

# DISABLED PERSON'S PARKING BADGES

## Your guide to applying for a badge

**This guide contains extra information to help explain what you need to know to fill in the application form correctly.**

### ELIGIBILITY

The application form reflects all the criteria under which people may qualify for a Blue Badge and the same eligibility criteria is applied to the Royal Borough's Purple Badge scheme. Further information on eligibility criteria for Blue Badges can be found on: [www.direct.gov.uk](http://www.direct.gov.uk)

**You may apply under one of the following criteria:**

Eligible without further assessment	Page on application form
Higher rate mobility component of the Disability Living Allowance	5
Award of 8 points or more of the moving around activity of the Personal Independence Payment (PIP)	5
Registered blind (severely sight impaired)	5
War pensions mobility supplement	5
You have been awarded both the following: <ul style="list-style-type: none"><li>a lump sum benefit at tariffs 1-8 of the Armed Forces and Reserve Forces (Compensation) Scheme <u>and</u></li><li>certification of having a "permanent and substantial disability which causes inability to walk or very considerable difficulty in walking"</li></ul>	5
Eligible subject to further assessment	Page on application form
Serious walking disabilities	6 - 9
People with severe disability in both arms	10
Children under the age of 3	10



## **PAGE 1 of the application form**

### **Photograph requirements**

A photograph is necessary in order to ensure correct use of the badges. It is not a requirement that the photograph is taken in a photo-booth, but it must comply with the requirements for passport photographs, see the following list:

- a colour photograph taken within the last 12 months
- be taken against a plain, light cream or grey background
- show your full head, without any head covering, unless you wear one for religious beliefs or medical reasons
- be taken with your eyes open and clearly visible (no sunglasses or tinted glasses)
- be free from reflection or glare on your glasses, and the frames must not cover your eyes
- not be torn, creased, or marked

If you have difficulties getting a photograph taken in a photo-booth you may take a photograph on a digital camera or mobile phone and email it to [Accessible.Transport@rbkc.gov.uk](mailto:Accessible.Transport@rbkc.gov.uk)

## **PAGE 2 of the application form**

### **Badge details**

A resident would normally apply for both a blue and a purple badge. The purple badge allows free parking in the Royal Borough, and the blue badge is to be used when parking outside the borough.

Please note you cannot hold a purple badge for one vehicle and a residents' parking permit for a second vehicle for this or any other local authority which bases eligibility for a badge or permit on residency.

## **PAGE 3 of the application form**

### **Proof of address**

If you do not want to give permission to check council tax records or electoral register to verify your address you need to provide two proofs from the list below (photocopies are acceptable):

- current council tax bill
- current home contents insurance policy
- bank or building society statement dated within the last three months
- tenancy agreement that covers the full period of the badges which you are applying for
- council or housing association rent statement dated within the last three months
- a letter confirming that your name is on the list of registered electors
- pension or benefit (for example DLA or PIP, income support) entitlement letter dated within the last three months)

You may qualify for a Purple Badge if:

- Your second home is in the Royal borough and you pay the reduced Council Tax for this address because you are disabled.
- You are over 5 years of age and we have placed you in a residential or educational home outside the Borough, but your main family home is still in the Borough.

### **Proof of address for children**

You need to provide two items of proof of your child's permanent address in the Borough. If parent's or guardian's name is on the council tax register or electoral register, and you have given us permission to check, then this will count as one proof of address. Please provide a second proof, in the child's name, from the list below:

- DLA or PIP entitlement letter dated within the last six months
- child benefit letter dated within the last six months
- bank or building society statement dated within the last three months

## **PAGE 4 of the application form**

Complete this section if you do not live in the Borough, but study or work here.

Although you may hold a Blue Badge from another local authority you will not automatically be eligible for a Purple Badge and you may be asked to attend a mobility assessment.

Please note the Council may contact your employer / educational establishment to verify employment / course.

**ELIGIBLE WITHOUT FURTHER ASSESSMENT**

**Question 1**

You need to provide a copy of your Disability Living Allowance (DLA) entitlement notice letter issued within the last twelve months as proof of eligibility (the application form states within six months; however, this will be changed the next time the form is revised).

If your award letter was issued over twelve months ago, you need ask for another copy; please contact the DLA helpline:

*If you were born on or before 8 April 1948:*

Telephone: 0345 605 6055

Textphone: 0345 604 5312

Monday to Friday, 8am to 6pm

*If you were born after 8 April 1948:*

Telephone: 0345 712 3456

Textphone: 0345 722 4433

Monday to Friday, 8am to 6pm

Further details can be found online at: <http://www.direct.gov>

**Question 2**

You need to provide a copy of your Personal Independence Payment (PIP) entitlement notice letter issued within the last twelve months as proof of eligibility (the application form states six months; however, this will be changed the next time the form is reprinted).

If your award letter was issued over twelve months ago, you need ask for another copy; please the PIP helpline:

Telephone: 0345 850 3322

Textphone: 0345 601 6677

Monday to Friday, 8am to 6pm

Further details can be found online at: <http://www.direct.gov>

### **Question 3**

The formal notification required to register as blind (severely sight impaired) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist. We would also accept a copy of your BD8 form. Registration is voluntary; however, we would encourage you to register if you have not already done so as you may also be entitled to various other benefits.

### **Question 4**

If you receive a War Pensioners Mobility Supplement you need to provide a copy of your award letter from the Service Personnel and Veterans Agency. They can be contacted via the free-phone enquiry number: 0800 169 22 77.

### **Question 5**

If you have been awarded both a lump sum benefit at tariffs 1-8 of the Armed Forces and Reserve Forces (Compensation) Scheme and certification of having a “permanent and substantial disability which causes inability to walk or very considerable difficulty in walking” you need to provide a copy of your award letter from the Service Personnel and Veterans Agency. They can be contacted via the free-phone enquiry number: 0800 169 22 77.

**If you meet one of the above criteria you do not need to fill in pages 6 to 10.**

## **PAGES 6 to 9 of the application form**

### **ELIGIBLE SUBJECT TO FURTHER ASSESSMENT**

#### **Part 1 - People with serious walking disabilities**

Complete this section if you have a permanent (i.e. likely to last for the duration of your life) and substantial disability that means you cannot walk, or means you have very considerable difficulty walking.

Please note: medical conditions such as asthma, Crohn's disease/incontinent conditions, autism, Myalgic Encephalomyelitis (M.E.) and other mental/cognitive/intellectual disabilities are not in themselves a qualification for a badge, people with these conditions may be eligible for a badge if they are unable to walk or have very considerable difficulty in walking. Eligibility is not determined by the presence or absence of any particular diagnosis or condition.

Please describe the nature of your disability and give an estimate of the maximum distance you can walk without assistance or severe discomfort.

We understand how difficult it can be to accurately work out the distance you can walk. There are several things that can help you:

- The average double-decker bus is about 11 metres long.
- A full-size football pitch is about 100 metres long.

If you still find it difficult to work out the distance you can walk in metres, please tell us;

- The number of steps you can take, and how long, in minutes, it would take you to walk this distance
- About your walking speed
- The way that you walk, for example, shuffling or small steps etc.

You may be asked to attend an assessment interview with our mobility assessor who is an experienced Physiotherapist. If you provide any medical reports these will be considered, but the final decision regarding your eligibility rests entirely with the Council.

If you have had surgery in the past three to six months (or if you are waiting for surgery in the next three to six months) a mobility assessment cannot be carried out until after the health professional who is providing your rehabilitation treatment tells you that you have reached your maximum level of mobility and that no further improvement is likely. If your period of recovery will take over twelve months, a mobility assessment can be arranged.

The same applies if you are having physiotherapy treatment to improve your mobility. Please provide a copy of the physiotherapy discharge report once you have completed your course of treatment.

## **PAGE 10 of the application form**

### **Part 2 - People with severe disability in both arms**

This is for drivers with a severe disability affecting both arms. You should satisfy all three conditions in order to obtain a badge, that is:

1. drive regularly
2. have a severe disability in both arms and
3. are unable, or find it hard, to use parking meters.

### **Part 3 - Children under the age of three**

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, 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.

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 equipment;
- oxygen administration equipment;
- continuous oxygen saturation monitoring equipment; and
- casts and associated medical equipment for the correction of hip dysplasia.

We will issue a badge if the equipment is always needed and cannot be carried without great difficulty. Badges will be issued to expire on the day following the child's third birthday.

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

- tracheostomies;
- 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.

**PAGES 11 and 12 of the application form**

**Page 11 is to be completed by disabled drivers.**

**Fill in page 12 if you are not able to drive.**

### **Driving licence changes**

Since 8 June 2015, the paper counterpart to the photocard driving licence is not valid and is no longer issued by DVLA. Paper driving licences issued before the photocard was introduced in 1998 will remain valid.

### **Vehicle size**

The size of the vehicle you nominate for your purple badge must be within the following dimensions (unless specially adapted): maximum 5.49 metres (18 feet) long, 1.8 metres (5 feet 11 inches) wide, 2.28 metres (7 feet 6 inches) high. Most regular vehicles are within these dimensions.

## **PAGE 13 of the application form**

### **Ethnic origin**

The purpose of this section is to provide information on whether we are delivering services in an appropriate manner across the whole community. This information is confidential and failing to complete it will not prejudice your application. If you do not wish to fill it in please tick the 'I do not wish to say' box.

## **PAGES 14 and 15 of the application form**

Please read each statement and sign and date to confirm that you have understood and agreed with each statement. A representative or guardian may sign the form on your behalf if you are unable to do so. Unsigned forms will be returned.

## **ADDITIONAL INFORMATION**

### **Terminally ill applicants**

The Council has a fast-track application process for people who have a terminal illness that seriously limits their mobility, to make the final weeks of their life easier. Please contact the Accessible Transport Service team on telephone 020 7361 2390 for further details.



## **Travel Expenses**

Please note that the Council cannot take responsibility for any travel or legal expenses that you incur whilst your application is being processed, regardless of the outcome of your application. Should you be found ineligible, and decide to appeal the Council's decision, you will not be reimbursed by the Council for travel or legal expenses incurred during the appeal procedure, regardless of the outcome of the appeal.

### **Response time - first time applications**

We will respond within 14 working days from when we receive your application form. Please do not ring the Town Hall during this time unless you want to make a major change to your application.

### **Response time - renewal applications**

We will respond within 14 working days if your application is incomplete and we require further information.

If your renewal application is complete, you will hear from us approximately 2 weeks before your old badges are due to expire; we will write to you when the renewed badges are ready for collection.

Please note that late renewal applications cannot be given special priority. In the case of late applications to renew parking badges it is the responsibility of vehicle keepers to ensure that their vehicles are parked legally at all times to avoid parking fines.

## **CONTACT US**

If you have any questions about the application form please contact the Accessible Transport Services team

Telephone: 020 7361 2390  
Fax: 020 7361 3874  
Email: [Accessible.Transport@rbkc.gov.uk](mailto:Accessible.Transport@rbkc.gov.uk)