

Blue Badge
Operations Officer
Tel: 020 8831 6096 /6094
Fax: 020 8831 6099
Accessible Transport Unit
AccessibleTransport@richmond.gov.uk

Date as postmark

Dear Sir/Madam

Disabled Person's Parking Badge – Blue Badge New Application

I enclose an application form for a Disabled Person's Parking Badge - Blue Badge.

This form is used for both new applications and renewals. Please follow the instructions on the form and complete all relevant sections.

Please Note: Even if you are renewing your Blue Badge this form must still be completed and signed in order to comply with Department of Transport guidance and legislation - even if your situation is unchanged.

There is a checklist (Part H) at the back of the form to help you remember to include all the necessary information. Your application will be delayed if we do not receive all necessary information. Please use a separate sheet of paper if you want to include additional information about how your disability or illness affects your ability to walk. You may also choose to include information from your GP or specialist to support your application.

Please note: If your application is approved 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. You may send in a representative on your behalf if you are unable to collect the Badge in person. 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 6096/6094 for further information.

The following items are enclosed with this letter:

- Application Form (BB1) - The form for you to complete, and sign.
- Information about eligibility for the scheme (yellow).
- A guide to the assessment, and appeals procedure for Blue Badges (blue).
- Personal Information Policy for you to read and complete.

The following forms are available online at www.richmond.gov.uk or on request by calling 0208 831 6096/6094.

- Application Form (BB2) - The white form for your GP to complete (if necessary). (You would need to complete this if you are not Blind, not receiving DLA or not receiving War Pensioners supplement.)

The blue application form BB1 has 8 parts, A-H.

Part A For all applicants to complete.

Part B For automatic qualifying allowances only. If you tick 'YES' to any of these questions you will need to include proof of your allowance/situation. You will not need your G.P. to complete the white form BB2. If you tick 'NO' to all of these questions, you will need to complete Part C or D, whichever is relevant.

Part G For all applicants to sign. **Please also note that you must sign in the Signature Box at the bottom of the page, as this forms part of your badge.** We cannot issue the badge if you have not signed both areas.

Part H Checklist to help you remember to include all necessary information.

When you have completed the application form (BB1) please return it with all necessary documents to:

The Accessible Transport Unit
4 Waldegrave Road
Teddington
TW11 8HT

If you need to clarify any section of the application form, please contact me at the above address.

Postage:

Please ensure that you pay the correct postage when sending your application to us as this can mean either your application is delayed or not received. If you are unsure as to how many stamps you require please have your envelope weighed at a Post Office ®.

Yours faithfully

Blue Badge
Operations Officer
Accessible Transport Unit

Please allow approximately two weeks from receipt at this office of both your application and the medical form, for your application to be processed.