

# Supported Travel Team Organisational Blue Badge Application Form

This form can be used to apply for an organisational Blue Badge. You can also apply online at [www.direct.gov.uk](http://www.direct.gov.uk). If you need help in completing this form please contact 020 8831 6096.

## Organisational Blue Badges

Organisations involved in the care of disabled people who individually meet the criteria for a Blue Badge are able to apply for an organisational Blue Badge. If issued with an organisational Blue Badge, the organisation can use it in a vehicle (such as a minibus or specially adapted commercial vehicle) only when it is carrying disabled people who would themselves qualify for a Blue Badge.

Please see Part B (page 2) for notes on eligibility for an organisational Blue Badge. An 'organisation' is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled persons Blue Badge may be issued. Common examples of such organisations are care homes, hospices, or local authority social service departments.

Any organisational badges issued must not be used for the benefit of employees of the organisation, irrespective of whether they are carrying out business on behalf of the organisation.

Visit [www.richmond.gov.uk/personal\\_information\\_policy](http://www.richmond.gov.uk/personal_information_policy) to view the Personal Information Policy

## Part A – Organisation Details

\* Fields marked with asterisk (\*) are mandatory.

Name of Organisation\*: \_\_\_\_\_

Type of Organisation\*: \_\_\_\_\_

Main contact person\*: \_\_\_\_\_

Address (PO box not acceptable)\*: \_\_\_\_\_

Postcode\*: \_\_\_\_\_

Telephone No(s): \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Charity Number of organisation (if applicable): \_\_\_\_\_

Does the organisation currently have an organisational Blue Badge(s)? Yes [ ] No [ ]

If Yes, how many? \_\_\_\_\_

Please write the serial number(s) and date(s) below. Continue on a separate sheet if necessary.

Serial number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Serial number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

Serial number: \_\_\_\_\_ Expiry date: \_\_\_\_\_

## Part B – Eligibility Notes

Organisational badge(s) can be issued to organisations whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually. An eligible disabled person is defined as a person who is over two years old and:

- receives the Higher Rate of the Mobility Component of Disability Living Allowance; or
- is registered blind (severely sight impaired); or
- receives a War Pensioner's Mobility Supplement; or
- receives a lump sum benefit under the Armed Forces and Reserved Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and has been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter; or
- has a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

In addition, eligibility covers children under three years of age who fall within either or both of the following descriptions:

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty;
- a child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given.

**Organisational badges will therefore only be issued to an organisation which both:**

- **cares for and transports disabled people who would meet one or more of the eligibility criteria for a individual Blue Badge; and**
- **has a clear need for an organisational badge rather than using the personal Blue Badges of people it is transporting.**

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Services Department) rather than to individual staff members, or specific vehicles.

Employees of the organisation who will be using the badge should be reminded that they must only use the badge to transport disabled people who meet one or more of the eligibility criteria for a badge. These employees should be informed that if they use the badge when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000.

Where relatively few clients of the organisation meet the criteria for a Blue Badge, it is preferable to apply for individual badges rather than have one issued to the organisation. This then allows the badge holder to use the badge in any vehicle they are travelling in, be it as driver or passenger.

The following factors will be considered when trying to establish whether an organisational Blue Badge is 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 their own Blue Badge.
- The reasons a badge is needed.

## Part C – Organisation Eligibility

**C1) Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?** See Part B (page2) for information about who would qualify for a badge.

Yes [ ] No [ ]

If **Yes**, please give details of the nature of their disabilities and the care you provide: \_\_\_\_\_

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**C2) Does your organisation provide transport for disabled people who would themselves qualify for an individual Blue Badge?**

Yes [ ] No [ ]

If **Yes**, please give details of all the vehicle(s) in which you wish to use the badge. State the vehicle type, the maximum number of passengers, vehicle registration number; and how often the vehicle is used to transport qualifying disabled people. Continue on separate sheet if necessary.

Type of vehicle, and in brackets the seating capacity	Vehicle Registration Number	How often vehicle is used to transport disabled people
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_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

**C3) Are the vehicles used frequently and regularly throughout the year, or less frequently at certain times? For example are they used on a seasonal basis, or for particular events?**

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**C4) Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for:**

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**C5) How often do you think your organisation will use the Blue Badge(s) if issued?**

**C6) How many disabled people are in the care of your organisation?** \_\_\_\_\_

**C7) How many of these people already have an individual Blue Badge?** \_\_\_\_\_

**C8) How many of these people do you think would be eligible for an individual Blue Badge if they applied?** \_\_\_\_\_  
See Part B (page2) for information about who would qualify for a badge.

