



BLUE BADGE

Guidance Notes

YOU MAY APPLY ONLINE AT [GOV.UK/APPLY-BLUE-BADGE](https://www.gov.uk/apply-blue-badge) OR READ BELOW ON HOW TO SUBMIT YOUR PAPER APPLICATION

Completed forms and supporting documents can be posted to:-

Blue Badge Team
Department for Communities
Carmarthenshire County Council
Carmarthen
SA31 1LE

You can also take your original documents such as proof of identity to the Hub and they will be able to take copies and verify the documents as necessary.

If you wish to submit these documents and/or application at one of our Hubs, please telephone **01267 234567** to make an appointment. If it is not possible to keep to the appointment, please telephone to rearrange.

Hub	Hub	Hub
Carmarthenshire County Council, 41 Quay Street, Ammanford, Carmarthenshire SA18 3BS	Carmarthenshire County Council, 3 Spilman Street, Carmarthen, Carmarthenshire SA31 1LE	Carmarthenshire County Council, 36 Stepney Street, Llanelli, Carmarthenshire SA15 3TR

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, confirming your relationship to the applicant and, where the applicant has a significant mental impairment with lack of mental capacity, that you are the person responsible for ensuring the legitimate use of the badge. For instance you may have parental responsibility, Guardianship or Power of Attorney rights.

What Sections of the Application Form should I complete?

All individuals should complete Section 1 and Section 9 in addition to ONE of the relevant sections below.

- **SECTION 2, PART A** if you are registered blind (severely sight impaired)
- **SECTION 2, PART B**, if you receive Personal Independence Payments PIP (see overleaf for descriptors)
- **SECTION 2, PART C**, if you receive the Higher Rate Mobility component of the Disability Living Allowance
- **SECTION 2, PART D**, if you receive the War Pensioner's Mobility Supplement
- **SECTION 2, PART E** if you receive the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive)
- **SECTION 3** if you have a permanent and substantial impairment which means you are unable to walk or virtually unable to walk and you have **not** completed and answered 'YES' to any part of **SECTION 2**.
- **SECTION 4** if you are a driver who has an impairment in both arms and is unable to operate, or has considerable difficulty operating, all or some types of on-street parking equipment and you have **not** completed and answered 'YES' to any parts in **SECTION 2**.
- **SECTION 5** if the applicant is a child under the age of three who must be accompanied by bulky medical equipment or who needs to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.
- **SECTION 6** if you have a terminal illness and you have **not** completed and answered 'YES' to any parts in **SECTION 2**.
- **SECTION 7** if the applicant who has a cognitive impairment and has difficulty in planning and following journeys to such an extent that they need constant supervision and has **not** completed and answered 'YES' to any parts in **SECTION 2**.
- **SECTION 8** if the applicant is unable to walk or have considerable difficulty walking and have a temporary but substantial disability which is likely to last for the next 12 months.

SECTION 1

PART A - TO BE COMPLETED BY ALL APPLICANTS - INFORMATION ABOUT THE APPLICANT

This section should be completed by all applicants for a Blue Badge. All fields should be filled in. Contact details for the name of the main point of contact can be included.

If you are applying for a Blue Badge on behalf of someone under the age of 16, then you will need to provide their Child Registration Number. This can be found on Child Benefit documentation.

A drivers licence number is required for those people applying for a Blue Badge due to arm impairments as they will only be eligible to use the badge when they are the driver of the vehicle.

PART B - PROOF OF YOUR ADDRESS

Please tick the consent which is most appropriate for you. If you do not tick any box then we will need to contact you and use some other method of verifying your address and this will delay us processing your application.

In order to select the option to give consent to the Local Authority to check the Communities Department database, you have to be receiving services from the Department for Communities or received a care needs assessment within previous month of application.

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. The name of the school or educational establishment is required.

