



Disabled Person's Parking Badge Scheme (Blue Badge) – organisation (BB2)

Please complete all relevant sections of the application form and supply the appropriate documents.

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

Section 1 – Applying for an Organisational Blue Badge

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for vehicle/vehicles (e.g. minibus or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see Section 1 of the guidance notes contained within this application (page 8) 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 Blue Badge may be issued.

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

- 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 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.

New Re-application Lost/stolen Damaged/faded

Main details

Organisation name:

Main contact name:

Address:

Telephone:

Email:

Charity number:

Lost/stolen - Please answer the following questions (where applicable):

- Where and when did you last use the badge?
- When did you first realise the badge was missing/stolen?
- If stolen, did you report it to the police? We will require confirmation and the crime reference number.
- If misplaced/lost, please indicate where the loss is likely to have occurred.

Re-applications - If you are re-applying for your organisation's Blue Badge(s) please provide the current serial numbers here, in addition to expiry dates:

Serial Numbers	Expiry Dates

Eligibility Criteria

1. Does your organisation care for disabled people?

Yes No

If yes, how many disabled people receive regular assistance?

(If this number is below 12 then it is advised that the individuals apply for a personal badge.)

2. Below are the qualifying criteria laid down by the Department for Transport.

- People registered as severely sight impaired (blind) under the National Assistance Act 1948.
- People in receipt of the Higher Rate of the Mobility Component of the Disability Living Allowance.
- People in receipt of the War Pensioner's Mobility Supplement.
- People who receive a benefit under the Armed Forces and Reserve Forces (Compensation) Scheme.

How many regular users of your transport are there who meet at least one of the above criteria?

3. How many users are not mobile without:

Wheelchairs?

Walking aids?

4. How many times per month do you transport disabled or blind people?

Please describe the service that you provide to people who meet the criteria:

5. As part of the care described above, does your organisation provide them with transportation?

Yes

No

6. Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?

Yes

No

If yes, please give details and attach a photocopy of the tax disc(s) or log book(s) to this application.

7. Has the vehicle been modified to assist access, e.g. a tail lift added?

Yes

No

If yes, please give details:

8. How many badges are being requested?

Extra Information – Please use this space to tell us anything else you think we should know about your claim that is not covered above:

Badge Issue Fee

For new applications or re-applications, payment will be requested if/when the application has been approved, and the organisation will be contacted to send payment. For lost/stolen or damaged/faded applications where the issuing of a replacement badge is automatic, payment must be sent with the application form. Payment should consist of a cheque/postal order for £10 per badge. Cheques should be made payable to Southampton City Council. Cash should not be sent via the post.

Section 2 – Declarations and signatures

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

2a) Data Protection Statement

All information given by you on this application form, or otherwise obtained by the council in connection with this application form, will be held by Southampton City Council in accordance with the Data Protection Act 1998 (the 'Act'). Southampton City Council's nominated representative for the purposes of the Act is Mark Heath, Solicitor to the Council, Southampton City Council, Civic Centre, SO14 7LY.

The information which you supply on this form and which is otherwise obtained by the council in connection with your application will be used by the council for the purposes of assessing your application and administering any entitlement. This information may be shared for this purpose within the council and with other parties such as healthcare professionals, Parking Services and Transport for London in relation to congestion charging, enforcement and discounts. The council will not share your personal data with any other external third parties, unless we obtain your permission or we are required to do so by virtue of a legal duty owed, for example to the Police or Her Majesty's Revenue and Customs.

2b) Declaration (to be completed by all applicants)

Please read the following declarations. Please tick each one in the white box provided to indicate that you have read, understand and agree with each declaration. Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.

I declare that, to the best of my knowledge, all the information I have provided in this form and supporting documentation is correct.

I confirm that my organisation does not currently hold a Disabled Person's Parking Badge that has been issued by a different local authority.

I understand that I must promptly inform my local issuing authority of any changes that may affect my organisation's entitlement to a badge.

I agree to the local authority sharing information in this form with other local authorities responsible for the Blue Badge Scheme and with parking enforcement agencies for the purpose of preventing and detecting crime.

I agree that, if my application is successful, I will not allow any other organisation or individual to use the badge for their benefit and I agree that I will use the badge in accordance with the rules of the scheme as set out in the "Blue Badge scheme: rights and responsibilities" leaflet which will be sent to me with the badge.

Data Protection Act 1998

I understand that the information supplied by me on this form will be maintained by the council and will not be disclosed to any other party save those who are responsible for the enforcement of parking restrictions, to Transport for London in relation to discounts for congestion charging, or otherwise as the law allows.

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 because they are relevant to you. We have provided a checklist below to help remind you of what you need to enclose:

Section 1 Organisational Badge

A photocopy of the tax disc(s) for any vehicle(s) registered under the Disabled Passenger Vehicle (DPV) class

2d) Your signature against the declarations in section 2b

Your signature:

Date of application (DD/MM/YYYY):

Print name:

Designation:

2e) Your organisation's stamp or logo

Please ensure that you stamp in the box below. It will form an essential part of your badge as proof of identity. The badge cannot be issued if this box is not complete.

Office Use Only

New Re-application Lost/stolen Damaged/faded

Date application received:

Receipt number:

Other proofs: Yes No

Comments:

Section 1 – Organisational badges

This is to be completed 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. Eligible disabled persons are defined as persons who are over three years old and:

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

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 – further information, declarations and signatures

Section 2b): Declarations must be completed by all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read and understand these declarations, since not ticking them may result in your local authority being unable to accept your Blue Badge application.

Section 2d): All applicants must sign and date the form prior to submitting it.

A local authority may refuse to issue a badge if they have 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.

Section 2e): Stamp or logo in the white box: We ask that you stamp or insert your logo in the white box provided at the end of the form. The badge cannot be provided if this box is not completed.