



Blue Badge Application form

Blue Badge Email: **blue.badge@southampton.gov.uk**
Blue Badge Direct Tel: **023 8083 3748**

To return the application by post the address for Blue Badge is:

**Blue Badge Team
1st Floor, North Block
Civic Centre
Southampton
S014 7LY**

Or to return the application by hand:

**Gateway
One Guildhall Square
Southampton
S014 7FP**

The estimated wait times once we have received all the information required for the application is **6 to 8 weeks**.

We cannot process your application until we have received all of the information needed.

If you need any help related to the application please contact us and we will assist you where possible.

Blue Badge Privacy Notice

Southampton City Council is asking you for information to process your application and manage any Blue Badge misuse or fraud enforcement history. When possible, we also use this data to analyse and improve the Blue Badge service. If further information is required, in order to process your application, you may be contacted using the details that you have provided. We will only share your information with other organisations or council department if we need to.

The legal basis for our use of this information is a legal obligation under the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 and also that processing is required for reasons of substantial public interest. Analysis of Blue Badge data is conducted by Adults' Health and Care in order to produce statistics required under the Health and social Care Act 2012.

Your information will be collected by Southampton City Council and uploaded to the Blue Badge Digital Service (BBDS), a national database commissioned by Department for Transport and developed and managed by Valtech UK. Southampton City Council will be using a Case Management System (CMS), E Badge, to manage the administration of the assessment process. This CMS will fully integrated with the BBDS, support for the system will be supplied by Southampton City Council.

Your information will be shared with our processor APS who will be managing the printing of Blue Badges to customers, with the printing being carried out by Essentra.

We may be obliged to share your information with other local authorities, the government, the police, and parking enforcement officers to prevent, investigate or prosecute criminal offences, or as the law otherwise allows. United Kingdom enforcement authorities will have access for all Blue Badge records via E Badge where only the necessary information will be made available for the detection of prevention of fraud.

We will also retain your personal information for three years from the end of the financial year in which you made your request.

Our Privacy Policy (<http://www.southampton.gov.uk/privacy>) explains how we handle your personal data in greater details, and we can provide you with a copy if you are unable to access the internet.

Please remember to send only photocopies of the required documents, photographs with printed name on the back to prevent incomplete applications being returned. Do not send payment.

We are unable to return original documents.

Apply for a Blue Badge

Apply for yourself, someone else or an organisation. A Blue Badge costs up to £10 in England and £20 in Scotland. It's free in Wales.

You'll need to provide proof of identity, address and benefit (if applicable). Along with a recent photograph of the applicant's face including shoulders.

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

Visit: [gov.uk/apply-blue-badge](https://www.gov.uk/apply-blue-badge)

Local authority use
(provide either name, contact details or logo)

Who are you applying for?

- Myself (The badge is for you)
- Someone else (A relative or somebody you care for)
Fill in the answers and sign the form on their behalf. Where the form says "you", it is referring to the applicant.
- An organisation (Which transports disabled people)

If you're applying for somebody else, we'll ask for your name and your relationship to the applicant.

If applying for a child under 3, please go to **Section 6** once you have completed **Section 1**.

For organisations, you only need to fill in the organisation section.

Do you already have a Blue Badge?

- Yes
Enter the badge number (6 digits)
- No

If you don't know the badge number, leave it blank and your local authority should be able to find the badge using your details.

Section 1 – Applicant details

For organisations, please complete section 8

Full name (First name and Last name)

Should be the full name of the person the badge is for.

Email address (optional)

This will be used for updates about the application.

Main phone number (required)

Including the applicants telephone number helps enforcement officers check the badge is being used correctly.

Alternative phone number (optional)

If you are applying on behalf of somebody else

Who should be contacted about this application?

(If you're the contact, put your full name here)

Your relationship to the applicant

For you or the person you're applying for

Which of these are you providing as proof of identity?

(Choose one, to attach as a certified copy)

- Birth or adoption certificate
- Marriage / Civil partnership / Dissolution or Divorce certificate
- Passport
- Driving licence

Attach a **certified copy** of the proof of identity to this application.

You must provide a copy of your proof of address.

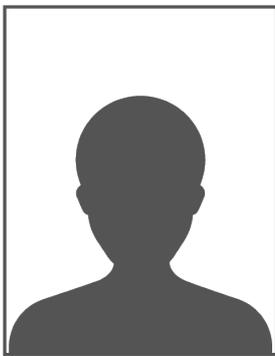
-
- Council tax
 - Driving licence
 - Benefit letter
-

Recent photograph of the applicant

You'll need a photo to be printed on the back of the Blue Badge. The requirements are similar to a passport photo.

