

Organisation Blue Badges



ACCESSIBLE TRANSPORT UNIT

BB5

Application Form for Organisation Blue Badges

The Blue Badge Scheme is principally designed to allow people with a permanent and substantial disability which causes inability to walk, or considerable difficulty in walking, the ability to park close to their destination.

To apply for an Organisation Blue Badge please complete this form, following all instructions carefully.

The current charge for a badge is £2.00. If you are requesting more than one badge we will require a separate £2.00 cheque for each badge applied for. We will also require one organisation logo for each badge you apply for.

The scheme is governed by regulations approved by government.

If you need help in completing the form please contact the Blue Badge section of the Accessible Transport Unit on 020 8831 6096



INVESTOR IN PEOPLE

FS51150

Who is eligible for an Organisation Blue Badge?

Organisation badges are for organisations, groups, or residential homes whose responsibility includes transportation of groups of people who would meet the eligibility criteria for a Personal Blue Badge should they apply. In all circumstances badges are supplied to organisations or departments, rather than to individual staff, or specific vehicles.

To meet the criteria for an Organisation Badge the organisation, group or residential home must cater for a minimum of eight people who in their own right are eligible for a Personal Blue Badge. Where relatively fewer service users meet these criteria, individuals should be encouraged to apply for, and hold a Personal Blue Badge.

Note that if one of your service users has a Personal Blue Badge this can be used by you when transporting that person.

How are applications assessed for Organisation Badges?

When assessing an application for an Organisation Badge we will use the guidance in the legislation for both Organisation Badges and Personal Badges to help us make a decision.

We will also consider the following to establish whether an Organisation Badge is considered appropriate for issue.

- The number of service users your organisation caters for.
- The type of disability that your service users have.
- The number of service users who have a permanent disability that affects their walking.
- The details of vehicles used for transporting service users.
- The details of any adaptations made to the vehicles.
- The details of who will have access to the badge and how this is monitored.
- Whether any of your service users hold a Personal Blue Badge.
- The reasons a badge is needed.

For your information, and for clarity about what the eligibility criteria are, we have included the Personal Blue Badge eligibility criteria.

Personal Blue Badge Eligibility Criteria

The following information explains how the Council assesses applications for Personal Blue Badges. This follows Department of Transport guidance and legislation. There is no discretion outside of this criterion, and no other consideration can be given.

The Blue Badge Parking Scheme provides a national arrangement of parking concessions for people who travel either as drivers or passengers and meet one of the following.

- People with severe walking difficulties.
- People who are registered blind.
- People with very severe upper limb disabilities who regularly drive a vehicle but cannot operate or have considerable difficulty in operating all or some types of parking meter.
- Children under two whom due to their medical condition require the use of heavy / bulky medical equipment or speedy access to a car.

The scheme is intended to apply only to those people with disabilities who have permanent and severe mobility problems. The criteria for issue are divided into automatic and assessed eligibility categories.

Applicants should generally be physically incapable of visiting shops, public buildings and other places unless allowed to park close by.

Automatic Eligibility Criteria:

- **A person who is registered blind.**
- **A person in receipt of Disability Living Allowance* - Higher Rate Mobility Component only.**
A badge can be issued for a maximum period of three years; however those clients applying under this criterion whose award finishes within three years of the application date will only be issued with a Blue Badge for the life of the entitlement.
- **A person in receipt of a vehicle supplied by a Government Health Department.**
- **A person in receipt of a War Pensioners' Mobility Supplement.**
A badge can be issued for a maximum period of three years; however those clients applying under this criterion whose award finishes within three years of the application date will only be issued with a Blue Badge for the life of the entitlement.

***Disability Living Allowance (DLA) - Higher rate mobility component**

Disability Living Allowance (DLA) must be applied for before you are aged 65, but is paid after age 65 if you continue to be eligible, it is tax free, and is not a means tested allowance. For more information please contact 08457 123 456.