**C9) Please provide the names and dates of birth for those people who already have an individual Blue Badge, or who you think may be eligible for a Blue Badge if they applied?**  
You can attach a list to your application if easier.

<b>First name</b>	<b>Surname</b>	<b>Date of Birth</b>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
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_____	_____	_____

Continue on separate sheet if necessary.

The above information will be used to check our existing records as to whether the people cared for by your organisation would themselves qualify for an individual Blue Badge. This will help us verify whether your organisation is eligible for an organisational Blue Badge. If we do not have sufficient information on file, we will contact you to ask for the necessary proofs of eligibility to be sent to us. The onus is on the organisation to provide the relevant evidence to verify eligibility.

**C10) Please detail who will have access to any badge(s) granted to your organisation and how access to badges will be monitored?**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Part D – Declaration and Signatures

- Please read the following declarations thoroughly.
- Please tick all relevant boxes to indicate that you have read and understood each declaration.
- Not ticking one of these declarations may mean we are unable to issue you with a badge
- Providing fraudulent information may result in prosecution and a fine.

**Data Protection Statement** - All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared within the local authority, with other local authorities, government bodies, the police and parking enforcement officers to detect and prevent fraud. Any medical information that you have supplied to support this application is deemed, under the Data Protection Act, to be “sensitive personal data” and will only be disclosed to third parties as necessary for the operation and administration of the transport concession(s), and to other Government Departments, to validate proof of entitlement or as otherwise required by law.

- I confirm that the details I have provided are complete and accurate. I realise that you may take action against me if I have provided false information in this application form. [ ]
- I understand that I must promptly inform the local authority of any changes that may affect the organisations entitlement to the Blue Badge. [ ]
- I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people who would meet the criteria for Blue Badge. [ ]
- I agree that I will return the Blue Badge should the organisation no longer be concerned with the care of eligible disabled people, or if the organization is no longer in business. [ ]
- I understand that if the application is successful, a badge must only be used when transporting one or more disabled people who in themselves are eligible for a Blue Badge [ ]
- I agree that the organisation will use the badge in line with the rules of the scheme. [ ]
- I consent to the local authority checking any information already held by Social Service departments on the basis that:
  - It can help determine the organisations eligibility for a Blue Badge;
  - It may speed up the processing of the application;
  - It may enable a decision to be made without the need for further evidence or mobility assessments [ ]

The signatory for this application should be a Board Member or Trustee of the organisation.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Full Name:** \_\_\_\_\_

**Job Title:** \_\_\_\_\_

**Organisation Official Stamp:** (if available)

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## Part E – Checklist

This checklist is to help ensure you include the necessary items in order to prevent any delays.

### E1) Organisation Logo [ ]

Preferably this should be sent electronically via email to [AccessibleTransport@richmond.gov.uk](mailto:AccessibleTransport@richmond.gov.uk). Please indicate in your email that the logo is for an organisational Blue Badge and state the organisation you are from. If you are supplying it in paper format, this may be headed paper, a comp slip or an official stamp. It must however be clear and of good quality as it will be scanned.

### E2) Badge Issue Fee of £10

Applicants are encouraged to apply online and pay by credit or debit card. Alternatively organisations can submit a cheque or Postal Order for each Blue Badge being applied for. This should be made payable to 'LBRUT'. Cash is not accepted. Payment will only be taken if your application is successful. If you do not submit the correct fee the application will be delayed.

### E3) Copy of current prospectus/brochure if you do not have a website [ ]

### E4) A complete application form [ ]

Please ensure you have completed the form as fully as possible. In particular you must have completed question C10 (page 4) as fully as possible and ticked all boxes in the declaration and signed it (page 5). Within two weeks of receiving your application form, we will write to you with either a decision or a request for more information.

Please return the form to: **Supported Travel Team**  
**Civic Centre**  
**44 York Street**  
**Twickenham**  
**TW1 3BZ**

**PLEASE USE  
THE CORRECT  
POSTAGE**

### FOR ACCESSIBLE TRANSPORT UNIT USE ONLY:

Approved by _____ Date _____	<b>State Number of Automatics:</b>
Agreed by _____ Date _____	<input type="checkbox"/> HRMDLA
<b>Approved</b> <input type="checkbox"/> Reason _____	<input type="checkbox"/> Blind
_____	<input type="checkbox"/> WPMS
_____	<input type="checkbox"/> Armd Forces Comp Scheme
_____	<input type="checkbox"/> Arms Loss of Use & Driver
<b>Not Approved</b> <input type="checkbox"/> Reason _____	<b>State Number of Assessed</b>
_____	<input type="checkbox"/> Mobility
_____	
<b>Notes</b> _____	
_____	
_____	
_____	