

# 9. Appendix A: Summary of Blue Badge parking concessions

- 9.1 The parking concessions available to Blue Badge holders are governed by the provisions in the [Local Authorities' Traffic Orders \(Exemptions for Disabled Persons\)\(England\) Regulations 2000](#)<sup>59</sup>.
- 9.2 These Regulations cover traffic orders which are made by local authorities under various sections of the Road Traffic Regulation Act 1984, and which lay down parking restrictions or impose parking charges on motorists. The effect of the Regulations is to require local authorities to include in such orders certain exemptions in favour of vehicles displaying a Blue Badge. This includes:
- allowing badge holders to park free of charge and without time limit at 'on street' parking meters and pay-and-display machines;
  - allowing badge holders to park free of charge and without time limit at 'on-street' disabled parking bays unless signs say otherwise.
  - allowing badge holders to park on single or double yellow lines for up to three hours in England, unless there is a ban on loading or unloading.

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<sup>59</sup> The Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000  
<http://www.legislation.gov.uk/ukxi/2000/683/made>

# 10. Appendix B: Relevant legislation

10.1 The disabled persons' parking badge scheme came into operation on 1 December 1971 by means of Regulations made under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (Badges for display on motor vehicles used by disabled persons). This Act was amended by the Disabled Persons' Parking Badges Act 2013.

10.2 The scheme as it currently stands is governed by the following Regulations:

- the Disabled Persons (Badges for Motor Vehicles) (England) Regulations 2000 ([SI 2000/682](#));
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2000 ([SI 2000/1507](#));
- the Local Authorities' Traffic Orders (Exemptions for Disabled Persons) (England) Regulations 2000 ([SI 2000/693](#));
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2007 ([SI 2007/2531](#));
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment No. 2) Regulations 2007 ([SI 2007/2600](#));
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment Regulations 2011 ([SI 2011/1307](#)).
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) (No.2) Regulations 2011 ([SI 2011/2675](#))
- the Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2013 ([SI 2013/2203](#))
- The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2019 ([SI 2019/891](#))

10.3 Other relevant legislation:

- Section 21A (Recognition of badges issued outside Great Britain) of the [Chronically Sick and Disabled Persons Act 1970](#).
- Sections 115 (Mishandling of parking documents and related offences), 117 (Wrongful use of disabled person's badge) and 142(1)(General interpretation of Act) of the [Road Traffic Regulation Act 1984](#) (provides powers to tackle parking related abuse of the scheme).

10.4 All of the above Statutory Instruments (and the Acts) can also be viewed on [legislation.gov.uk](http://www.legislation.gov.uk) the website of the Keeper of Records, managed by the National Archives <http://www.legislation.gov.uk/>

# 11. Appendix C: Useful related guidance/publications

- 11.1 The [Local Authority Circular June 2011<sup>60</sup>](#), and the [Local Authority Circular November 2011<sup>61</sup>](#) provide information on previous changes to Blue Badge regulations.
- 11.2 The Department for Transport has produced the following leaflets about the Blue Badge Scheme:
- [Blue Badge – can I get one? - Publications - Department for Transport](#)
  - [The Blue Badge Scheme: rights and responsibilities](#)
- 11.3 The Blue Badge Scheme: rights and responsibilities leaflet will be issued to the badge holder as part of the Blue Badge Digital Service.
- 11.4 The DfT is unable to provide hard copies of these leaflets but they can be downloaded free of charge from the DfT website.
- 11.5 Blue Badges, parking discs and wallets, and additional printed copies of the leaflet are available for the relevant price through the Blue Badge Digital Service. Request for additional Blue Badge materials should be raised directly with the Blue Badge Unit.
- 11.6 Other publications which may be of interest are:
- [Inclusive Mobility<sup>62</sup> "Making transport accessible for passengers and pedestrians"](#) published 15 December 2005.
- 11.7 [Gov.UK](#) also provides useful information on the Blue Badge scheme and hosts an online eligibility checker and online application form.

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<sup>60</sup> The Local Authority Circular - June 2011

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/3251/blue-badge-scheme-eligibility-changes.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/3251/blue-badge-scheme-eligibility-changes.pdf)

<sup>61</sup> Local Authority Circular November 2011

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/3253/blue-badge-local-authority-circular-nov-2011.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/3253/blue-badge-local-authority-circular-nov-2011.pdf)

<sup>62</sup> Inclusive Mobility Publication <https://www.gov.uk/government/publications/inclusive-mobility>

