

Operations Officer
Tel: 0208 831 6096
Fax: 0208 831 6099
Accessible Transport Unit

Date as postmark

Dear Sir/Madam

Re: **Application for New / Renewal of Organisational Parking Badge (Blue Badge)**

I am enclosing an application form for an Organisational Parking Badge (Blue Badge).

The enclosed application form is used for both new applications and renewals, and you need to follow the instructions in exactly the same way. This means that even if you have held a Badge for many years, you are effectively re-applying for it, and you need to complete all the relevant sections of the form and follow all the instructions exactly as you would if you were applying for the first time.

Please read the form carefully and follow the instructions given. If anything is left out, the form will have to be returned to you for completion, and this will delay your application.

Please note that it is now necessary to include either your organisation logo or stamp onto the new Blue Badge. We therefore require your application to be returned with either a covering letter on headed paper with your logo, or a piece of paper with your organisation stamp on it. **One logo is required for each badge.**

Organisational Blue Badges are normally issued to organisations that have vehicles with a seating capacity of over 6 people, who need to carry people who meet the individual eligibility criteria i.e. a person must have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking, resulting in the person being physically incapable of visiting shops etc, unless allowed to park close to their destination.

Organisations that only need to transport 1 or 2 clients in a car should apply for individual badges, this badge can then be used in any vehicle that the person needs to travel in e.g. with family/friends/carers etc. This offers independence to each individual.

The charge for each badge is £2.00. If you are applying for more than one badge, please could you supply a separate cheque or postal order for each badge requested, in case we are unable to issue the number of badges you are requesting.

Please complete and return the application form with:

A cheque or postal order for £2.00 (two pounds) for each badge requested, made payable to 'London Borough of Richmond'. We regret we cannot accept cash.

Your letterhead/logo or organisation stamp.

To: Accessible Transport Unit
Blue Badge Section
4 Waldegrave Road
Teddington
TW11 8HT

Please note: Once we have approved the issue of your Organisational Blue Badge we will send you a letter asking you to call into our office to collect the Badge. Unfortunately, we are no longer able to send badges through the post because of theft and fraud. Any member of staff from your Institution is able to collect the Badge, however we will require proof that they work at your establishment, e.g. ID card. Full details of the collection process will be sent to you when your badge is ready for collection or you can ring on 0208 831 6096 for further information.

Yours faithfully

Operations Officer

NB: Please allow approximately two weeks for your badge to be processed and issued.