PART C - PROOF OF IDENTITY

If you have received a previous Blue Badge issued by Carmarthenshire County Council we do not need to recheck your identity. If this is a first-time application with Carmarthenshire County Council we need to check your identity.

- If you hold a concessionary bus pass from Carmarthenshire County Council you do not need to submit the bus pass – please enter the number that is displayed on the bus pass in the space provided.

If you do not hold a concessionary bus pass please submit a certified copy of **ONE** of the following

- Birth certificate/Adoption certificate
- Civil Partnership/Dissolution certificate
- Marriage/Divorce certificate
- Valid Passport, not expired (personal details page)
- Valid driving licence (photocard or paper version)

PART C - PROOF OF IDENTITY (CONT)

A certified photocopy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over.

The individual certifying the documents should sign the photo copy and include the text **“This is a copy of an original document seen by myself”** alongside their signature. They should also print their name and occupation alongside this information. The staff at the Customer Service Centres can also verify any original documents. Please note if you send original documentation with your application in the post, the Local Authority cannot be held responsible for any lost original documents.

These are examples of the type of person that would be suitable to certify and verify proof of identity documents:

Accountant	Nurse (RGN and RMN)
Bank/Building Society Official	Officer of the armed services
Barrister	Optician
Councillor (Local or County)	Pharmacist
Civil Servant	Police Officer
Dentist	Social Worker
Fire Service Official	Solicitor
Justice of the Peace	Surveyor
Licensee of Public House	Teacher, Lecturer
Local Government Officer	Trade Union Official

You can present original documents to the Customer Service Centre and they will copy and certify the documents. If you wish to submit your application/documents at one of our Customer Service Centres, please telephone **01267 234567** to make an appointment. If it is not possible to keep to the appointment, please telephone to rearrange.

Photocopies that are submitted without signatures and certification cannot be accepted and this will delay your application.

PART D - PHOTO

Please enclose a recent colour passport style photograph of the applicant.

Please ensure that the applicants name and date of birth is written on the back of the photograph. The photograph must have a strong definition between face and background and must be:

- in colour
- 45 millimetres in height and 35 millimetres in width (passport size)
- taken within a month prior to the date of the application
- against a light grey or cream background
- undamaged
- free from 'red eye', shadows, reflection or glare from spectacles
- of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons)
- facing forward
- with nothing covering the face
- looking straight at the camera
- with a neutral expression and mouth closed
- with eyes wide open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes)
- in sharp focus and clear
- a true likeness, without amendment

If you are unable to enclose a recent colour passport style photograph, you may make an appointment at one of our Customer Service Centers by telephoning **01267 234567** where a photograph can be taken of you, at present there is no charge for this photograph.

PART E - REPLACEMENT BADGES

There is no charge to the Blue Badge holder for a badge or to replace badges that are stolen and a police crime number is provided. If your Blue Badge is lost, you should report it to Carmarthenshire County Council at any of the addresses shown on Page 2 or by telephoning Carmarthenshire Direct on **01267 234567**.

At present a fee is not currently charged for badges issued as replacements in the case where a badge has been lost or damaged to an extent it cannot be read by people who will be checking the badge when used for parking or other concessions. Please check at the time of application.

SECTION 2

THIS SECTION IS TO BE COMPLETED BY APPLICANTS WHO MAY HAVE AN AUTOMATIC ENTITLEMENT TO A BLUE BADGE WITHOUT ANY FURTHER ASSESSMENT

You will be automatically eligible for a badge if you are three years old or older, 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. Any documentation 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.

PART A - PEOPLE WHO ARE SEVERELY SIGHT IMPAIRED

Please complete this section if you are registered blind (Severely Sight Impaired).

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/reports are also acceptable, however, registration is voluntary.

PART B - PERSONAL INDEPENDENCE PAYMENTS

In order to automatically qualify under this category, you must present a Personal Independence Payment statement of entitlement dated within the last 12 months.

