# Application form for a disabled person’s parking badge

Before you begin, please read the guidance notes on how to complete this form. Incomplete forms will be returned. Please write clearly in BLOCK CAPITALS.

## Section A - Your details - all applicants

<table>
<thead>
<tr>
<th>Field</th>
<th>Space for Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title (Mr, Mrs, Miss, Ms, Other)</td>
<td></td>
</tr>
<tr>
<td>First names (in full)</td>
<td></td>
</tr>
<tr>
<td>Surname</td>
<td></td>
</tr>
<tr>
<td>National Insurance Number or Child Registration Number</td>
<td></td>
</tr>
<tr>
<td>Date of birth</td>
<td></td>
</tr>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Home phone number</td>
<td></td>
</tr>
<tr>
<td>Work number</td>
<td></td>
</tr>
<tr>
<td>Mobile number</td>
<td></td>
</tr>
<tr>
<td>Email</td>
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</tbody>
</table>

Please return this form to:
The Royal Borough of Kensington and Chelsea  
Accessible Transport Services  
Kensington Town Hall  
Hornton Street, London W8 7NX  
020 7361 2390
### Section B - Badge Details - all applicants

#### Badge details

Are you applying as a  

[ ] Passenger  

[ ] Driver (tick one only)

Badge(s) required  

[ ] Purple (for use in the borough)  

[ ] Blue (for use outside the borough)

Do you have a Blue Badge from another local authority?  

[ ] No  

[ ] Yes

If **yes**, please enclose a photocopy of the front and back of this Blue Badge.

#### Additional details for Blue Badge applicants

This information is a mandatory requirement specified by the Department for Transport. Please note the Council will not be able to issue a Blue Badge without this information.

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Surname at birth</td>
<td></td>
</tr>
<tr>
<td>Town of birth</td>
<td></td>
</tr>
<tr>
<td>Country of birth</td>
<td></td>
</tr>
</tbody>
</table>

#### Payment for the Blue Badge / Collection of badges

Your Blue Badge will cost you £10 to cover the costs of administration, production and postage. You will incur the £10 charge each time a Blue Badge is issued to you (e.g. renewal, lost or stolen).

You need to collect both the Blue and the Purple badges in person from the Town Hall. We will contact you when your badges are ready and explain what identification we need to see when you pick them up.

In order to collect your new badges you will need to surrender your expired Blue Badge at the Town Hall.

Please do not enclose payment with the application. You will be asked to make the payment when you collect your badges from the Town Hall. Payment can be made by the following methods: cash, cheque, postal order or debit card.
Section C - Proofs for Kensington and Chelsea residents

Proof of your identity
You must provide a photocopy of one of the following documents as proof of your identity:

☐ Birth certificate / adoption certificate
☐ Marriage / Divorce certificate
☐ Civil partnership / Dissolution certificate
☐ Valid driving licence
☐ Passport

Proof of your address

1. Is the address given on the front page of this application form your sole or main residence?  
   No ☐ Yes ☐

2. Would you like us to check council tax records to prove your main home is in the borough?  
   No ☐ Yes ☐

If you have answered No to question 2, you need to provide the following:

- One document from the list of evidence in the guidance notes to this form together with consent to check the electoral register:
  Would you like us to check the electoral register to prove your main home is in the borough?  
  No ☐ Yes ☐

  or

- two documents from the list of evidence in the guidance notes to this form.
Section D - Proofs for non-residents applying for a Purple Badge

People who work in the borough

I confirm that my permanent business premises is situated in the Royal Borough

Employer’s name and address

Postcode

You must enclose an official letter on headed paper from your employer confirming the following details:

• name of company
• address of business premises
• whether your employment is permanent or temporary
• how many days per week you work

If you are self-employed, or working in a family business, you must include a letter from your registered accountant or solicitor to confirm this.

People who study in the borough

I confirm that I study at an educational establishment situated in the Royal Borough

Educational establishment’s name and address

Postcode

You must enclose an official letter on headed paper from your school, college or university to confirm the following details:

• name and address of educational establishment
• course title
• term dates

If we issue you a Purple Badge, it will be valid for term-times only.
**Section E - Eligible without further assessment**

People who may be issued with a badge without further assessment are those who are more than two years old and answer yes to one of the following questions:

1. Do you receive the higher rate mobility component of the Disability Living Allowance?  
   No ☐ Yes ☐

2. Have you been awarded 8 points or more of the moving around activity of the Personal Independence Payment?  
   No ☐ Yes ☐

   If yes to questions 1 or 2, please enclose an original entitlement letter issued within the last six months (if so do not have a letter, please phone the Department for Work and Pensions helpline on 0845 7123 456). The letter must state the award period.