## 12. Appendix D: Blue Badge model application form

- 12.1 The model application form has been developed based on findings from the following research studies:
- An independent review of Blue Badge scheme good practices in 2012, which included testing with disabled people through pilot studies;
  - An independent, expert review of the 2014 Blue Badge scheme guidance (completed in 2019) in relation to revised eligibility criteria intended to ensure that applications from people who experience non-visible ('hidden') disabilities are fairly considered.
- 12.2 The model application form is designed to be modular so that, depending on their particular circumstances, local authorities can:
- Join the sections together to create a single application form; or
  - Develop separate application forms for specific eligibility criteria.
- 12.3 **A version of the model application form, which can be modified by local authorities, is available to download.**
- 12.4 The application process is entirely a matter for local authorities to determine, taking account of local circumstances and their procedures for eligibility assessment. [Section 3](#) of the scheme guidance provides practical advice on the design of application forms and processes for handling applications. Use of this model form is at the discretion of each local authority.
- 12.5 In order to ensure quality of data on BBDS from the earliest stages, the badge request pages on BBDS require some mandatory information about applicants. Local authorities considering submitting badge orders will therefore need to ensure they have the following information from individual applicants:
- Full name
  - Surname at Birth if name has changed
  - Gender
  - Date of Birth
  - First line of address
  - Town
  - Postcode
  - Country (defaults to UK)
  - Registration number of a vehicle which the Blue Badge holder will mainly travel in (if applicable)

12.6 The following also needs to be supplied when submitting an individual's badge for printing:

- Confirm residency check has been undertaken
- Confirm identity check has been undertaken
- Eligibility category
- Application Date
- Badge Start Date
- [Badge End Date](#) ()
- Dispatch Method (to applicant or local authority)
- Fulfilment Option (e.g. standard or fast track)
- Reason if a non-standard fulfilment option has been selected
- Either a photo or confirmation that the applicant is terminally ill
- Assessment Type if the Eligibility Category is [Subject to Further Assessment](#) (e.g. independent mobility assessment, desk-based assessment, cross-check of local authority records, insight from expert assessor)
- Issue number (for replacement badges)

12.7 There are other fields for voluntary information, e.g. National Insurance Number.

12.8 The remainder of this appendix is framed around the following sections of the application form:

- Information about the applicant (core questions to gather appropriate personal details);
- Questions for 'without further assessment' applicants;
- Questions for 'subject to further assessment' applicants who experience difficulty when walking;
- Questions for 'subject to further assessment' applicants with disabilities in both arms;
- Questions for 'subject to further assessment' applicants under the age of three;
- Declarations and signatures.

12.9 Each section includes suggested specific guidance points that local authorities may wish to include for applicants to help ensure that they are able to complete the form fully and accurately.

12.10 A set of guidance notes accompanies the application form. Local authorities may wish to produce and provide this to applicants to retain for their future reference.

### **Organisational badges**

12.11 An organisational badge may be issued to organisations whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually

12.12 This application form is intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (e.g. minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see the accompanying guidance notes for a list of the eligibility criteria prescribed in the regulations that govern the scheme.

12.13 **An 'organisation' is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person's badge may be issued.**

Organisational badges will therefore only be issued to an organisation which:

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for an individual Blue Badge; and
- Has a clear need for an organisational badge rather than using the individual Blue Badges of the people it is transporting.

12.14 Organisational badges should only be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge; and must not be used for the employee's benefit when they are carrying out other business on behalf of the organisation. It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge.

12.15 If you are unsure about how to answer these questions, then please read the guidance notes enclosed with this application form.

12.16 The application process is entirely a matter for local authorities to determine, taking account of local circumstances and their procedures for eligibility assessment. [Section 3](#) of the scheme guidance provides practical advice on the design of application forms and processes for handling applications. Use of this model form is at the discretion of each local authority.

12.17 To ensure quality of data on BBDS from the earliest stages, the badge request pages on BBDS require some mandatory information about applicants. Local authorities considering submitting badge orders will therefore need to ensure they have the following information from organisational applicants:

- Organisation Name
- Forename of organisation contact
- Surname of organisation contact
- First line of address
- Town
- Postcode
- Country (defaults to UK)

12.18 The following also needs to be supplied when submitting an Organisational Badge for printing:

- Application Date
- Badge Start Date

- Badge End Date (If not supplied this will be set to 3 years after Badge Start Date)
- Dispatch Method
- Fulfilment Option
- Reason if a non-standard fulfilment option has been selected
- Number of badges to be printed
- Either the organisation's company logo or confirmation that one has not been provided

12.19 Organisational badges will therefore only be issued to an organisation which both:

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for an individual Blue Badge; and
- Has a clear need for an organisational badge rather than using the personal Blue Badges of people it is transporting.

12.20 In all circumstances, badges will be supplied to organisations or departments (e.g. Social Services Department) rather than to individual staff members.

12.21 All employees of the organisation who will be using the badge should be reminded that they must only use the badge for the purposes of transporting disabled people in their care who meet one or more of the eligibility criteria for a badge. These employees should be reminded that if they use the badge to take advantage of the concessions when there are no passengers in the vehicle who are eligible for a badge they will face a fine of up to £1,000.