Attendance Allowance is aimed at people over the age of 65 who need help looking after themselves. There is no mobility component with Attendance Allowance. Being in receipt of Attendance Allowance does **not** make you automatically eligible for a Blue Badge.

Additional Notes:

- a) Most Blue Badge applicants under the age of 65 should be in receipt of DLA – Higher Rate Mobility.
- b) Applicants who receive the Lower Rate for Mobility are not automatically eligible.
- c) If you are under 65, and do not have DLA or have chosen not to apply for DLA, you will need to provide additional supporting information that confirms your degree of disability would meet, or almost meet, the criteria for DLA. Please see the type of information required in the assessed eligibility criteria on the following page.

Assessed Eligibility Criteria

Disabled people over the age of two may be issued with a badge under this category if they:

1) Are unable to walk, or have considerable difficulty in walking because of a permanent and substantial disability.

Your degree of disability should be permanent and not just intermittent or temporary, and if you were assessed, would meet or almost meet that required for the higher rate mobility component of the Disability Living Allowance. The following descriptions and explanations are to help explain what this means.

Unable to walk

- You need to show that because of your disability you cannot put one foot in front of the other.
- If your only way of getting about is to “swing through” crutches then you will be considered unable to walk.

Virtually unable to walk

- Unable to walk very far without experiencing severe discomfort. Discomfort can mean either pain or breathlessness. Extreme fatigue and stress may also be taken into account. (It has been accepted that discomfort is subjective and that some people have higher pain thresholds than others).
- Unless both your legs are missing then you will need to show that you experience severe discomfort even when using your artificial aid.

In assessing the above, the following factors will be taken into account:

- the distance you can walk without experiencing severe discomfort;
- the speed at which you walk;
- the length of time you can walk for; and
- the manner in which you walk.

The question is about walking out of doors, not in your home.

Exertion required to walk

This is to establish if walking would constitute a danger to your life or whether it would be likely to lead to a serious deterioration in your health.

- This criterion is intended for people with serious chest, lung or heart conditions.
- Some people with haemophilia may also qualify.
- Serious deterioration does not need to be permanent but it should require medical intervention for you to recover.
- People with epilepsy will need to show that any fits were brought about by the effort required to walk.

You will not be eligible for any of the following reasons:

- In all cases entitlement depends on your walking ability, not difficulty in carrying parcels or heavy shopping.
- Your disability must be of a physical, rather than a psychological nature.
- People with temporary disabilities lasting less than 12 months e.g. a broken leg, will not qualify.

2) drive a vehicle regularly, have a severe disability in both arms, and are unable to operate, or have considerable difficulty in operating, all or some types of parking meter.

Only people with the most severe disabilities in both their arms, such as thalidomide related disorders are eligible. Eligibility is not extended to people who have difficulty carrying parcels/shopping etc. A badge will not be issued to a person applying under this criterion who travels solely as a passenger.

If applying under this criterion you will need to meet all of the following:

- regularly drives an adapted or non-adapted motor vehicle; and
- has a severe disability in both arms – for example, a limb reduction deficiency of both arms; bilateral upper limb amputation; muscular dystrophy; spinal cord injury; motor neurone disease; and
- is unable to operate, or has considerable difficulty in operating, all or some types of parking meter.

Children under the age of two

A badge will be awarded to children under two who receive a prognosis of limited life expectancy, or are diagnosed with an unstable condition, which requires that:

1) They must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty.

Examples of children under the age of two likely to fall into this category may be those who need to be accompanied by any of the following types of equipment,

- 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.

2) They must always be kept near a motor vehicle so that they can, if necessary, be treated for that condition in the vehicle or taken to a place where they can be so treated.

Examples of children with highly unstable medical conditions who need quick access to transport to hospital or home are set out below (this list is not designed to be exhaustive). This group may also need to stop to perform an urgent medical procedure e.g. suction of a tracheotomy tube,

- Children with tracheotomies
- Children with severe epilepsy/fitting
- Children with highly unstable diabetes
- Terminally ill children who can only access brief moments of outside life and need a quick route home.

