

# Blue Badge Application Form C Organisations - Guidance Notes

## What is the cost of a Blue Badge issued in the Scottish Borders?

A £20 fee is charged per Blue Badge issued in the Scottish Borders. This fee has applied since 1 April 2013.

This fee is payable for your first Blue Badge, a renewed Blue Badge or a replacement Blue Badge [if your original Blue Badge is lost, damaged or mislaid]. If your Blue Badge is stolen you need to report this to the Police and contact us with the Crime Report Number, a replacement for your stolen badge will be issued free of charge.

For an organisation applying for multiple Blue Badges, the £20 fee applies to each Blue Badge, so if you require three Blue Badges, the cost will be 3 x £20 = £60.

If sending your application form by Royal Mail, payment can be by cheque [and not by cash]. When we receive your application, we can call you so payment can be taken over the phone. Cheques should be made payable to “**Scottish Borders Council**”.

Scottish Borders Council will only issue Blue Badges if payment of the required fee has been received. A refund of the £20 fee will be made by Council cheque if the application is ultimately unsuccessful.

## What do I do with the completed form?

Please return the completed form with any relevant documents/evidence by e-mail - [CustomerAdvice@scotborders.gov.uk](mailto:CustomerAdvice@scotborders.gov.uk), or you can post this to - Council HQ, Newtown St Boswells, TD6 0SA. **Please note that a contact telephone number will need to be supplied, so we can call you for payment to be made over the phone, if eligible.**

If you require assistance when filling in your Blue Badge Application, you can contact Customer Advice and Support Service by phoning 0300 100 1800. We are open 8am to 5pm Monday, Tuesday, Wednesday and Friday, 8am to 8pm on Thursdays and 9am to 12pm on Saturdays. Alternatively e-mail at any time and we will get back to you as soon as possible. E-mail – [CustomerAdvice@scotborders.gov.uk](mailto:CustomerAdvice@scotborders.gov.uk)

## How will I receive my badge?

Blue Badges will be sent to your organisational address in the Scottish Borders. All Blue Badges will be sent by Second Class Royal Mail.

**Misuse of the badge is a criminal offence and can lead to a fine**

## Section 1 - Organisational badges

Please complete this section if you are representing an organisation applying for an organisational badge. An organisational badge may 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;
- has a permanent and substantial disability which means they are unable to walk or virtually unable to walk; or
- has a temporary but substantial disability which is likely to last for a period of at least 12 months, but less than 3 years, which means they are unable to walk or virtually unable to walk.

In addition, eligibility covers children under the age of three 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 an 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.

All employees of the organisation who will be using the badge should be reminded that they must only use the badge for the purposes of transporting disabled people in their care who meet one or more of the eligibility criteria for a badge.

These employees should be reminded that if they use the badge to take advantage of the concessions when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000.

It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge. Such operators are, of course, able to use an individual's Blue Badge when carrying that person as a passenger.

## Section 2

### Declarations and signatures

#### **Section 2a) - Mandatory [Application will be rejected if you fail to complete 2a]**

This sub-section must be completed by all applicants. These declarations underpin the terms of applying for a Blue Badge. Take the time to read and understand these declarations, since not ticking those that are relevant to your applicant will result in Scottish Borders Council being unable to accept your Blue Badge application.

#### **Section 2b) - Optional [Failure to complete 2b will not affect application adversely]**

You may wish to tick the optional declaration to improve the service you receive from Scottish Borders Council. In doing so, you will be providing specific consent to Customer Services to allow the sharing of information about you with relevant departments and service providers within the Council. Withholding consent in this section will not by itself prevent the Blue Badge from being issued.

#### **Section 2c) - Mandatory [Application may be rejected if you fail to submit items listed]**

Use this checklist to make sure you don't forget all the items you need to make a successful application. If items are missing, we will need to contact you to obtain them - this takes time and delays the application process.

#### **Section 2d) - Mandatory [Application will be rejected if you fail to complete 2d]**

All applicants must sign and date the form, and add their printed name, prior to submitting it. Scottish Borders Council are able to refuse to issue a badge if there is reason to believe that the applicant is not who they claim to be or that the badge would be used by someone other than the person to whom it has been issued.

If your badge application is successful, the printed leaflet "**The Blue Badge Scheme - Rights and Responsibilities in Scotland**" will be sent to you with the new badge. This leaflet explains the rules of the Scheme and how you should use your Blue Badge properly. If you wish to consult these details before your new Blue Badge arrives, the leaflet can be viewed at [www.bluebadgescotland.org](http://www.bluebadgescotland.org)

***Please detach and keep these first three pages for your information.***

***Submit the next four [numbered Page 4 to Page 7 inclusive] when completed, along with the relevant documentation to Scottish Borders Council [see page 1 for full details].***

# Scottish Borders Council Blue Badge Application Form C

Complete sections 1 and 2.

Scottish Borders Council may refuse to issue a Blue Badge if you do not provide adequate evidence that you meet the eligibility criteria.

## Section 1 – Applying for an Organisational Blue Badge [Regulation 5]

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle or vehicles (e.g. minibus, or specially adapted commercial vehicle) to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see the guidance note for a list of the eligibility criteria prescribed in the regulations that govern the scheme.

**An 'organisation' is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person's badge may be issued.**

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 individual Blue Badges of people it is transporting.

Organisational badges should only be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge – and must not be used for the employee's benefit when they are carrying out other business on behalf of the organisation. It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the **care** of disabled people who would meet one or more of the eligibility criteria for a badge. If you are unsure about how to answer these questions, then please read the guidance notes.

**Name of organisation:**

**Name of main contact person:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

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**Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?** See Section 1 of the accompanying guidance note for a list of the eligibility criteria

Yes  No

If YES, please give details of the nature of this care:

**As part of that care, does your organisation provide them with transportation?**

Yes  No

If YES, please give details of the types of vehicles in which you wish to use the badge, their vehicle registration number and how often they are used to transport disabled people [continue on separate if insufficient space here]

Type of vehicle	Vehicle Registration Number	Frequency used to transport disabled people

**Are any of your vehicles licensed under the Disabled Passenger Vehicle (DVP) taxation class?**

Yes  No

If YES, please give details. Please note we will check this with official records.

**How many disabled people are in the care of your organisation?**

**How many of these people are already in receipt of a Blue Badge as individuals?**

**How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals** (see description of eligible disabled people in the accompanying guidance note)?

**Charity Number of your organisation:** (if applicable)

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

How often do you envisage your organisation will use the Blue Badge?

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<b>If you already have an organisational Blue Badge:</b>	
What is the serial number on the current badge(s)?	What is the expiry date of the current badge(s)?

How many organisational badges are you applying for?

(Please note that your organisation will be required to pay the badge issue fee of £20 for each Organisational Badge that is issued)

Your organisation will only be issued with a Blue Badge once your full payment has been received.

## Section 2 - Declarations and signatures

These questions are intended to be answered by all applicants for a Blue Badge

### 2a) Mandatory declarations about the information you have provided and the application process

- Please read the following three mandatory 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 Blue Badge.
- Providing fraudulent information may result in prosecution and a fine.

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared within Scottish Borders Council, with other local authorities, 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 Blue Badge scheme, and to other Government Departments or agencies, to validate proof of entitlement or as otherwise required by law.

### Three declarations to be completed by all organisational applicants

I confirm that as far as I know, the details I have provided are complete and accurate. I understand that you may take action I have provided false information in this application form.

I understand that I must promptly inform Scottish Borders Council (Tel 0300 100 1800 or e-mail [CustomerAdvice@scotborders.gov.uk](mailto:CustomerAdvice@scotborders.gov.uk)) of any changes that may affect entitlement to a badge or badges.

I understand that, if my application is successful, I must not allow any person to use the badge for their own benefit and that the badge[s] must only be used in accordance with the rules of the scheme as set out in the "Blue Badge scheme in Scotland: Rights and responsibilities of a Blue Badge holder" leaflet which will be sent with the badges[s]

### 2b) Your consent to use your information to improve the service you receive

Please read and tick the following optional declaration if you wish to indicate your consent. Ticking this box will help to improve the service we can offer you. It is not mandatory and your Blue Badge application will not be adversely affected if you fail to tick this box.

I agree to the disclosure of the information included in this form to other Scottish Borders Council departments and/or service providers so that I can be informed about other Scottish Borders Council services that may be of benefit to me.

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## 2c) Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed.

A copy of a letter from the organisation on headed paper confirming that they “are an organisation concerned with the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually

## 2d) Your signature against the declarations in Section 2a and 2b

<b>Your signature:</b>	
<b>Date of application:</b>	(DD/MM/YYYY):        /        /
<b>Please print your name here:</b>	

Please return the completed form and any relevant evidence by email –  
CustomerAdvice@scotborders.gov.uk, or post to - Council HQ, Newtown St Boswells, TD6 0SA.

Thank you