Telephone: **0800 121 4433**

If this letter is not dated within the last 12 months you **MUST** also include your current annual letter dated within the last 12 months.

Personal Independence Payments Descriptors for Mobility Component

In order to automatically qualify for a Blue Badge you must score 12 points on 'Planning and Following Journeys' **OR** 8 points or more on 'Moving Around'.

This helpline is open from 8.00am to 6.00pm Monday to Friday and further information and tools to help you understand Personal Independence Payments (PIP) can be found online at:- www.gov.uk/pip

Blue Badges issued in these circumstances will be issued for the duration of the award of PIP or for three years, whichever is the shorter period.

Personal Independence Payment (PIP) Descriptors

In order to automatically qualify for a blue badge you must have the following points

Planning and following journeys - 12 points required

Descriptor	
F	Can't follow the route of a familiar journey without another person, an assistance dog or an orientation aid.

OR

Moving Around - 8 points or more required

Descriptor	
C	Can stand and then move unaided more than 20 metres but no more than 50 metres.
D	Can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres.
E	Can stand and then move more than 1 metre but no more than 20 metres.
F	Cannot stand or move more than 1 metre.

PART C - HIGHER RATE MOBILITY COMPONENT OF THE DISABILITY LIVING ALLOWANCE

Please complete this section if you are in receipt of the Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA). You will have had an award notice letter from the Department for Work and Pensions (DWP). You will also have been sent an annual letter stating your entitlement. This annual letter can be used as proof of receipt of HRMCDLA if your award letter is dated within the last 12 months. If you have lost your HRMCDLA letter of entitlement then please contact the Department for Work and Pensions.

Telephone: **0800 121 4600**

This helpline is open from 8.00am to 6.00pm Monday to Friday, and further details can be found online at:- <https://www.gov.uk/dla-disability-living-allowance-benefit>

Blue Badges issued in these circumstances will be issued for the duration of the award of HRMCDLA or for three years, whichever is the shorter period.

PART D - WAR PENSIONERS MOBILITY SUPPLEMENT

Please complete this section 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 2277**

PART E - ARMED FORCES AND RESERVE FORCES BENEFIT

Please complete this section if you receive 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 Personal and Veterans Agency as having a permanent and substantial impairment 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 impairment 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 2277**. If you have answered 'Yes' to any part in this section then you need to complete Section 9 to complete your application.

SECTION 3

THIS SECTION IS TO BE COMPLETED BY APPLICANTS WHO DO NOT MEET THE AUTOMATIC ELIGIBILITY CRITERIA BUT HAVE WALKING DIFFICULTIES

If applicants complete this section (Section 3) of the form then the Local Authority will/may contact a Health Care Professional for further information and/or ask you to attend a mobility assessment to determine your eligibility for a blue badge. Section 3 is to be completed if the questions in Section 2 do not apply to you. A permanent impairment is one that is likely to last for the duration of your life. Medical conditions such as asthma, Crohn's disease/incontinent conditions and Myalgic Encephalomyelitis (ME) are not in themselves a qualification for the badge. People with these conditions may be eligible under this criterion, but only if they are unable or have considerable difficulty walking, in addition to their condition.

To qualify for a Blue Badge under this section you must have a permanent and substantial impairment which means you are unable to walk or have considerable difficulty in walking.

Having considerable difficulty walking means being unable to walk very far without experiencing severe difficulty, such as:

- excessive pain
- breathlessness
- speed of walking
- the length of time the person can walk
- the manner of walking or gait (posture, rhythm, co-ordination, balance stride)
- use of walking aids
- outdoor walking ability, including different terrains
- whether effort of walking endangers the applicants life, due to ill health and other health conditions.

It will assist with processing your application if you provide evidence to support your application, this may be available from health care professionals such as:-

- consultants
- hospital specialists
- physiotherapists
- occupational therapists
- pain clinics
- district nurse
- community psychiatric nurse
- social services

This list is not exhaustive but if you provide details of your service provider the Local Authority may be able to contact them to verify your application.