If you are applying for an Organisation Badge for this group please attach an additional sheet with an explanation of the children's medical condition and needs.

Communication Information

If you would like a copy of this application pack in Braille, large print, audio tape or a community language then please contact:

**Accessible Transport Unit, 4 Waldegrave Road, Teddington, TW11 8HT.
Tel: 0208 831 6096 / 0208 831 6191**

Or alternatively, if you have difficulty understanding this publication, please visit reception at one of the addresses below where we can arrange a telephone interpreting service.

إذا كانت لديك صعوبة في فهم هذا المنشور، فنرجو زيارة الإستقبال في العنوان المعطى أدناه حيث بإمكاننا أن نرتب لخدمة ترجمة شفوية هاتفية.

ਜੇਕਰ ਤੁਹਾਨੂੰ ਇਸ ਪਰਚੇ ਨੂੰ ਸਮਝਣ ਵਿਚ ਮੁਸ਼ਕਲ ਪੇਸ਼ ਆਉਂਦੀ ਹੈ ਤਾਂ ਹੇਠਾਂ ਦਿੱਤੇ ਗਏ ਪਤੇ ਉੱਪਰ ਰਿਸੈਪਸ਼ਨ 'ਤੇ ਆਓ ਜਿੱਥੇ ਅਸੀਂ ਟੈਲੀਫੋਨ ਤੇ ਗੱਲਬਾਤ ਕਰਨ ਲਈ ਇੰਟਰਪ੍ਰਿਟਰ ਦਾ ਪ੍ਰਬੰਧ ਕਰ ਸਕਦੇ ਹਾਂ।

اگر در فهمیدن این نشریه مشکل دارید، لطفاً به میز پذیرش در آدرس قید شده در زیر رجوع فرمایید تا سرویس ترجمه تلفنی برایتان فراهم آورده شود.

- Civic Centre, The Atrium, 44 York Street, Twickenham, TW1 3BZ
- Richmond Information Centre, Old Town Hall, Whittaker Avenue, Richmond, TW9 1TP

PART A – ORGANISATION DETAILS

Name of Organisation:

Type of Organisation:

Address:

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Telephone No:

Email:

Charity Number (if applicable):

Are you a Private/Voluntary/Government or Local Authority service?

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Is this application a (please tick):

1. New application?

If this is a new application please indicate how many badges you would like to apply for:

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2. Renewal?

Badge number(s) for renewal:

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Please describe how your organisation supports its users. Include why you are applying for a badge/badges and how often it/they will be used?

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Please detail whom will have access to any badge(s) granted to your organisation and how this/these will be monitored?

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Please provide a copy of your current prospectus if you have one.

PART B – THE VEHICLE(S)

How many official vehicles are used by your organisation?

What type of vehicle(s) are they? (Please enter number of each type you use)

- Car (max four passengers)
- Multi-seated vehicle (up to eight passenger seats)
- Mini-Bus (between 9-16 passenger seats)
- Coach (more than 16 passengers)

Have any of the vehicles been adapted to carry people with mobility difficulties, e.g. tail lift? Please describe, listing how they have been adapted.

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List the vehicle registration number of each vehicle a badge is being applied for.

Reg No.	Seating capacity:	Type:
Reg No.	Seating capacity:	Type:
Reg No.	Seating capacity:	Type:
Reg No.	Seating capacity:	Type:
Reg No.	Seating capacity:	Type:

Is the vehicle / are these vehicles owned by the organisation? YES / NO
(Please delete as appropriate)

If the answer is NO please tell us who owns the vehicle(s) and how you access it/them, e.g. hire a mini-bus for two weeks over summer.

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PART C – THE SERVICE USERS

In this section we would like you to tell us about the number of service users carried in the vehicle and how they would meet the individual eligibility criteria. Please refer to pages 2-4 for eligibility information.

Here we are requesting you to provide proof of eligibility to bring this application in line with the Personal Blue Badge application.

How many clients does your organisation cater for?