It's best to get somebody else to take the photo.

The photo should have the applicant's name and a signature on the back.



Make sure it:

- Has a plain, light, background
- Includes face and shoulders
- Shows the face clearly
- Is a true likeness

Vehicle Registration

Do you drive yourself, or do you normally travel in a specific motor vehicle?

The vehicle could be owned by the applicant, or one that is owned and driven by their main carer e.g. their partner/spouse or their parent/carer.

Yes
Enter the vehicle registration number

No

If there is no main vehicle you travel in, please select this option

Blue Badges can be used in any motor vehicle the holder is travelling in.

Badge issue fee

The local authority will explain how payment should be made, if the application is successful.

A Blue Badge costs up to £10 in England and £20 in Scotland. It's free in Wales.

Section 2 – Benefits or severely sight impaired

You may automatically qualify for a Blue Badge if you either:

- Are severely sight impaired (blind)
- Received 8 or more points in the “moving around” part or 10 points (Descriptor E) in the “planning and following journeys” part of a mobility assessment for Personal Independence Payment
- Receive the higher rate of the mobility component for Disability Living Allowance
- Receive the War Pensioners’ Mobility Supplement
- Receive a qualifying award under the Armed Forces Compensation Scheme

If none of these apply to you, go to **Section 3**. Otherwise, you should complete the relevant section below and then go to **Section 9**.

Unless you are registered as severely sight impaired (blind), you will need to attach a copy of the proof of your benefit to this application.

Severely sight impaired (blind)

Are you registered as severely sight impaired (blind) and do you give us permission to check the register at the local authority?

Yes

Enter the name of the local authority you are registered to

No

Enclose a copy of your Certificate of Vision Impairment (CVI)

If you are not registered as severely sight impaired (blind) and you would like to be, let the local authority know. The local authority will be able to add you to the register if you have your Certificate of Vision Impairment.

Disability Living Allowance (DLA)

Were you awarded the higher rate of the mobility component?

Yes

If your award has an end date, enter the end date

No

You should answer the questions in **Section 3**

If you were awarded the higher rate of the mobility component, you need to attach a copy of the letter from DWP, dated within the last 12 months. This certificate of entitlement should confirm your mobility rating.

Make sure you send a copy of the award letter with this application.

Personal Independence Payment (PIP)

Did you score 8 points or more in the “moving around” part of the mobility assessment?

Yes

How many points were scored?

If your award has an end date, enter the end date

No

Answer the next question under “PIP”

If you did score 8 points or more in the “moving around” part of the mobility assessment, you need to attach a copy of every page from the award letter from DWP. It should show your entitlement to PIP, assessment scores (including the mobility scores).

Make sure you send a copy of all of the pages from the award letter with this application.

Personal Independence Payment (PIP)

Did you score this specific points descriptor in the “planning and following a journey” part of the mobility assessment?

Descriptor E (10 points) - You cannot undertake any journey because it would cause overwhelming psychological distress

Yes

If your award has an end date, enter the end date

No

You should answer the questions in **Section 3**

If you did score the 10 points outlined above in the “planning and following journeys” part of the assessment, you need to attach a copy of every page from the award letter from DWP. It should show your entitlement to PIP, assessment scores (including the mobility scores).

Make sure you send a copy of all of the pages from the award letter with this application.

Armed Forces Compensation Scheme

Have you received a lump sum payment within tariff levels 1 to 8 of the scheme?

and have you been certified as having a permanent and substantial disability?

Yes

Enclose the original letter from Veterans UK* as proof.

No

You must enclose the **original** version of your letter as proof of entitlement.

*Letters were previously issued by the Service Personnel and Veterans Agency (SPVA)

War Pensioners' Mobility Supplement

Do you receive the War Pensioners' Mobility Supplement?

Yes

If your award has an end date, enter the end date

No

You must enclose the **original** version of your letter as proof of entitlement.

Section 3 – Walking difficulties

If you answered “yes” to any of the questions in section 2, go straight to **Section 7**.

Do you have a condition or disability which means you cannot walk or find walking very difficult?

Yes

Continue answering the questions in this section

No

Go to **Section 4**

Remember, when we are referring to “you” this is the applicant. If you’re applying for somebody else, answer the questions on their behalf.

Name any health conditions or disabilities that affect your walking

(Try to use the correct medical terms, if you know them)

Be as descriptive as possible, but we'll ask you some more questions after this about how your walking is affected and things like medication.

How does your health condition make walking difficult for you?

Only fill in the extra text-boxes if you've ticked the checkbox.

Excessive pain

If you didn't tick "Excessive Pain", don't answer this section.

How would you describe the pain you experience, when walking? (You can choose more than one)

When I take my pain relief medication I am able to cope with the pain

Even after taking pain relief medication I have to stop and take regular breaks

Even after taking pain relief medication the pain makes me physically sick

Even after taking pain relief medication I am frequently in so much pain that walking for more than 2 minutes is unbearable

Other
Describe the pain

Breathlessness

If you didn't tick "Breathlessness", don't answer this section.

When do you get breathless?
(You can choose more than one)

Also known as shortness of breath, this could be described as an intense tightening in the chest, or a feeling of suffocation.

Walking up a slight hill

Trying to keep up with others on level ground

Walking on level ground at my own pace

Getting dressed or trying to leave my home

Other
Describe when you get breathless

- Balance, coordination or posture
Describe how the way you walk is affected by your condition

(For example, if your posture is affected or you struggle to take full steps)

How would you describe your balance or coordination, when walking?

(You can choose more than one)

- I can walk around a supermarket, with the support of a trolley
- I can walk up/down a single flight of stairs in a house
- I can only walk around indoors
- I can walk around a small shopping centre
- Other
Describe your balance or coordination, when walking

Have you seen a healthcare professional for any falls in the last 12 months?

- Yes No

It's dangerous to my health and safety
Describe how your condition makes walking dangerous

Only fill in the extra text-boxes if you've ticked the checkbox.

Do you have a chest, lung or heart condition / epilepsy?

Yes No

Something else
What is it about your condition that causes you difficulty walking?

Help to get around

What is this aid or support? (For example, a wheelchair, crutches or a member of your family)	When do you need this help? (For example, to get to the shops)	If it's an aid, how was it provided? (For example, Hospital or bought privately)

How long can you walk for without stopping?

(If you listed an aid, then your answer should be when using that aid)

- I can't walk at all
- Less than a minute
- Between 1 and 5 minutes
- Between 5 and 10 minutes
- More than 10 minutes

“Stopping” could be to take a rest or to catch your breath.

Only tick one.

If you cannot walk, go to section 7

Describe somewhere you can walk from and to
(Be specific and use place names or house numbers)

How long does it take you?

(For example, 8 minutes)

You can now go to: **Section 7 – Treatments, medication, healthcare professionals & supporting documents**

Section 4 – non-visible (hidden) conditions

If you answer "no" to the first question in this section, but "yes" to any of the questions in section 3, you can skip this section and go straight to **Section 7**.

Do you have a non-visible (hidden) condition, causing you to severely struggle with journeys between a vehicle and your destination?

Yes

Continue answering the questions in this section

No

Go to **Section 7**

For example, "from my home to Tesco" or "from my home to No. 36 on my street"

If you use an aid to get around, then your answer should be whilst using that aid

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

What affects you taking a journey?

(Tick all that apply)

I am a risk near vehicles, in traffic or car parks

When are you a risk?

Almost never

Sometimes

Almost every journey

Every journey

Please give an example of when you have been a risk near vehicles, in traffic or car parks

I struggle to plan or follow a journey

What journeys does this apply to?

Unfamiliar journeys Every journey

If some, or most, of these do not apply to you, please use the free text boxes to explain what affects you.

I find it difficult or impossible to control my actions and lack awareness of the impact they could have on others

How often does this happen?

- Almost never
- Sometimes
- Almost every journey
- Every journey

Please describe the kinds of incidents that have happened or are likely to happen on journeys

I regularly have intense responses to overwhelming situations causing temporary loss of behavioural control

How often does this happen?

- Almost never
- Sometimes
- Almost every journey
- Every journey

Please give examples of the situations that cause temporary loss of behavioural control

Remember, when we are referring to “you” this is the applicant. If you’re applying for somebody else, answer the questions on their behalf.

I can become extremely anxious or fearful of public/open spaces

When do you become extremely anxious/fearful?