Please remember to enclose the prescription, Attendance Allowance letter and a supporting letter from a health care professional describing the severity of your mobility difficulties.

SECTION 4

THIS SECTION IS TO BE COMPLETED BY APPLICANTS WITH AN IMPAIRMENT IN BOTH ARMS – REQUIRES FURTHER ASSESSMENT BECAUSE THEY DO NOT HAVE AUTOMATIC ENTITLEMENT

Section 4 should be completed by applicants who have a severe impairment in both arms. You will need to show that you are a driver and have a severe impairment in both arms and that you are unable to operate, or have considerable difficulty operating, all or some types of on street parking equipment or pay and display parking equipment. You will need to satisfy all three conditions below in order to obtain a badge.

Conditions that need to be satisfied:

- have a severe impairment in both arms
- you are a driver
- have considerable difficulty operating, all or some types of on street parking equipment or pay and display parking equipment

You will need to enclose a photocopy of your insurance details and driving license. The applicants driving license should be coded as either of the following:-

40 - Adapted steering

79 - Restricted to vehicles in conformity with the specifications stated in brackets.

Local Authorities may make arrangements to meet applicants applying under this category.

SECTION 5

THIS SECTION SHOULD BE COMPLETED FOR APPLICATIONS ON BEHALF OF CHILDREN UNDER THE AGE OF THREE

Section 5 should be completed on behalf of :

- children under three years of age who have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty or
- children under three years of age who have a medical condition which means that they need to be kept near a vehicle at all times, either for treatment or for transportation to a location where treatment can be performed

A parent or guardian must apply on behalf of a child under the age of three.

The list of bulky medical equipment referred to above may include:

- ventilators
- suction machines
- feed pumps
- parenteral equipment
- syringe drivers
- oxygen administration equipment
- continuous oxygen saturation monitoring equipment
- casts and associated medical equipment for the correction of hip dysplasia

A Local Authority may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- tracheotomies
- severe epilepsy/fitting
- highly unstable diabetes and
- terminal illnesses that prevent children from spending any more than brief moments outside and who need a quick route home

Please note that the above lists are not exhaustive, to allow for new advances in technology and treatment equipment.

Please enclose a letter from a healthcare professional that has been involved in your child's treatment (for example your paediatrician) giving details of the child's medical condition and the type of medical equipment they need and provide the healthcare professional's contact. The letter should include a reference to your child's home address to provide the Local Authority with proof of residence. Please also provide the name and address of your family doctor and we will/may contact either or both professionals as part of the application.

SECTION 6

THIS SECTION IS TO BE COMPLETED BY APPLICANTS WHO HAVE A TERMINAL ILLNESS

This section is for people applying for a Blue Badge due to having a terminal illness that limits their mobility. In these cases where life expectancy is limited to six months the Local Authority has the discretion to issue a Blue Badge to make a persons last weeks of life easier. The badge will normally be issued for three years unless they also have an award of HRMCDLA and the Badge will be issued according to that award letter. You will be eligible for a badge if you provide the document DS1500 as evidence in support of your application.

If you do not have this document then please provide the name of your G.P (family doctor) and we may/will contact him/her to help determine your eligibility for a blue badge.

If you have any supporting documents from any other health professionals then please provide this and this may avoid in having to contact your family doctor and will help us to process your application quicker.

Supporting evidence may be available for health professionals such as :

- consultants
- hospital specialists
- physiotherapists
- pain clinics
- district nurse
- community psychiatric nurse
- social services
- hospice worker

This list is not exhaustive.

If you apply under this category, a photo is not required.

SECTION 7

THIS SECTION IS TO BE COMPLETED BY APPLICANTS WHO HAVE A COGNITIVE IMPAIRMENT AND HAVE DIFFICULTY IN PLANNING AND FOLLOWING JOURNEYS TO SUCH AN EXTENT THAT THEY NEED CONSTANT SUPERVISION/OR ARE IN RECEIPT OF THE HIGHEST RATE CARE COMPONENT OF DISABILITY LIVING ALLOWANCE (HRCCDLA)

Section 7 should be completed by applicants who:

- have a cognitive impairment; And
- are unable to plan or follow any journey to such an extent that you/they require constant supervision/or are in receipt of (HRCCDLA)

If you are in receipt of the Higher Rate Care Component of the Disability Living Allowance you must enclose your letter of entitlement which must be dated within the last 12 months.

If you are unable to provide this information please telephone the Department for Work and Pensions on either **0800 121 4600** to request a copy before submitting your application.

Telephone: **0800 121 4600**

This helpline is open from 8.00am to 6.00pm Monday to Friday, and further details can be found online at: <http://www.gov.uk/en/disabledpeople/financialsupport>

Completion of additional form may be required.

Blue Badges issued in these circumstances will be issued for the duration of the award of HRCCDLA or for three years, whichever is the shorter period.

The list of medical conditions this section relates to may include:

- Autism
- Alzheimer's or Dementia
- Stroke Survivors
- Learning Disabilities
- Mental Health
- Head Injuries

Please note this is not an exhaustive list. The criteria is not entirely based on diagnosis of conditions but requires that they meet the safety needs (in bold text above).

Applicants may also apply under this category if they are outside the qualifying age for Personal Independence Payment (PIP) or they chose not to apply for the benefit.

SECTION 8

THIS SECTION IS TO BE COMPLETED BY APPLICANTS WHO HAVE TEMPORARY WALKING DIFFICULTIES AS THEY ARE UNABLE TO WALK OR HAVE CONSIDERABLE DIFFICULTY WALKING AND HAVE A TEMPORARY BUT SUBSTANTIAL DISABILITY WHICH IS LIKELY TO LAST FOR THE NEXT 12 MONTHS.

If applicants complete this Section (Section 8) of the form then the Local Authority may use the Blue Badge Local Authority Verification Toolkit, contact a Health Care Professional or refer you to an independent advisory service for assessment for further information to determine if you are eligible for a Blue Badge.

To qualify for a Blue Badge under this Section you must have a temporary and substantial disability which means you are unable to walk or have considerable difficulty in walking.

It will assist with processing your application if you provide evidence to support your application, this may be available from health professionals such as:-

- consultants
- hospital specialists
- physiotherapists
- occupational therapists
- pain clinics
- district nurse
- community psychiatric nurse
- social services
- macmillan nurses or others involved in patient care

This list is not exhaustive but if you provide details of your service provider the local authority may be able to contact them to verify your application.

SECTION 9

TO BE COMPLETED BY ALL APPLICANTS - DECLARATION AND SIGNATURES

By signing Section 9 you are giving the Local Authority permission to share the information you have provided with relevant Health and Social Care professionals and other agencies for those professionals and agencies to release information to use for the purpose of determining your eligibility for a Blue Badge. Also to contact other council departments (i.e. Council Tax, Electoral Register) to validate proof of address as outlined in **SECTION 1 PART B**.

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.

If your badge application is successful, the leaflet 'The Blue Badge Scheme – Rights and Responsibilities in Wales' will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly.

Blue Badges are normally issued for three years although some badges will be issued for a shorter period and you will need to return your badge if your condition improves and you no longer need the badge. Shortly before your badge expires you will have to apply for a new badge if you wish to continue in the scheme.

Temporary Blue Badges will be issued for 12 months.

When a blue badge is no longer needed due to bereavement the 'Tell us Once' service provided by the local authority will provide a reminder of the duty to return the badge.

For any further help or advice please contact your Local Authority on **01267 234567**.

CHECKLIST OF DOCUMENTS TO ENCLOSE.

Please refer to page 25 & 26 within the Application Form.