How many clients are automatically eligible through the following criteria?

1) Registered Blind (please enter a number):

Please list the names of these clients below if you think they are known to Social Services and registered blind with the Council. Alternatively provide copies of their blind registration forms – CV1 2003/BD8.

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2) Receive Higher Rate Mobility Component of Disability Living Allowance (please enter a number):

Please provide copies of their letter(s) of entitlement, which states what rate of allowance they receive and for how long, e.g. Higher Rate Mobility Component for life.

3) Receive a Government Health Department grant towards a vehicle (please enter number):

Please provide copies of the letter of entitlement.

4) Receive a War Pensioner's Mobility Supplement (please enter number):

Please provide copies of the letter of entitlement.

Below we are asking for details of any service users your organisation caters for who do not meet the automatic criteria, but meet the assessed criteria. It may be necessary to seek further evidence or arrange for a visit to assess eligibility under these criteria.

5) Unable or virtually unable to walk (please enter number):

Please describe the type of mobility difficulties your clients have that make walking difficult, e.g. pain on walking due to osteoarthritis. Please refer to the assessed eligibility criteria on page 3 to assist you.

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What are the medical names for your client's health conditions (if known)?

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Of the people who are virtually unable to walk how many

- use a wheelchair or scooter;
- use an aid to assist walking, e.g. stick, frame;
- need assistance or support from another person due to poor mobility?

On average how far do you think your clients are able to walk with or without equipment? Please list how many clients for each category:

No distance at all

Less than 10 meters

10-50 meters

50-100 meters

100-200 meters

Over 200mts

PART D – FURTHER INFORMATION & CHECKLIST

Please use this section to provide us with any further information that you feel is relevant to this application.

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Checklist

To prevent any delay in processing your application please ensure that all sections of this form are completed as comprehensively as possible, and all accompanying information relevant to your application is enclosed.

- Copy of current prospectus (if you have one)
- One organisation logo, such as headed paper, comp slip or official stamp, for each badge applied for.
- A separate £2.00 cheque or postal order for each badge applied for.
- Copies of blind registration form(s) - CV1 2003/BD8.
- Copies of entitlement letter(s) for DLA (Higher Rate Mobility).
- Copies of entitlement letter(s) for government grant towards a vehicle.
- Copies of entitlement letter(s) for War Pensioner’s Mobility Supplement.
- If applying for an Organisation Badge under the children under two criteria you will need to attach an additional sheet with an explanation of the children’s medical conditions and needs.

PART E - DECLARATION

The issue of this/these badge(s) is subject to the Council being satisfied as to the needs of the applying organisation. This may involve a visit to your premises by an officer of the council to ascertain your organisation's needs.

I declare that the information supplied on this form is correct and that the organisation requires an Organisation Blue Badge(s) to facilitate work with their members / service users as described in this application.

I declare that any Blue badge issued for use by the organisation will only be displayed when the vehicle concerned is carrying one or more disabled people who would be individually eligible for a badge. I will return the Blue Badge if and when the organisation ceases to be concerned with the care of disabled people.

The signatory for this application should be at Head of Organisation/Manager level.

Signed:

Name:

Designation:

Date:

Organisation Official Stamp (If available)



London Borough of Richmond Organisational Blue Badge contact details:

Blue Badge Officer: 020 8831 6096 / 6191

Fax: 020 8831 6099

Email: Accessibletransport@richmond.gov.uk

Please return this form with payment and any supporting documentation to:

Blue Badge Officer
Accessible Transport Unit
4 Waldegrave Road
Teddington
TW11 8HT

FOR ACCESSIBLE TRANSPORT UNIT USE ONLY

Application Approved by: Date:

Application Not Approved by: Date:

Reason:

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Badge Number(s):

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Issue Date:

Issued by:

1st Appeal Received: By:

Approved by: Date:

Not Approved by: Date:

Action:

2nd Appeal Received: By:

Approved by: Date:

Not Approved by: Date:

Action:

Notes: