

Tel: Direct Line (01389) 776499

Email: [bluebadge@west-dunbarton.gov.uk](mailto:bluebadge@west-dunbarton.gov.uk)

Our Ref: BB  
Date:

Your Ref:

**Blue Badge Administration Team**

HSCP, 3<sup>rd</sup> Floor  
Council Offices  
Garshake Road  
Dumbarton  
G82 3PU

Tel: 01389 776499

Email: [bluebadge@west-dunbarton.gov.uk](mailto:bluebadge@west-dunbarton.gov.uk)

Dear Applicant,

*Blue Badge Application Form – Automatic*

Thank you for requesting a Blue Badge Application Form you will find it attached to this letter.

Please complete all relevant sections of the application form, I have also attached the accompanying guidance notes which you may find helpful when completing this form.

When you return your application form you should include 1 passport photo, proof of identity, proof of address and proof of your eligibility criteria.

Your completed application form can be handed into any one the following HSCP offices:

**Council Offices  
Garshake Road  
Dumbarton  
G82 3PU**

**4 Church Street  
Alexandria  
G83 0NP**

**Aurora House  
3 Aurora Avenue  
Queens Quay  
Clydebank G81 1TG**

Please note that you can return forms, collect badges, etc. at the Dumbarton Office from Monday to Friday but ONLY at the following times: 9.00am to 12 noon and 2.00pm to 3.45pm. If these times are unsuitable please phone 01389 776499 to arrange an alternative time.

There is a fee of **£20.00** which is payable by cash on submission of your application form or on collection of your badge.

Yours sincerely,

Blue Badge Admin Team  
West Dunbartonshire Council



# Blue Badge Application Form - Automatic

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. When completing this form you may find the accompanying guidance notes are helpful.

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

## Section 1 – Information about the applicant

If you are completing the form on behalf of an applicant who is under 16 or who is unable to complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf. Further guidance on completing this section can be found in Section 1 of the accompanying guidance note.

**Title** (Mr, Mrs, Miss, Ms, other):

**First names** (in full – maximum of 20 characters):

**Surname** (maximum of 20 characters):

**Gender:** Male  Female  **Date of Birth** (DD/MM/YYYY):   /   /

**Surname at birth** (maximum of 20 characters):

Town:

**Place of Birth:** Country:

**National Insurance Number (16 and over)**  
**NHS Number (for under 16s)**

**Driving Licence Number:**  
(If you hold a driving licence)

**Current address and contact details:**

Address:

Postcode:

Home Tel (including code):

Mobile Tel:

Email:

**Previous address**, if different in the last three years:

Postcode:

**Please indicate your preferred contact method:**

Phone

Mobile

Email

Post

**Do you currently hold a Blue Badge, or have you held a Blue Badge before?** Yes:  No:

**If you have:**

Which local authority issued you with the last badge?

What is the serial number on the last badge?

What is the expiry date of the last badge?

**Proof of your address, dated within the last 12 months:**

We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following options and provide original documentation where relevant:

- Either:**  I give consent to the local authority to check my personal details on the local authority's Council Tax database so that I do not need to submit proof of my address.
- Or:**  I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.
- Or:**  I do not pay Council Tax, I am over the age of 16 and give consent to the local authority to check my address on the electoral register.
- Or:**  I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to the local authority to check school records to confirm their address.

**Proof of your identity:**

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. You should bring the original of **one** of the following documents into our office to be checked (this will be returned to you immediately):

- Birth certificate / adoption certificate       Marriage / Divorce certificate       Passport
- Civil Partnership / Dissolution certificate       Valid driving licence

Please do not post original documents to this office

**Photograph:**

Please enclose a recent passport-style photograph of the applicant taken within the previous six months. The photograph needs to show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle.

Please ensure that the applicant's name is on the back of the photograph and that you complete Section 4 of this form to confirm that the photograph is a true likeness.

**Badge issue fee  
£20.00 Payable to West Dunbartonshire Council**

Payment will only be taken if your application for a Blue Badge is successful. You will only be issued with a Blue Badge once your payment has been received.

**Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:**

(Up to three registration numbers should be nominated, but please remember that other vehicles can be used)


## Section 2 – Eligibility Criteria for ‘without further assessment’ applicants

You will automatically qualify for a Blue Badge if you are more than two years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria listed below.

You will need to provide the appropriate documentation to prove eligibility under one of the criteria.

Please tick one of the following eligibility criteria, If you are unsure whether these apply to you, then please read Section 2 of the guidance notes enclosed with this application form.

- I am blind or registered as blind (severely sight impaired), Please Complete Section 2a.
- I receive the Higher Rate of the Mobility Component of Disability Living Allowance and I have been awarded this benefit:
- Indefinitely or
- For a set period which will end on   /   /
- I receive a Personal Independence Payment (PIP) as I meet a 'Moving Around' descriptor for the Mobility Component because I either cannot stand or can stand but walk no more than 50 metres. This is a score of 8 points or more and I have been awarded this benefit:
- For an ongoing period or
- For a set period which will end on   /   /
- I receive a Personal Independence Payment (PIP) as I meet the 'Planning and Following Journeys' descriptor for the Mobility Component because I can't follow the route of a familiar journey without another person, an assistance dog or an orientation aid. This is a score of 12 points.
- For an ongoing period or
- For a set period which will end on   /   /
- I was in receipt of a fixed term award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment (PIP). I did not receive the Mobility Component of PIP at 8 points or more for the 'Moving Around' or 12 points for the 'Planning and Following Journeys' and I have requested a mandatory reconsideration of that decision with the Department for Work and Pensions (DWP).
- I was in receipt of a lifetime or indefinite award of the Higher Rate of the Mobility Component of Disability Living Allowance immediately before being assessed for Personal Independence Payment.
- I receive a War Pensioners' Mobility Supplement
- Indefinitely or
- For a set period which will end on   /   /
- I receive a tariff within 1-8 (inclusive) of the Armed Forces Compensation Scheme and have been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

**2a) People who are severely sight impaired (blind)  
[Regulation 4(2)(c)]**

Are you registered as severely sight impaired (blind)?

Yes:  No:

If Yes, please state which local authority (council) you are registered with:

If Yes, do you give your consent for us to check the local authority's register of severely sight impaired (blind) or sight impaired (partially sighted) people to see whether your disability is already known to the council?

Yes:  No:

If No, then please indicate whether you have enclosed a copy of:

- if you are an adult – your Certificate of Vision Impairment (CVI) Scotland form or a previous equivalent (BP1 form – Blindness or Defective Vision Form), signed by a Consultant Ophthalmologist and held by your Social Services Department or local visual impairment society.
- if for a child or young person under the age of 16 years – a letter of confirmation of visual impairment including a statement of the severity signed by a healthcare professional in the local Visual Impairment Network for Children and Young People (VINCYP) team.

Yes:  No:

## Section 3 - 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. We have provided a checklist below to help remind you of what you need to enclose.

### Section 1 – Information about you

- Proof of your address, dated within the last 12 months.  
(if you have not given consent for us to check Council Tax / electoral register / school records).
- A passport-style photograph of yourself taken within the previous six months with your name on the back.

### Section 2 – Eligibility Criteria for ‘without further assessment’ applicants

#### People who are blind (severely sight impaired)

- A copy of your Certification of Blindness or Defective Vision (BP1 (3R)) or Certificate of Vision Impairment (CVI) or a previous equivalent, signed by a Consultant Ophthalmologist and held by your Social Services Department or local society (if you have not given us consent to check the blind register).

#### People who received the Higher Rate of the Mobility Component of Disability Living Allowance or Mobility Component of Personal Independence Payment (PIP)

- An original DWP letter detailing the decision/entitlement, this must be issued within the last 12 months or your original annual uprating letter.

#### People who receive the War Pensioner’s Mobility Supplement

- An original letter of entitlement for the War Pensioner’s Mobility Supplement.

#### People who receive an award under the Armed Forces and Reserve Forces (Compensation) Scheme

- An original award letter confirming receipt of tariffs 1-8 under the Armed Forces and Reserve Forces (Compensation) Scheme, which also certifies that you have a permanent and substantial disability which causes inability to walk or very considerable difficulty walking.

## Section 4 – Declarations and Signatures (to be completed by all applicants)

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

- 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 Blue Badge.
- Providing fraudulent information may result in prosecution and a fine.

- I understand 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, the police and parking enforcement officers to detect and prevent fraud.
- I understand any medical information that I 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.
- I confirm that, as far as I know, 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 my local authority of any changes that may affect my entitlement to a badge.
- I confirm that the photograph I have submitted with my application is a true likeness.
- I understand that, if my application is successful, I must not allow any other person to use the badge for their benefit and that I must only use the badge 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 to me with the badge.
- I understand that I must not hold more than one valid Blue Badge at any time.

### Please read and tick the following optional declarations that you consent to.

#### Ticking these boxes will help to improve the service we can offer you

- I consent to the local authority checking any information already held by the local authority’s Social Services department on the basis that:
- It can help determine my eligibility for a Blue Badge;
  - It may speed up the processing of my application;
  - It may enable a decision to be made without the need for a mobility assessment.
- I agree to the disclosure of the information included in this form to other local authority departments/service providers so that I can be informed about other local authority services that may be of benefit to me.



**Your signature against the declarations in Section 4**

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

**If you are unable to sign the form and a guardian or Power of Attorney is signing the form on your behalf, please ensure that the section below is completed;**

<b>Signature of guardian or Power of Attorney:</b>	
<b>Date of application:</b>	(DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Please print name here:</b>	

**Please return this form and relevant documents to any one of the following offices:**

**Council Offices  
Garshake Road  
Dumbarton  
G82 3PU**

**4 Church Street  
Alexandria  
G83 0NP**

**Aurora House  
3 Aurora Avenue  
Queens Quay  
Clydebank  
G81 1TG**

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

# Blue Badge Application Form - Guidance Notes

## What sections of the application form should I complete?

All applicants should complete all Sections of the Application Form.

### Section 1 - Information about you

This section should be completed by all applicants for a Blue Badge. All fields should be filled in.

If you are applying for a Blue Badge on behalf of someone under the age of 16, as they will not have a National Insurance Number you should provide their NHS Number. When you register your child with a GP practice you are given a medical card. The NHS number is printed on the card; each NHS Number is made up of 10 digits shown in a 3-3-4 format, usually as follows 943/476/5919:

Please note that the 'first names', 'surname' and 'surname at birth' fields can only hold up to 20 characters due to badge printing restrictions.

There are questions for those who have already held a Blue Badge or who have a Blue Badge which is due to expire shortly. Applicants should note that only one badge will be valid for one applicant at the same time. The issuing local authority, serial number and expiry date can be found on the front of the badge.

Please ensure you tick the preferred contact method.

### Proof of your identity and address

#### Identity:

You should bring the original of one of the following documents to our office:

- Birth certificate/adoption certificate
- Certificate of British nationality
- Civil Partnership/Dissolution Certificate
- HM Forces ID card
- Identity card for foreign nationals
- Marriage/Divorce certificate
- Passport
- Valid driving licence

We do not keep or photocopy any documents – we simply check them when presented in our office. Please do not post any original documents with your application.

#### Address:

- Award letter from SPVA
- Benefit award letter from DWP
- Confirmation letter from Social Services
- Confirmation letter from School
- Consent to check Electoral Register <sup>(1)</sup>
- Consent to check LA Council Tax database <sup>(2)</sup>
- Consent to check school records <sup>(3)</sup>

- Council tax bill dated in the last 12 months
- Housing benefit award letter
- Pensions
- Valid Driving Licence

You will not need to submit your Council Tax bill if you have ticked the appropriate box in Section 1, which gives your consent for the local authority to check your address on their Council Tax records or electoral register.

If you are completing the application form on behalf of someone under the age of 16, you should give your consent for the local authority to check school records to confirm their address.

## **Photograph**

Photographs supplied for the badge must be in accordance with passport standards, Please note that you do not need the photograph to be certified.

The dimensions of the photograph on the badge are 45mm high by 35mm wide (the standard size used in photo booths in the UK). Larger photographs with the same aspect ratio are acceptable.

Your photos must be:

- printed to a professional standard
- taken within the previous six months
- in colour on plain white photographic paper with no border
- taken against a plain cream or light grey background
- clear and in focus
- without any creases or tears
- unaltered by computer software

Your photos must:

- be a close-up of your full head and upper shoulders
- contain no other objects or people
- be in clear contrast to the background

In your photo, you must:

- be facing forward and looking straight at the camera
- have a neutral expression and your mouth closed
- have your eyes open, visible and free from reflection or glare from glasses
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any 'red eye'
- not have any shadows on your face or behind you

## **Blue Badge Issue Fee**

Payable to West Dunbartonshire Council - £3.29

West Dunbartonshire Council will only issue successful applicants with a Blue Badge once payment of the required fee has been received.

## Other information

You should also provide the Vehicle Registration Numbers of the three vehicles in which you are most likely to use a Blue Badge if your application is successful. This information helps local authorities with their enforcement of the Blue Badge scheme rules, but please note that you can use a Blue Badge in other vehicles too.

## Section 2 – Questions for ‘without further assessment’ applicants

You will be automatically eligible for a badge if you are more than two years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria in Section 2. You will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the allowance. Any documents sent in as proof of entitlement will be returned to the applicant as quickly as possible, once they are no longer needed by the local authority.

### Blind or registered as blind (severely sight impaired)

Please tick this option if you are registered as blind (severely sight impaired). You must also complete section 2a) where you are asked to state the name of the local authority with which you are registered. In many cases, you will be registered with the same authority to which the application for a badge is being made.

If this is not the case, local authorities will check with the named authority that you are registered as severely sight impaired (blind).

The current formal notification required to register as blind (severely sight impaired) is a Certification of Blindness or Defective Vision (BP1 (3R)), or a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are blind (severely sight impaired). Previous equivalents are also acceptable, however, registration is voluntary.

### Higher Rate of the Mobility Component of Disability Living Allowance

Please tick this option if you receive the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA). You will have had an award notice letter from the Pension, Disability and Carers Service (PDCS). You will also have been sent an annual uprating letter stating your entitlement. This uprating letter can be used as proof of receipt of HRMCDLA if your award letter is more than 12 months old. If you have lost your HRMCDLA award letter or your uprating letter, then please contact the PDCS for a current award letter by:

- Telephone: 08457 123 456
- Textphone: 08457 224 433
- Email: DCPU.Customer-Services@dwp.gsi.gov.uk

This helpline is open from 7.30am to 6.30pm Monday to Friday, and further details can be found online at:

[http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG\\_10011925](http://www.direct.gov.uk/en/DisabledPeople/FinancialSupport/DisabilityLivingAllowance/DG_10011925)

### Personal Independence Payment (PIP) 'Moving Around' descriptor for the Mobility Component:

Please tick this option if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Moving Around' descriptors within the Mobility Component:

- [I've decided that] You can stand and then move unaided more than 20 metres but no more than 50 metres. [This gives you a score of 8.]
- [I've decided that] You can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres. [This gives you a score of 10.]
- [I've decided that] You can stand and then move more than 1 metre but no more than 20 metres either aided or unaided. [This gives you a score of 8.]
- [I've decided that] You cannot, either aided or unaided, stand or move more than 1 metre. [This gives you a score of 12.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

-Telephone: 08458 503 322

-Textphone: 08456 016 677

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at <https://www.go.uk/pip>

#### Personal Independence Payment (PIP) 'Planning and Following Journeys' descriptor for the Mobility Component

Please tick this option if you receive Personal Independence Payment (PIP) and your decision letter states that you meet one of the following 'Planning and Following Journeys' descriptors within the Mobility Component:

- [I've decided that] You cannot follow the route of a familiar journey without another person, [an] assistance dog or [an] orientation aid. [This gives you a score of 12.]

Your decision letter, or your annual uprating letter if your decision letter is more than twelve months old, can be used as proof of receipt of the relevant PIP award. If you have lost your PIP decision letter, then please contact DWP for a PIP decision letter by:

-Telephone: 08458 503 322

-Textphone: 08456 016 677

This helpline is open from 8am to 6pm Monday to Friday, and further details can be found online at <https://www.go.uk/pip>

#### War Pensioner's Mobility Supplement (WPMS)

Please tick this option if you receive a War Pensioner's Mobility Supplement (WPMS). You should have an official letter from the Service Personnel and Veterans Agency demonstrating receipt of the grant. You must enclose the original of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

#### Armed Forces and Reserve Forces (Compensation) Scheme

Please tick this option if you received a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and have been assessed and certified by the Service Personnel and Veterans Agency as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. You will have been issued with a letter from the Service Personnel and Veterans Agency confirming the level of your award and also confirming that you have been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking. You must enclose the original of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted via the free-phone enquiry number: 0800 169 22 77.

### **Section 3 – 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.

### **Section 4 – Declarations and Signatures**

The relevant mandatory 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 those that are relevant to your applicant may result in your local authority being unable to accept your Blue Badge application.

You may wish to tick the optional declarations in order to speed up your application and improve the service you receive from your local authority. In doing so, you will be providing specific consent to your authority to allow them to share information about you with relevant departments and service providers within the authority.

All applicants must sign and date the form prior to submitting it. If you are unable to sign the form then a guardian or Power of Attorney may sign the form on your behalf.

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.

If your badge application is successful, the leaflet “The Blue Badge Scheme - Rights and responsibilities in Scotland” will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly. The leaflet can be viewed at [www.bluebadgescotland.org](http://www.bluebadgescotland.org)

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