Almost never

Sometimes

Almost every journey

Every journey

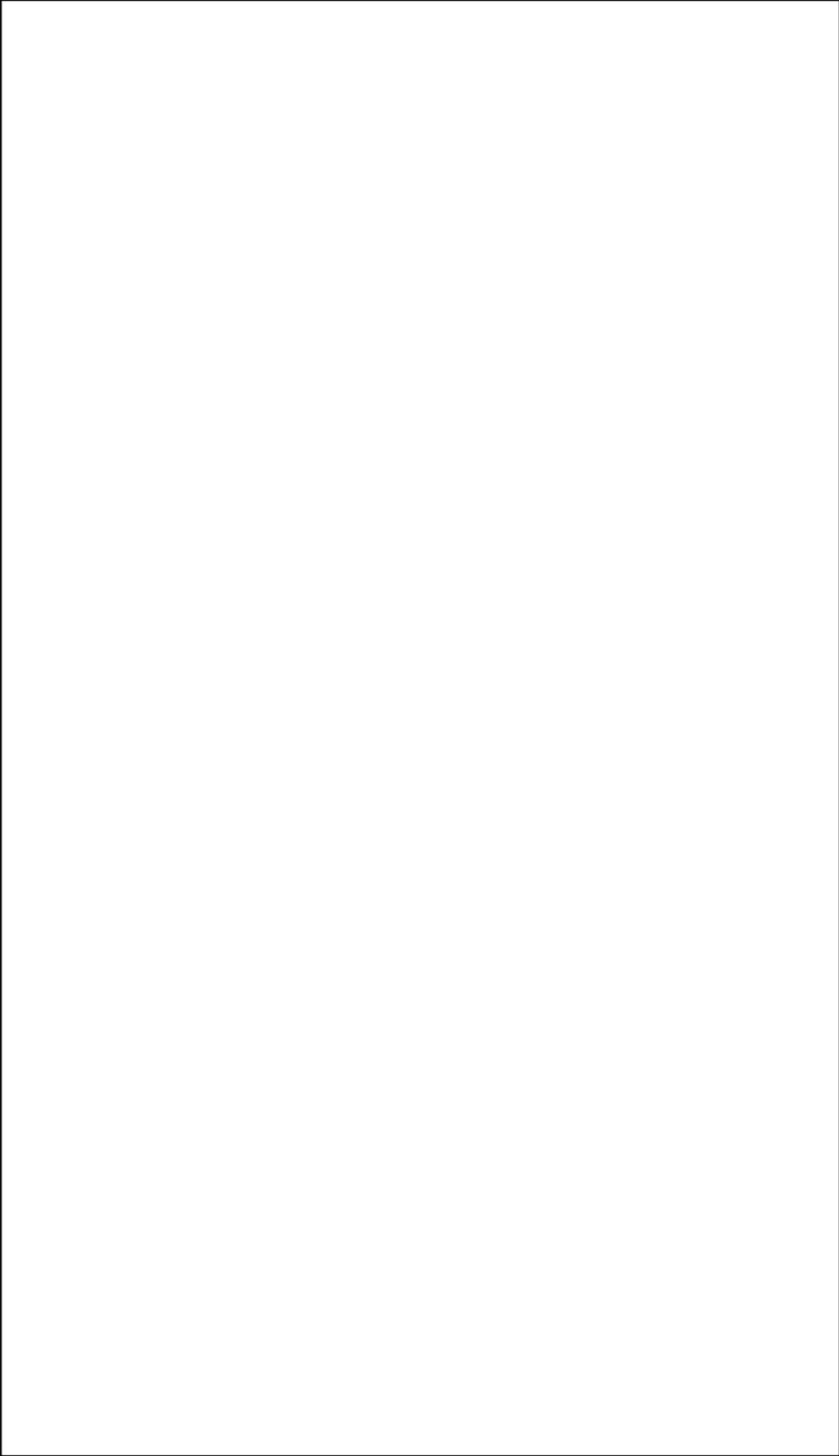
Please describe the levels of anxiety

Something else

Please describe what affects you taking a journey

How would a Blue Badge improve taking a journey between a vehicle and your destination for you?

(Describe your needs, in detail)

A large, empty rectangular box with a thin black border, intended for the respondent to write their answer to the question above. The box is currently blank.

What steps are currently taken to try to improve journeys for you between a vehicle and your destination?

(List the steps taken to try to improve journeys)

Remember, when we are referring to “you” this is the applicant. If you’re applying for somebody else, answer the questions on their behalf.

How effective are they?

Section 5 – Disability that affects both arms

If you answer "no" to the first question in this section, but "yes" to any of the questions in sections 3 or 4, you can go straight to Section 7.

Do you have a disability in both arms?

Yes

Continue answering the questions in this section

No

Go to **Section 6**

Do you drive regularly?

Yes

Continue answering the questions in this section

No

Go to **Section 6**

Name any health conditions or disabilities that affect your arms

(Try to use the correct medical terms, if you know them)

Remember, when we are referring to "you" this is the applicant. If you're applying for somebody else, answer the questions on their behalf.

Do you struggle to operate parking machines?

Yes

Describe how you struggle to operate parking machines

No

Do you drive an adapted vehicle?

Yes

Describe how it has been adapted for you. You should also attach copies of insurance details or Vehicle Registration document which verify this.

No

Attach copies of your insurance details or Vehicle Registration document as supporting documents.

Section 6 – Children under 3 years old

This section is for people applying on behalf of a child that is under 3 years old.

Are you applying for a child under 3 years old?

Yes
Continue answering the questions in this section

No
Go to **Section 7**

Which of these applies to the child under 3?

They need to be accompanied by bulky medical equipment

They need to be near a vehicle to receive or be taken for treatment

Neither of these

Name any health conditions or disabilities that affect the child (Try to use the correct medical terms, if you know them)

You should enclose a letter from any healthcare professionals that are involved in the child's treatments, which confirms the details of the condition.

Section 7 – Treatments, medication, associated professionals & documents

This section is for if you have answered any of the questions in sections 3, 4, 5 or 6. Otherwise, go to **Section 9**.

Treatments

Has your condition required any treatments?

These could have been in the last 10 years, ongoing or any treatment you have booked in the next 3 years. List any surgeries, treatments or clinics that are to do with your condition.

Yes

Add the treatment details below

No

Go to “**Medication**”

Remember, when we are referring to “you” this is the applicant. If you’re applying for somebody else, answer the questions on their behalf.

Treatments

Describe the treatment

Anything relevant to your condition that you've seen (or are due to see) a professional for. For example, hip replacement operation, physiotherapy or pain clinic.

Date of the treatment

If it's in the future – Do you expect the condition to improve afterwards?

Medication

Do you take any medication for your condition?

(Any medication or pain relief you currently take for your condition)

Yes

Add the medication details below

No

Go to “**Associated professionals**”

Medication

Name of this medication or pain relief And is it prescribed?	How much do you take at a time? (Dosage)	How often do you take this?

Supporting documents

Are you attaching supporting documents to this application?

Yes

List the documents you are attaching below.

No

Go to **Section 9**

It's especially important to attach documents where we've asked for you to provide proof or verification.

What documents are you attaching?

List the documents you are attaching to this application where possible

For example, diagnosis letters, PIP decision and award letters, evidence of the progression of the condition over time, confirmation of ongoing treatments.

Email address (optional)

This will be used for updates about the application.

Main phone number (required)

Alternative phone number (optional)

List the vehicles the badge will be used in

Vehicle registration number	How often is the vehicle used?

Section 9 – Declaration

Sign one of the three sections.

Read the declaration carefully and only sign it once you are clear.

Applying for yourself

By submitting this application you agree that:

- you have read and understand the rules for using a Blue Badge
- the details provided are complete and accurate
- you won't hold more than one Blue Badge at any time
- you will tell your local authority about any changes that may affect your eligibility

You also agree that your local authority may:

- contact you if there are any issues with this application or to prevent badge misuse
- if required, arrange a phone-based or in-person assessment for you
- check your eligibility with the information they hold
- suggest other benefits or services that you may be eligible for

I agree to this declaration

Signed

Date of signature

Applying on behalf of somebody else

By submitting this application you agree on behalf of the applicant that:

- the rules for using a Blue Badge have been read and understood
- you have the authority to submit this application
- the details provided are complete and accurate
- they won't hold more than one Blue Badge at any time
- your local authority will be told about any changes that may affect their eligibility

You also agree that your local authority may:

- contact the person whose details have been provided if there are any issues with this application or to prevent badge misuse

Read the declaration carefully and only sign it once you are clear.

- if required, arrange a phone-based or in-person assessment for the applicant
- check their eligibility with the information they hold
- suggest other benefits or services that they may be eligible for

I agree to this declaration

Signed

Date of signature

Organisations

By submitting this application you agree that:

- you're authorised to complete this application on behalf of your organisation
- the details you have provided are complete and accurate
- you will tell your local authority about any changes that will affect your organisation's Blue Badge entitlement
- your local authority can check any information they already have about you so that they can process your application

I agree to this declaration

Signed

Date of signature

Read the declaration carefully and only sign it once you are clear.