3. Are you registered blind (severely sight impaired)?  
   No ☐ Yes ☐

   If yes, please enclose a copy of your ophthalmologist’s report, BD8 or CVI report issued within the United Kingdom.

4. Do you receive a War Pension’s Mobility Supplement?  
   No ☐ Yes ☐

   If yes, please provide a copy of your award letter from the Service Personnel and Veterans Agency. They can be contacted on 0800 169 22 77.

5. Have you been both awarded a lump sum at tariffs 1-8 of the Armed Forces Compensation Scheme and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking?  
   No ☐ Yes ☐

   If yes, please provide a copy of your award letter from the Service Personnel and Veterans Agency. They can be contacted on 0800 169 22 77.

If you have answered yes to any of the above questions, go to page 11 or 12.

Otherwise fill in the relevant part on pages 6 to 10.
Section F - Eligible subject to further assessment

Part 1 - People with serious walking disabilities

Badges are issued to people who have a permanent and substantial disability which causes inability to walk, or very considerable difficulty in walking. In all cases, entitlement depends on the applicant’s difficulty in walking, and considerations such as difficulty in carrying parcels or luggage are not to be taken into account.

What is your disability or medical condition and when did it start?

- date:
- date:
- date:
- date:

If you need more space please continue on page 15.

Surgery you have had or are waiting for:

- date:
- date:
- date:

Please give details of any treatment that you have received in the past twelve months relating to your disability (for example, physiotherapy or attendance at a pain management clinic);

Are you still receiving treatment? No ☐ Yes ☐

If yes, when do you expect the treatment to finish? Date:

Please provide a copy of your current medical prescription list.
**Hospital investigations** in the last 12 months

Hospital:  
Reason:  
Date last seen:  
Date of next appointment:  
Hospital:  
Reason:  
Date last seen:  
Date of next appointment:  

If you need more space please continue on page 15.

Please describe your difficulty in walking.

How far can you walk **before** experiencing serious difficulty?  

What is the **total** distance you are usually able to walk (including rest stops)?

Are you sometimes able to walk further than this?  

Please describe the difficulties you experience at this distance.
## Disabled person’s parking badges

<table>
<thead>
<tr>
<th>Question</th>
<th>Response Options</th>
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<tbody>
<tr>
<td>Do you use a wheelchair outside?</td>
<td>No, Yes, Sometimes</td>
</tr>
<tr>
<td>Do you regularly use a walking aid?</td>
<td>No, Yes, Sometimes</td>
</tr>
<tr>
<td>Who recommended your wheelchair/walking aid?</td>
<td></td>
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<tr>
<td>On what date was your wheelchair/walking aid provided? (if known)</td>
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<tr>
<td>Are you able to travel alone without someone helping you?</td>
<td>No, Yes</td>
</tr>
<tr>
<td>Are you able to walk outside without help?</td>
<td>No, Yes</td>
</tr>
<tr>
<td>If necessary, are you willing to be interviewed by our mobility assessor so we can see how your disability affects your walking?</td>
<td>No, Yes</td>
</tr>
<tr>
<td>Do you need an interpreter?</td>
<td>No, Yes</td>
</tr>
</tbody>
</table>

If necessary, are you willing to be interviewed by our mobility assessor so we can see how your disability affects your walking?  

If we think it is necessary for you to have a mobility assessment and you refuse to come for an interview, this may affect the outcome of your application.
Health Professionals Details

Please give details of your health professional(s) who has treated you in relation to your disability/walking impairment, as we may need to contact them for further information. This could be your physiotherapist, a specialist consultant, or your GP.

Name

Job title

Address

Postcode

Phone number

Date last seen (or approximate date)

Name

Job title

Address

Postcode

Phone number

Date last seen (or approximate date)

Although information from health professionals is considered, the final decision about whether to issue you with a parking badge is made by the Council. This decision is based on your mobility difficulties and not on a medical diagnosis. You may need to attend an interview with our mobility assessor.

▶ now go to page 11 or 12
Part 2 - People with severe disability in both arms (drivers only)

Badges are issued to a person who ‘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’.

