

Accessible Transport Unit  
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Teddington  
Middlesex  
TW11 8HT  
T: 020 8831 6096  
[AccessibleTransport@richmond.gov.uk](mailto:AccessibleTransport@richmond.gov.uk)

Date as postmark

Dear Sir/Madam

**IMPORTANT– Please read this letter before completing the application form**

**Re: Accessible Transport Unit Application Form**

Please use the form inside this pack to apply for the following accessible transport schemes.

• **Blue Badge Parking Concession (New or Renewal Applications)**

Blue Badge applicants can apply online at [www.direct.gov.uk](http://www.direct.gov.uk). Alternatively you can use the form inside this pack to make a paper application. The Blue Badge scheme is a parking concession allowing people with long term, severe mobility difficulties or who are blind, to park close to where they need to go.

• **London Taxicard**

The London Taxicard provides door-to-door transport in licensed black taxis and private hire vehicles. Trips are paid for partly by the Council and partly by the Taxicard member. It is available to permanent residents of the borough who are blind or who have long term, severe mobility difficulties and difficulty using public transport. Enclosed with this pack is additional information about the London Taxicard scheme.

For both of these schemes please read the eligibility criteria inside this pack to find out whether you may be eligible. You can apply for either or both schemes using this form. Applications are assessed under one of two categories – ‘automatic’ or ‘assessed’.

**Automatic - Eligible without further assessment**

You may be automatically eligible. This means that you will not need to attend a mobility assessment to establish your eligibility. Part B (page 2) lists the reasons a person would be automatically eligible for a Blue Badge or London Taxicard.

People who are automatically eligible should fill in the relevant pages of the form and send it to us together with proof of your entitlement and other supporting documents (see checklist on page 8). Please ensure all documents are present to prevent any delay to your application.

### **Assessed - Eligible subject to further assessment**

If you are not automatically eligible, you may still qualify if you have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking at all times. Children under 3 with certain medical conditions may also qualify, as may Taxicard applicants with severely disruptive behaviour and Blue Badge applicants with severe disability in both arms.

If you are applying under the assessed category, you need to fill in the relevant pages of the application form and send it to us with the other supporting documents (see checklist on page 8). You should provide recent medical evidence of your health condition/disability to support your application.

If we cannot make a decision based on the medical information you provide you will be invited to attend a mobility assessment with an Independent Occupational Therapist (OT). We will write to you within two weeks of receiving your application with the next available appointment. The assessment will take place at our office in Teddington.

If you have had a mobility assessment in the last 6 months for another transport scheme; or if at a previous mobility assessment the OT said you were authorised permanently; or if undertaking a mobility assessment is not relevant to your disability, you may not need to attend a mobility assessment. We will write to you in this instance.

### **NOTES ON COMPLETING THE FORM**

- There is a checklist on page 8 of the form to help make sure you include all the necessary documents. Your application will be delayed if we do not receive all the necessary documents or if the form is incomplete.
- Please note that some of the information in the form may be hard to understand. If you need help completing the form please contact 020 8831 6096.
- It is up to you (the applicant) to provide the necessary information or medical evidence to confirm your eligibility.
- Within two weeks of receiving your application form, we will write to you with either a decision, a request for more information or date for mobility assessment.
- The London Borough of Richmond upon Thames personal information policy is available to view online at [www.richmond.gov.uk/personal\\_information\\_policy](http://www.richmond.gov.uk/personal_information_policy). If you would like a hard copy please call 020 8831 6096/6094 or email [AccessibleTransport@richmond.gov.uk](mailto:AccessibleTransport@richmond.gov.uk). Please be aware that we may share your information in order to prevent and detect fraud.
- When you have completed the application form please return it with all the relevant documents to:

**The Accessible Transport Unit, 4 Waldegrave Road, Teddington, TW11 8HT**

If you have any questions about the form, or need help completing it please contact 020 8831 6312 (Taxicard) or 020 8831 6094 (Blue Badge).

**Postage:** Please make sure that you use the correct postage when sending in your application so that your application is not delayed. If you are unsure how much postage you require please have your envelope weighed at a Post Office®.

Yours sincerely,  
Operations Officer  
Accessible Transport Unit