12.22 It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge. Such operators are, of course, able to use an individual's Blue Badge when carrying that person as a passenger.

12.23 You will be asked to supply the company logo of your organisation if you are applying for an organisational badge. The criteria for these are largely the same as those for photo on individuals' badges.

- Images can be in colour or black + white (in accordance with the company logo).
- The permitted image format is .JPG or .GIF
- The maximum size of the image is 200kb.
- The dimensions of the logo/image on the badge will be 274 pixels (wide) x 354 pixels (high) @ 200dpi (depth of pixels per inch).

This equates to 1.37 inches (wide) by 1.77 inches (high) or 35mm (wide) by 45mm (high).

### 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](http://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.

Has your name changed since birth?





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.

Do you give the local authority permission to check their records to prove your address?

- Yes
- Which records should we check? (Choose one)

If you don't give us permission. You must attach a copy of either: Council tax

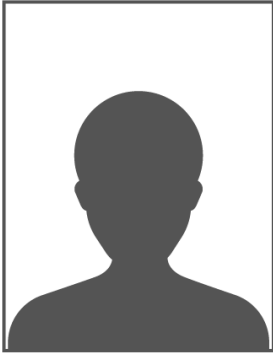
Council tax / Electoral roll / School records

- No  
You must provide a copy of your proof of address

Driving licence  
School records  
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.



Make sure it:

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

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.

## Vehicle Registration

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

- Yes  
Enter the vehicle registration number

- No

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

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.

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

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

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.

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?

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

- 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).

### 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).

### 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?

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

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

Yes  
Enclose the original letter from Veterans UK\* as proof.

No

\*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?

- 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

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

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)

- 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

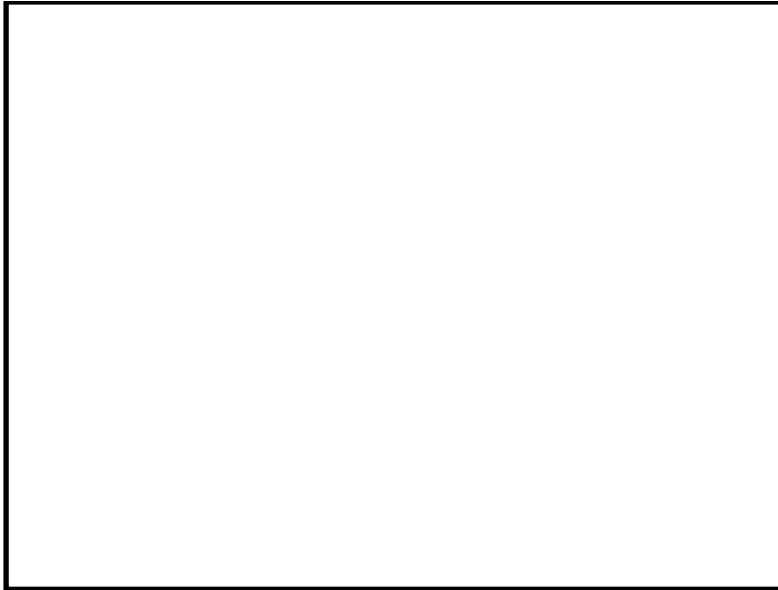
Other  
Describe when you get breathless

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

**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)



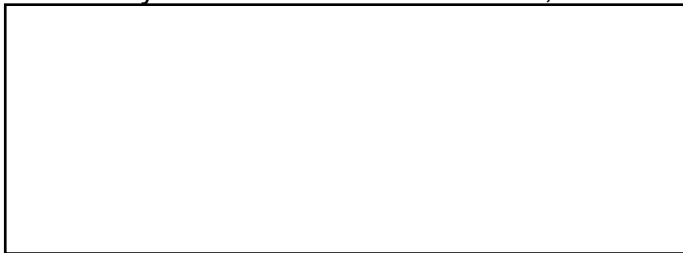


How would you describe your balance or coordination, when walking?

(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

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?

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

### 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

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

**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

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

Entering the name of the condition is optional, but it may help your local authority when they assess your application.