- Do you drive regularly? ☐ No ☐ Yes
- Do you have a severe disability in both arms? ☐ No ☐ Yes
- Are you unable to operate, or have considerable difficulty operating, all or some types of parking meter? ☐ No ☐ Yes

Please enclose a letter from your doctor verifying your medical condition.

▶ now go to page 11

Part 3 - Children under the age of three

Children under three years of age may be issue with a badge if they have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around, or need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed. For further info see guidance notes.

Are you applying on behalf of a child who:

1. Suffers from a ‘condition that requires that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty’? ☐ No ☐ Yes

or

2. Suffers from a ‘condition that requires that they must be always kept near a motor vehicle so that they can, if necessary, be treated for that condition on the vehicle or be taken quickly in the vehicle to a place where they can be treated’? ☐ No ☐ Yes

Please enclose a letter from your doctor verifying what type of equipment is required or describe the child’s medical condition and the need for immediate treatment.

▶ now go to page 12
Section G - Fill in this page if you are applying as a DRIVER

Please note as a driver you may only register one vehicle for the Purple Badge. This vehicle must be registered at your address.

Vehicle registration number

Colour, make and model of vehicle

Is this vehicle in commercial use? No ☐ Yes ☐

Is this vehicle a company vehicle? No ☐ Yes ☐

If yes, you need to provide a letter clarifying whether you are the sole driver. The letter must be on the company’s headed paper and signed either by the company director or someone in a senior position other than you.

You need to provide photocopies of the following documents:

☐ Valid UK / EU driving licence

and

☐ V5C registration certificate (we need a copy of the second page);

or

☐ Motability hire agreement (confirming the vehicle registration mark).

► now go to page 13
## Section H – Fill in this page if you are applying as a PASSENGER

You may put forward up to four people who will drive you and whose vehicle registration numbers will be listed on your Purple Badge.

Each of your driver(s) must provide a copy of their Vehicle Registration document (DVLA form V5/V5C) or Motability hire agreement, and a copy of their valid driving licence. Your drivers must also complete a signed ‘Nominated driver’s form’ that is separate to this application form.

### Please list your nominated drivers below

<table>
<thead>
<tr>
<th>Title (Mr, Mrs, Miss, Ms, Other)</th>
<th>Name</th>
<th>Vehicle registration number</th>
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Section I - Contact with third parties

We cannot discuss your application or personal details with anyone for any reason, unless you give us your permission to do so. If you think that we may need to speak with anyone else about this application, please give their details below.

Title (Mr, Mrs, Miss, Ms, Other) 

Surname 

First names (in full) 

Address 

Postcode 

Phone number 

Relationship to you 

Section J - Ethnic origin (optional)

Tick the relevant box. If you do not wish to fill it in, please tick ‘I do not wish to say’.

(a) White (b) Black or Black British (c) Mixed Caribbean (d) Asian or Asian British White/Black Caribbean (e) Chinese British Indian Pakistani Other Chinese

British Irish Other

Caribbean African Other

White/Black African

White and Asian Other

Any other:

I do not wish to say

Now go to page 14.
Section K - Declaration - all applicants

1. I confirm that the photograph I have submitted with my application is a true likeness.

2. I understand and accept that you may withdraw the badge(s) you have issued to me and prosecute me if I have given any information on this form that I know is wrong or untrue.

3. I consent to the Council checking any information already held by the Council’s Social Care department to help determine my eligibility.

4. I consent to the Council contacting my health professional(s) if further medical information is required.

5. I understand that I must promptly inform the Council of any changes that may affect my entitlement to a badge.

6. I understand you will deal with the personal information I provide in line with the Data Protection Act 1998. You will use the information to assess whether I qualify for a disabled person’s parking badge and to manage, monitor and evaluate your services. You will not use my information for any other purpose and you will keep my information in electronic format.

7. I understand that you have to protect the public funds you handle, so you may use the information I have provided on this form to prevent and detect fraud. You may share this information with other sections within the Council, and with agencies such as the police and Transport for London.

8. I will not allow anyone else to use the Badge(s) when I am not present in the vehicle.

By signing and dating this section, I confirm that I have read, understood and agreed each of the above statements.

Your signature, or your representative’s or guardian’s signature       Date
If your representative or guardian is completing this form, they should give their personal details below:

Representative’s or guardian’s name
Contact phone
Address

Postcode

Relationship to you

Notes: