the Blue Badge

The Blue Badge Scheme is governed by regulations approved by Parliament, including 'The Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000'.

The scheme is principally designed to allow people, over two years of age, with severe walking difficulties to park close to places they wish to visit. It is essential that the badges are only issued to people who would otherwise be incapable of visiting shops, public buildings or other places.

IMPORTANT INFORMATION

People with temporary disabilities, such as a broken leg or hip replacement, do not qualify for a badge.

IMPORTANT: People with the following diagnosed conditions do not qualify for a badge unless there are additional issues regarding mobility:

Mental Health issues, Alzheimer's Disease and other Dementias, Learning Disabilities, Autism, Crohn's Disease and Colitis.

Children under two years of age may qualify for a badge, but only if they suffer from a condition requiring transportation of bulky medical equipment at all times; or the possibility of immediate transportation for treatment (See Part H).

Please read the form carefully and answer all questions (unless stated otherwise).

A valid telephone contact number must be given or the application will not be processed.

Failure to answer all the relevant questions or to provide all the necessary proofs will result in the adding of unnecessary time to the processing of your application. We are unable to contact medical professionals on your behalf and it is the responsibility of the applicant to supply any evidence or documentation to support their application.

Applications should be returned to:

**Accessible Transport,
h&f Direct,
First Floor,
Hammersmith Town Hall Ext.,
King Street,
Hammersmith,
London, W6 9JU.**

If you have any questions regarding this form please telephone **020 8753 6681** or email **bluebadges@lbhf.gov.uk**

Information

The completed form and the accompanying proofs and photo should be sent to:

**Accessible Transport
First Floor
Hammersmith Town Hall
Extension
King Street
Hammersmith
W6 9JU**

Contact

Accessible Transport is now appointments-only all day

To book an appointment to submit an application in person, please either:

- Book online at **www.lbhf.gov.uk**
- Telephone us on **020 8753 6681** or
- Send an email to **bluebadges@lbhf.gov.uk**

Office opening times

Reception Service:

Appointments only

Monday, Tuesday, Wednesday, Friday
9am - 5pm
Last appointment at 4.30pm.

Appointments only

Thursday
9am - 4pm
Last appointment at 3.30pm

Telephone service

Monday, Tuesday, Wednesday, Friday
9am - 5pm
Thursday
9am - 4pm

IMPORTANT

There is currently a £10 charge for the badge, but only if the badge is issued to you

IMPORTANT INFORMATION REGARDING YOUR PERSONAL DATA

Under data protection legislation, we must ensure that we have an adequate reason or legal grounds to support the use of your personal information. The legal grounds we use to determine that the processing of personal information is necessary, is to enable us to fulfil a 'legal obligation' to which the controller is subject. We also rely on the following legal grounds:

- Under the Chronically Sick and Disabled Act 1970, the London Borough of Hammersmith & Fulham has a statutory obligation to maintain a register showing the holders of badges issued by the authority. We are responsible for determining and implementing administrative, assessment and enforcement procedures in accordance with the governing legislation (Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 as amended.
- The processing of sensitive data is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.
- the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject for this purpose, the Council is registered with the Information Commissioner's Office for the purposes of processing personal data.

Hammersmith & Fulham are responsible for the following information that we collect and hold about you when you register to become a Blue Badge holder and through your continued use of the Blue Badge scheme.

What data do we collect?

- Name (including surname at birth (or adoption))
- Permanent address (including previous address if you have moved within the last 12 months)
- Contact details
- Town and country of birth
- Date of birth and age
- Gender
- National Insurance number (optional)
- Driver or passenger
- Vehicle registration number (if applicable)
- Previous Blue Badge details (if applicable)
- Proof of your identity and proof of your address
- Details of any person with legal responsibility for you
- Photograph
- Details about your disability, health or long-term condition, pain medication and assessment of your walking ability.

**Continued on
next page**

- Evidence to support your eligibility for a Blue Badge
- Payment details may be taken if you pay by card or cheque.
- Any other personal information that you may supply in your supporting documentation.

Who will be using your personal data?

The information you provide, and the details relating to the individual badge if issued to you, may be used, or shared by us for the following purposes:

- **Hammersmith & Fulham's parking services team** - this includes routine sharing of information on lost and stolen badges.
- **Hammersmith & Fulham's Blue Badge Fraud Investigation team.**
- Other local authorities who administer or enforce the Blue Badge service if you use the Blue Badge in their area
- If you move address to another local authority, your Blue Badge Registration record may be transferred if requested by the new local authority
- Your name, address, date of birth, contact information and Blue Badge details will be shared where we are legally required to do so e.g. the Police for the prevention and detection of crime.
- With the **Cabinet Office** for data matching processes in respect of The National Fraud Initiative. For more information go to: <https://www.lbhf.gov.uk/benefits/fraud>

IT Software Providers -

IT Software providers such as Conduent Parking Enforcement Solutions Ltd who are contracted by Hammersmith & Fulham to host and manage our data.

Prevention and Detection of Fraud - Hammersmith & Fulham may share and compare your information with other council services and other organisations to make sure the information is accurate, to protect public funds, recover debt and/or prevent or detect fraud. These other organisations include government departments, other local authorities, the police, and private sector organisations such as banks or organisations that lend money.

Legal Requirements - Hammersmith & Fulham will use all information held by us for the purposes of law enforcement, regulation and licensing, criminal prosecutions, and court proceedings.

Corporate Business Intelligence - Hammersmith & Fulham may share the information you give us (only as relevant) with other council services for research and analysis purposes, to help us design and improve the services we provide, and to identify and contact residents who may benefit from them.

Developing and testing business applications - Hammersmith & Fulham may use the information you give us (only as relevant) to maintain and improve the services which we deliver, this includes developing and upgrading the systems which we use to process your information.

Statistical purposes - Hammersmith & Fulham (only as relevant) may use your information for statistical purposes in order monitor and manage the Blue Badge scheme.

Authorised representatives -

Hammersmith & Fulham may share your information (only as relevant) with representatives who are legally responsible for you or with representatives such as, but not limited to, Members of Parliament or councilors who you have authorised to make enquiries on your behalf.

As we have a statutory basis for collecting your personal data, we do not need to ask for your permission to share it; however, we will only ever share your data on a basis of need, in line with legislation and will work transparently with you at all times.

Further information about how your personal information is handled can be found here - <https://www.lbhf.gov.uk/councillors-and-democracy/data-and-information/data-protection/privacy-policy/blue-badge-privacy-notice>

Part D

Automatic Criteria

1 Registered blind

Are you registered as blind under the National Assistance Act 1948?

Yes No

If 'Yes', please give the name of the local authority with which you are registered

If you are not registered with a local authority we will accept a copy of your **Certificate of Visual Impairment (CVI)**, previously known as a 'BD8'.

IMPORTANT: If you have answered 'Yes' go straight to **Part I**.

2 Disability Living Allowance (DLA)

Do you receive Disability Living Allowance (DLA) at the High Rate of the Mobility Component?

Yes No

If 'Yes', you must provide evidence of the award (e.g. the official letter (form DLA 384) confirming the award and the duration of your entitlement or your Vehicle Excise Duty Exemption certificate).

IMPORTANT: The letter must be dated in the last year even if your award is 'Indefinite' and you have supplied a copy with a previous application. This is due to new government guidelines and the intention to re-assess all DLA claimants.

If you require a duplicate copy of this letter you must contact the Disability Living Allowance Centre (at the Department of Works and Pensions) on 0800 121 4600.

If 'No', have you applied for Disability Living Allowance in the last three years?

Yes No

3 Personal Independence Payment (PIP)

Do you receive Personal Independence Payment (PIP) and score 8 points or more in the Moving Around activity of the Mobility Component?

If 'Yes', you must provide a copy of your award letter from the DWP which will confirm the award and the duration of your entitlement. We are not able to consider the 'Planning and following a journey' component score.

IMPORTANT: The letter must be dated in the last year even if your award is 'Indefinite' and you have supplied a copy with a previous application. Please include a copy of the whole letter, not just the first page.

If you require a duplicate copy of this letter you must contact the Department of Works and Pensions) on 0800 121 4433.

If 'No', have you applied for PIP in the last three years?

Yes No

4 War Pensioners' Mobility Supplement or the Armed Forces Compensation Scheme

Do you receive a War Pensioners' Mobility Supplement or Armed Forces Compensation Scheme award?

Yes No

If 'Yes' you must supply evidence (e.g. an official letter confirming the award or tariffs).

Part E

Your disability

1 What is your disability? Please give the medical diagnosis:

2 What is the maximum distance you can walk without stopping, experiencing severe discomfort or without requiring help from another person?

metres

3 Do you regularly use a walking aid?

Yes No

If 'Yes', state the type of aid(s):

4 Do you have a Disabled Person's Freedom Pass?

Yes No

Part F

Additional Information

Describe in full how your condition/disability affects your ability to walk. Continue on a separate sheet if necessary:

Part G

Upper limb disability

Complete this section **only** if you hold a valid Driving Licence and have a severe disability in **both** upper limbs and are unable to turn the steering wheel of a vehicle by hand, even if that wheel is fitted with a steering knob.

Do you drive a specially adapted car?

Yes No

If **'Yes'**, state the type of adaption

Part H

Children Under Two Years of Age

Complete this section only if you are applying on behalf of a child aged under two with special circumstances.

Describe the child's medical condition:

Does the condition require the transportation of bulky medical equipment at all times?

Yes No

If 'Yes', state the type of equipment.

Does the condition require that they must be kept near a motor vehicle at all times in order to be treated for that condition in the vehicle, or to allow the child to be taken immediately to a place where they can be treated?

Yes No

If 'Yes', please give details.

IMPORTANT: Please provide official evidence of the above, e.g. from the hospital, a medical consultant or your child's GP.

Part I

Photographs and Other Required Documents

IMPORTANT INFORMATION. All applications must be accompanied by:

Photographs

One passport style photo of the applicant.

The photograph should be signed on the back by the applicant. The photographs must be recent and bear a good likeness to you. You may send a photograph taken from self-service booths or any suitable photograph cut down to the appropriate size. However, passport rules apply to all photographs and they must be:

- in **colour**
- facing forward and include **the whole head**
- taken against a **plain background**

Please attach it to the form with a paperclip. Do not use staples or glue as they may damage the image. The photograph is not returnable.

Please tick that you have provided the photograph

FAILURE TO PROVIDE THE CORRECT PHOTO WILL RESULT IN A DELAY TO THE PROCESSING OF THE APPLICATION. We are not able to use photos that are more than 6 months old.

Proof of identity

This must be a **copy** of either:

A current valid and in date passport. Out of date passports cannot be accepted.

A Birth Certificate, but **ONLY** if it features the applicant's current name. If you have changed your name, the appropriate proof of identity must be supplied such as a MARRIAGE CERTIFICATE, CIVIL PARTNERSHIP CERTIFICATE CHANGE OF NAME DEED or DIVORCE CERTIFICATE

- A current **Driving Licence**
- A **Marriage Certificate**
- **Armed Forces ID**
- A **Certificate of British Nationality**
- All documents must be clear and readable.

Please tick that you have provided the proof of identity

FAILURE TO ADHERE TO THE ABOVE REGULATIONS WILL RESULT IN A DELAY TO THE PROCESSING OF THE APPLICATION.

Proof of residency in the borough.

This can be an official letter or document no more than three months old such as a utility bill (gas, electricity, telephone, etc.). Mobile phone account bills and bank statements are not accepted. Please send **COPIES** only.

Please tick that you have provided the proof of residency

Proof of the appropriate benefit

I.e., Disability Living Allowance (DLA), Personal Independence Payment (PIP) or Pensioner's Mobility Supplement. See Part E. Recent proof of this must be provided each time a badge is issued.

Please tick that you have provided the proof of DLA or PIP

Supporting medical evidence

Not obligatory. If you think it will support your application, you may include contemporary evidence from a medical professional. Please note we are unable to contact medical professionals on your behalf and that it is your responsibility to provide all such evidence or documentation. Provision of such evidence does not guarantee issue of any badge and you may still be required to attend a Mobility Assessment.

Part J

Declaration to be signed by the applicant

I declare that, to the best of my belief, all the statements I have made on this form are true.

I understand that the information I have provided on this form, and details relating to the individual badge if issued to me, will only be shared with other organisations (other council departments, law enforcement agencies, other local authorities, government departments) or to provide services where it is legal to do so (e.g., to detect and prevent crime, and protect public funds); and that my data may be matched with data from other sources.

I understand that, should my application be successful, I will also be given a book explaining the rules and regulations regarding the use of the Blue Badge; and that I will make these regulations known to myself and, where a passenger, to the driver of the vehicle.

I understand that, should a badge be issued to me, according to the rules and regulations of the scheme:

- The badge is for my sole use and benefit only
- The badge will only be used when I am present; for when I am being collected or dropped off
- That the badge will not be given to family or friends to allow them to park for free, even if they are visiting me
- That I will not allow other people to use the badge on my behalf, even if they are shopping or collecting medication for me, unless I am travelling with them

Misuse of the Blue Badge could result in prosecution, with a maximum fine of £1000 plus legal costs, and the service being withdrawn

Where I have applied as a passenger, I understand that the badge must not be used as a substitute for a Residents Parking Permit unless I am the registered owner of the vehicle; that under Section 117 of the ROAD TRAFFIC REGULATIONS ACT 1984 it is illegal for anyone, other than the badge holder, to benefit from any parking concessions gained from displaying the Blue Badge; that if I am the registered owner I may be asked to provide a copy of the Vehicle Registration Document, form V5C, from the DVLA or the Motability agreement.

I understand that I must inform the Blue Badge office of any change of circumstances, particularly relating to change of address, contact details (including telephone numbers), benefit entitlement in relation to DLA or PIP, or vehicle registration numbers.

I understand that if I have no further use for the badge, or no longer qualify, the badge will be returned to the council.

Signed:

Name:

Date:

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IMPORTANT: If you are signing on behalf of the applicant, you can only do so if you have the legal authority to do so. Please see the following page.

IMPORTANT: If the applicant is not completing the form themselves, the person doing so must complete the following:

Surname	<input type="text"/>
First name	<input type="text"/>
Signature of the person	<input type="text"/>
Relationship to the applicant?	<input type="text"/>

Please give the legal reason why you are signing on behalf of the applicant

You must provide proof that you are the legal signatory (e.g. a copy of the Power of Attorney, proof of Appointeeship)

IMPORTANT INFORMATION IF YOUR APPLICATION IS SUCCESSFUL

If your application is successful a Blue Badge will usually be issued to you for a **maximum of 3 years or until the end date of your relevant disability benefit** award (e.g. Disability Living Allowance (DLA) or Personal Independence Payment (PIP), etc.)

NEW: If you are awarded the badge, you may receive a telephone call from the council's cashiers office asking if you wish to pay for the badge before collection. Payment over the phone will mean that you will not need to queue to pay for the badge when you collect it from our office. However, please do not ring Accessible Transport to make payment as we cannot handle financial transactions.

It is your responsibility to make a record of the expiry date of the badge issued to you and to re-apply in good time before it expires. No reminder will be sent out to you and we recommend that you contact Accessible Transport 4-6 weeks before the badge expires. You must re-apply in full each time a badge is issued to you, unless your badge is lost or stolen and you are requesting a replacement.

You are now able to apply or re-apply for the Blue Badge online via Directgov at 'www.direct.gov.uk/bluebadge'. Those applying and re-applying online can track the progress of their application.

If you have not qualified for the Blue Badge under the 'Automatic' criteria (see Part E) re-issue of the badge is not guaranteed.

The badge must be returned to the Blue Badge office when it expires or when the badge holder has no further use for it.

If your badge is lost, you must report it to our office immediately. You will be asked to complete a Declaration regarding the loss

If your badge is stolen, you must firstly report it to the police who will provide you with a Crime Number or a CAD Number. Secondly, ring our office to request a Declaration regarding the theft which you must complete before a replacement can be authorised.