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

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

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

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

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

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

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

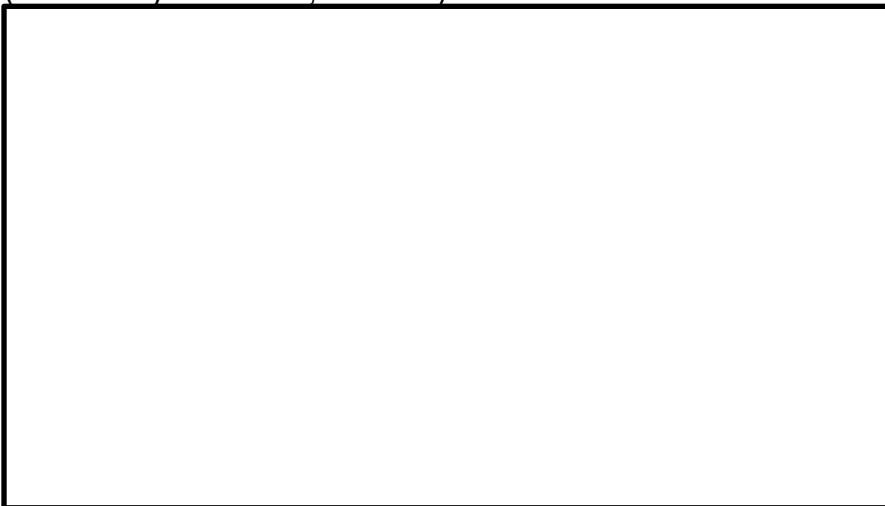
Something else  
Please describe what affects you taking a journey

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Please try and use medical terms, if you know them, to describe any non-visible (hidden) conditions that cause you to severely struggle with journeys between a vehicle and your destination



How would a Blue Badge improve taking a journey between a vehicle and your destination for you?  
(Describe your needs, in detail)



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



(List the measures taken to try to improve journeys)

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

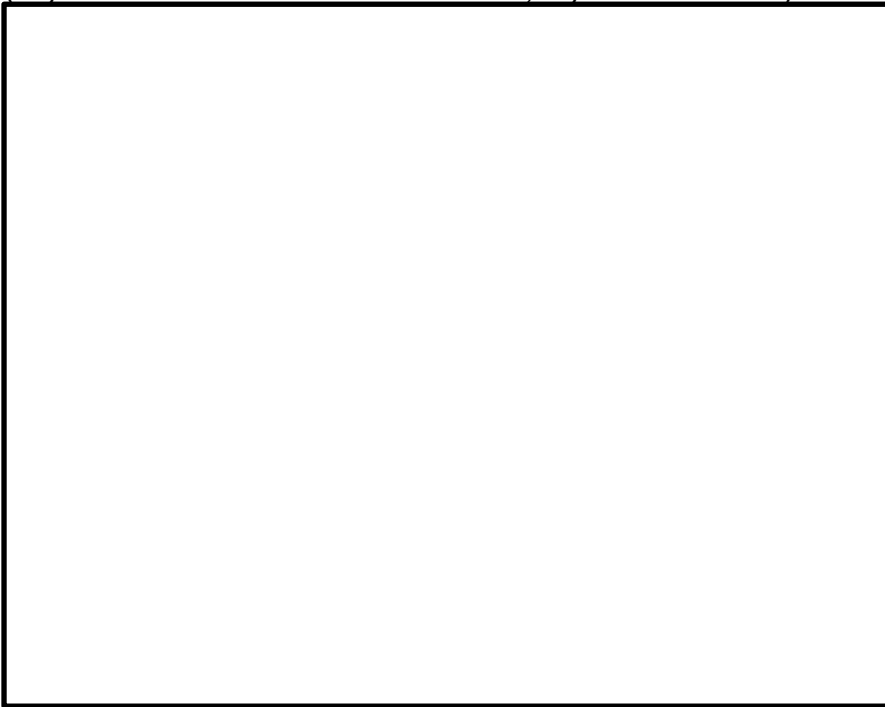
Do you drive regularly?

Yes  
Continue answering the questions in this section

No  
Go to Section 6

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



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

### 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?

### Associated or healthcare professionals

Do you currently see any professionals for your condition?  
(Or if you have seen any in the last 3 years)

- Yes  
Add their details below
- No  
Go to "Supporting documents"

Examples of professionals could be consultants, teachers, therapists, neurologists, psychologists, or psychiatrists

### Associated or healthcare professionals

Name and role of the professional (This cannot only be your GP)	Where do they work? (Include organisation name, address, email, and telephone number if possible)

### 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.*

### Section 8 – Organisation badges

Does your organisation care for people who need a Blue Badge?

Yes

No

Does your organisation transport the people you care for?

Yes

No





*Main phone number (required)*

*Alternative phone number (optional)*

**List the vehicles the badge will be used in**

<i>Vehicle registration number</i>	<i>How often is the vehicle used?</i>

## 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  
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

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

### 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

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

Date of signature

--

## Blue Badge Application Form - Guidance Notes

### Section 1- Applicant Details

- 12.24 This section should be completed by all individual applicants for a Blue Badge. It does not need to be completed if you are applying for an Organisational Blue Badge. All fields should be filled in.
- 12.25 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 serial number can be found on the front of the badge.
- 12.26 **Proof of your identity:** A certified photocopy of one of the following must be submitted with your application:
- your birth/adoption certificate, marriage/divorce certificate, civil partnership/dissolution certificate, valid driving licence or passport.
  - A certified copy is a photocopy of a document that has been verified as being true by a person who holds a certain position of responsibility. The following persons are accepted as being able to verify your true likeness for the purposes of providing proof of identity: [The authority should add here a list of the persons they would accept as a certifying person.]
- 12.27 The individual formally confirming the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name, address, and occupation alongside this information.
- 12.28 **Address:** Proof of address should be in the form of a copy of your Council Tax bill bearing your name and address. This must be submitted with your application.
- 12.29 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.
- 12.30 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.

- 12.31 **Vehicle Registration details for individual badges:** Please record a vehicle registration if the applicant drives themselves, or if they mainly travel in a single vehicle, e.g. a vehicle owned and driven by their spouse or parent/carer. If the applicant does not have their own vehicle, and/or regularly travels in more than one vehicle, they should answer "no".
- 12.32 The requirement for a vehicle registration to be held by a Local Authority is set out in [Section 21\(5\) of the Chronically Sick and Disabled Persons Act 1970](#).
- 12.33 **Blue Badge Issue Fee:** [The local authority should add information about local arrangements for payment of the badge issue fee (where levied)]
- 12.34 Your local authority will only issue successful applicants with a Blue Badge once payment of the required fee has been received.
- 12.35 **Photograph:** The Blue Badge will include a digital photograph which will form part of the badge design. The digital photograph will also be stored on the national database for identification and enforcement purposes.
- 12.36 The requirements for a photograph on the badge are set out in the [Disabled Persons \(Badges for Motor Vehicles\) \(England\) \(Amendment\) No.2 Regulations 2011](#) and follow closely the recommendations for passport photographs: <https://www.gov.uk/photos-for-passports>
- 12.37 The photograph must be a close-up, digital photograph of the head and shoulders of the badge holder. The photograph shall have a strong definition between face and background and shall be:
- In colour;
  - 45 millimetres in height and 35 millimetres in width (passport size);
  - Taken:
    - within the month prior to the date of the application;
    - against a light grey or cream background
  - Undamaged;
  - Free from 'redeye', 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 open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes);
  - In sharp focus and clear;
  - Printed professionally or in digital format;
  - A true likeness, without amendment.

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

- 12.38 You will be eligible for a badge ‘without further assessment’ 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.
- 12.39 Please complete this section if you are registered as severely sight impaired (blind). You are asked to state the name of the local authority or borough 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).
- 12.40 The current formal notification required to register as severely sight impaired (blind) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist, which states that you are severely sight impaired (blind). However, registration is voluntary.
- 12.41 Please complete this section 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 Department for Work and Pensions (DWP). 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 Disability Benefits Centre for a current award using the following details:

If you were born after 8 April 1948

- Telephone: 0800 121 4600
- Textphone: 0800 121 4523
- This helpline is open Monday to Friday, 8am to 7:30pm

If you were born on or before 8 April 1948

- Telephone: 0800 731 0122
- Textphone: 0800 731 0317

This helpline is open Monday to Friday, 8am to 6pm

Further details can be found online at:

<https://www.gov.uk/disability-benefits-helpline>

Information about DLA is available on Gov.UK <https://www.gov.uk/dla-disability-living-allowance-benefit>

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

- You can stand and then move unaided more than 20 metres but no more than 50 metres. (8 points)
- You can stand and then move using an aid, or appliance, more than 20 metres but no more than 50 metres. (10 points)
- You can stand and then move more than 1 metre but no more than 20 metres. (12 points)
- You cannot stand or move more than 1 metre. (12 points)

Your decision letter 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: 0800 121 4433
- Textphone: 0800 121 4493

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

12.42 Please complete this section if you receive a Personal Independence Payment (PIP) and your decision letter states that you meet the following 'Planning and Following a Journey' descriptor within the Mobility Component:

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

Your decision letter 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: 0800 121 4433
- Textphone: 0800 121 4493

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

12.43 Please complete this section if you receive a War Pensioner's Mobility Supplement (WPMS). You should have an official letter from Veterans UK<sup>63</sup> demonstrating receipt of the grant. You must enclose a copy of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted by:

- Email: [veterans-uk@mod.gov.uk](mailto:veterans-uk@mod.gov.uk) or the
- Freephone enquiry number: 0808 1914 2 18.

12.44 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 Veterans UK<sup>64</sup> as having a permanent and substantial disability which causes inability to walk or very considerable difficulty whilst walking. You will have been issued with a letter from Veterans UK confirming the level of your award, and also confirming that you have

<sup>63</sup> Veterans UK replaced the Service Personnel and Veterans Agency (SPVA) on 1 April 2014

<sup>64</sup> Veterans UK replaced the Service Personnel and Veterans Agency (SPVA) on 1 April 2014



been assessed as having a permanent and substantial disability which causes inability to walk or very considerable difficulty whilst walking. You must enclose a copy of this letter as proof of entitlement.

If you have lost this letter, then the agency can be contacted by:

- Email: [veterans-uk@mod.gov.uk](mailto:veterans-uk@mod.gov.uk) or the
- Freephone enquiry number: 0808 1914 2 18.

### Section 3 – Questions for ‘subject to further assessment’ applicants in respect of ‘physical’ disabilities

- 12.45 Section 3 is to be completed if the questions in Section 2 do not apply to you and if you have an enduring and substantial disability which means, during the course of a journey, you cannot walk, or you experience very considerable difficulty whilst walking. An enduring disability is one that is likely to last for a minimum period of three years. **Eligibility for the Blue Badge scheme is not solely determined by the presence or absence of any particular diagnosis or condition.**
- 12.46 All applicants who may be eligible ‘subject to further assessment’ are asked to provide as much information as they can about themselves, any difficulties they experience whilst walking as part of a journey, and details of any enduring and substantial disabilities with which they have been diagnosed.
- 12.47 Please complete this section if you have a physical disability that affects your ability to walk as part of a journey, or because you experience pain whilst walking / as a result of walking.
- 12.48 You are asked to describe the nature of your disability and give an estimate of the maximum distance that you can walk without assistance from another person or severe discomfort. It can be difficult to accurately work out the distance you can walk. There are several things that can help you:
- Ask someone to walk with you and pace the distance you walk.
  - The average adult step is just under 1 metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres (or 100 yards).
  - The average double-decker bus is about 11 metres (or 12 yards) long.
  - A full-size football pitch is about 100 metres (or 110 yards) long.
- 12.49 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.
- 12.50 Your local authority may ask you to have an assessment with a professional, such as a physiotherapist or occupational therapist, to determine whether you meet the eligibility criteria. You may have had an assessment in the last 12 months which covered your walking ability and you can give details of this in the final box of Section 3.

**12.51 Eligibility for the Blue Badge scheme is not solely determined by the presence or absence of any particular diagnosis or condition.**

#### **Section 4 – Questions for ‘subject to further assessment’ applicants in respect of ‘non-visible (‘hidden’) disabilities’**

12.52 Section 4 should be completed if you experience any non-visible (‘hidden’) disabilities (such as very considerable psychological distress) which cause you very considerable difficulty whilst walking as part of a journey. You should also complete this section if, when walking as part of a journey, you pose a risk of serious harm to yourself or others.

12.53 Please provide as much detail as you can about the nature of the difficulty you experience whilst walking as part of a journey, and any measures or coping strategies you use to help manage that difficulty. Travelling with another person – such as a parent / guardian / carer / personal assistant – is an example of a form of coping strategy.

#### **Section 5 – Questions for ‘subject to further assessment’ applicants with disabilities in both arms**

12.54 Section 5 should be completed by applicants who have a severe disability in both arms. You will need to show that you drive a vehicle regularly, that you have a severe disability in both arms and that you are unable to operate, or have considerable difficulty operating, all or some types of on-street parking meters. You will need to satisfy all three conditions above to obtain a badge. Local authorities may make arrangements to meet applicants applying under this criterion.

#### **Section 6 – Questions for ‘subject to further assessment’ applicants under the age of three**

12.55 Section 6 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 must always be kept near a vehicle, so that, if necessary, treatment for that condition can be given in the vehicle, or the child can be taken quickly in the vehicle to a place where such treatment can be given.

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; and
- Casts and associated medical equipment for the correction of hip dysplasia.

12.56 A local authority may issue a badge if the equipment is always needed and cannot be carried without great difficulty.

12.57 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.

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

### **Section 7 – Details of treatments, mediation associated professionals and documents**

12.59 Section 7 must be completed by all applicants.

### **Section 8 – Applications for organisational badges**

12.60 Section 8 must be completed by an employee of the organisation applying for an organisational badge.

### **Section 9 – Declarations and signatures**

12.61 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.

12.62 You may wish to tick the optional declarations 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.

12.63 All applicants must sign and date the form prior to submitting it.

12.64 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.

12.65 If your badge application is successful, the leaflet “The Blue Badge scheme - rights and responsibilities in England” 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 <https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england>

## 13. Appendix E: Cross-checking 'core principles'

13.1 The independent review identified the following set of 'core principles' which may be of benefit to Blue Badge issuing authorities that have yet to implement this practice:

- Appropriate declarations should be incorporated into the Blue Badge application form to enable each applicant to give their permission to the local authority to access existing records held in Adult Social Care and Council Tax departments;
- An identifier, such as the Blue Badge applicant's National Insurance Number or name and address details, should be gathered on the Blue Badge application form and used by local authority administrative staff to look-up the applicant on the Adult Social Care / Concessionary Travel / Council Tax databases;
- Administrative staff members can then review notes from any previous assessments, and view the outcome of these assessments, to see whether the applicant is likely to qualify for a Blue Badge. Notes made in the Adult Social Care database by occupational therapists, physiotherapists and social workers may also contain useful information. For example, this might include whether the Blue Badge applicant has been in hospital and/or the types of care they have been receiving from the Council or local health services;
- Where Council assessments have been undertaken for support in the home, disabled person's parking bays, stair-lifts, and/or ramped access to the property, then Council officers can check any notes kept on existing information systems to see how recently the individual was assessed by a healthcare professional and the outcome of any assessments conducted;
- Award or non-award of these benefits may be considered an indication of previous assessment outcomes. For example, an applicant whose home has been adapted by the council to include wheelchair ramps and a stair-lift is likely to be considered eligible for a Blue Badge under the 'subject to further assessment' walking criterion;
- Where it is not clear from the information on the system whether the applicant may be eligible for a Blue Badge then a member of administrative staff, or the expert healthcare professional the local authority uses to conduct in-person assessments, may wish to contact the occupational therapist/physiotherapist/social worker who conducted the most recent or relevant assessment with the Blue Badge applicant. Through a telephone call, it is often possible to ascertain the extent of the Blue Badge applicant's impairment to determine whether they are eligible for a Blue Badge;
- Ultimately a Blue Badge may be awarded or refused based on the information available if the applicant is clearly eligible or clearly ineligible. It might be self-evident to the local authority that an applicant is eligible or ineligible on the basis

of a desk-based assessment including further insight obtained from relevant health/social care professionals.

- If eligibility is unclear, then certification by an expert assessor, which may include an impartial mobility assessment, is typically used to determine their eligibility for a Blue Badge.

# 14. Appendix F: Desk-based assessment core principles

- 14.1 The following principles are intended as a guide for local authorities wishing to adopt desk-based assessments and were developed by the research team drawing on significant input from expert advisers to the review and experienced practitioners from local authorities that have established desk-based assessments. Their use is not mandatory, and it remains the responsibility of local authorities to determine their assessment procedures.
- 14.2 The independent review showed that whilst desk-based assessments have a role as a filtering mechanism to identify applicants who are clearly eligible or clearly ineligible for a badge, they cannot be successfully used as the sole means of determining all applicants' eligibility for a badge. It is good practice for local authorities to provide scope for an applicant to be referred for certification by an expert assessor, if they are unable to make a clear and robust decision on eligibility using cross-checking or desk-assessment.

## **Design of assessment approach**

- 14.3 The design of the assessment tool is led by healthcare professionals such as those listed in [Table 4.1](#) with an understanding of the Blue Badge eligibility criteria.
- 14.4 The tools are based on the eligibility criteria set out in legislation which governs the Blue Badge scheme, and this guidance note.
- 14.5 Administrative staff members conducting desk-based assessments receive training and mentoring from the healthcare professionals that designed the tool.

## **Evidence of eligibility from the application form**

- 14.6 The desk-assessor's knowledge of relevant medical conditions, disabilities, and trauma rehabilitation, as well as local health services people to turn to for evidence and support, is used to cross-check self-reported information with details of the medical condition they have been diagnosed with. Training and mentoring may be necessary.
- 14.7 The desk-assessor checks that the enduring and substantial disability described by an applicant is consistent with their description of how it currently affects their mobility, by drawing on information provided in the application form.
- 14.8 The assessor seeks detailed information about the applicant's disability gathered through questions on the application form. Self-reported descriptions of the way the applicant walks, types of walking trips they are normally able to make, whether they can walk around the supermarket or use public transport, and qualitative descriptions

of how the applicant's disability affects their ability to walk, can all be used by the assessor as evidence of their eligibility under the walking criteria.

- 14.9 The assessor considers the distance an applicant states they can normally walk from their home, and the amount of time this usually takes, using specific points of reference which can be checked on an online street mapping tool.
- 14.10 The desk assessor considers whether the applicant uses a walking aid, and whether this was prescribed by a healthcare professional or purchased privately, based on responses to questions in the application form.

### **Decision-making**

- 14.11 A quantitative scoring mechanism ensures that administrative staff members do not make subjective decisions that can only be reached by trained healthcare professionals such as occupational therapists and physiotherapists.
- 14.12 A sample (e.g. 5%) of applicants whose eligibility for a Blue Badge has been determined through a desk-based assessment is initially sent for an assessment by an expert assessor, a healthcare professional as defined in paragraph 2(2)(a) of The Disabled Persons (Badges for Motor Vehicles) (England) (Amendment) Regulations 2019 who has knowledge of the Blue Badge eligibility criteria. This enables the local authority to validate its approach and ensure consistency of outcome with expert assessment decisions.
- 14.13 An applicant should be referred for an assessment with an expert assessor if it is not possible to clearly determine their eligibility for a Blue Badge following a desk-based assessment. Where their disability is 'non-physical', meaning that their difficulty with walking includes very considerable psychological distress or means they pose a serious risk of harm to themselves/others when walking, it may be appropriate for the local authority officers to choose an expert assessor who is familiar with the applicant and their disability.
- 14.14 Recourse to an expert assessor is available as a matter of routine when eligibility is unclear, and **not** only if the applicant 'appeals' to request the original decision made through a desk-based assessment is reviewed by the issuing local authority.
- 14.15 If eligibility remains unclear, a badge may not be issued without certification from an expert assessor.

# 15. Appendix G: Core principles for applicants who are 'subject to further assessment'

15.1 The following core principles were identified through research carried out on behalf of the DfT, which are further expanded in this Appendix.

- The core principles identified for applicants who are unable to walk.
- The core principles identified for applicants who experience, during the course of a journey, considerable difficulty whilst walking, including very considerable psychological distress.
- The core principles identified for applicants who, during the course of a journey, would be at risk of serious harm whilst walking, or pose, when walking, a risk of serious harm to any other person.

15.2 These core principles will assist local authorities to design and implement the process for consideration of applications to determine whether it is self-evident that an applicant meets the criteria. That consideration may be informed by the information provided by the applicant and professional input from those regularly involved in an applicant's care, such as specialist nurses or social workers.

15.3 Where a local authority is not able to determine whether it is self-evident that an applicant meets the criteria, then the application should be referred for certification by an 'expert assessor'.

15.4 It should be noted that in the Disabled Persons (Badges for Motor Vehicles (Amendment) (England) Regulations 2019) 'independent mobility assessors' are replaced with 'expert assessors'; examples of which are included in [Table 4.1](#) above. The 'expert assessor' role continues to allow for such impartial mobility assessments as typically previously undertaken by Occupational Therapists (OTs) and Physiotherapists (Physios), and in many cases OTs and Physios will remain the most appropriate expert assessors.

15.5 These core principles are not mandatory, and it remains the responsibility of local authorities to determine their assessment procedures in accordance with the law.

## Core principles for assessing applicants who are unable to walk

### Designing the assessment approach

15.6 The design of the process is led by senior members of the local authority's Blue Badge team - ideally with input from healthcare professionals employed by the local authority (with specialisms such as those set out in [Table 4.1](#)) with an understanding of the Blue Badge eligibility criteria and who have experience of applying clinical reasoning in this context. It may also be appropriate to seek input from expert health



and social care professionals in the local area who could be regularly called upon to provide insights on behalf of their patients (e.g. healthcare professionals involved in the diagnosis and treatment of people who experience severe autism or developmental/behavioural difficulties). This can help to ensure the approach for seeking their insights is practically workable in respect of timescales and mechanisms.

- 15.7 The process is based on the eligibility criteria set out in legislation which governs the Blue Badge scheme, and this guidance note.
- 15.8 Mobility assessments are to be used in cases where an in-person assessment is necessary to determine whether an applicant may qualify for a Blue Badge primarily because, as a result of their enduring and substantial disability, they cannot walk during the course of a journey.
- 15.9 In such cases, where it is not self-evident to a local authority that an applicant has an enduring and substantial disability which means they are unable to walk during the course of a journey, then the individual should be expected to present for an in-person mobility assessment by an expert assessor– unless they experience any non-visible ('hidden') disabilities which could make answering questions or completing an in-person mobility assessment overwhelmingly stressful or intimidating. In cases where in-person assessment is appropriate, assessments begin with the assessor checking the applicant's photograph ID or comparing their appearance against photographs submitted with their application form, to ensure the person presenting for the assessment is the applicant in question.
- 15.10 At the end of the assessment the applicant is given the opportunity to provide any additional information or evidence that they believe will support their application.

### **Decision-making**

- 15.11 The decision-maker cross-references all of the information provided by the applicant and other information derived from the application form and relevant local authority information systems prior to reaching their decision about whether it is self-evident that the applicant has an enduring and substantial disability which causes them to be unable to walk during the course of a journey.
- 15.12 Where an in-person assessment is carried out, the assessor cross-references all of the information provided by the applicant during the assessment with the assessor's observations on the day and other information derived from the application form and relevant local authority information systems prior to reaching their decision about whether the applicant has an enduring and substantial disability which causes them to be unable to walk during the course of a journey.
- 15.13 The assessor considers each aspect of walking (pain, breathlessness, speed, distance, use of walking aids and manner of walking) first in isolation, and then in combination, to reach a decision as to whether they combine to mean the applicant has an enduring and substantial disability which causes them to be unable to walk during the course of a journey.

## Core principles for assessing applicants who experience very considerable difficulty whilst walking, including very considerable psychological distress

### Designing the assessment approach

- 15.14 The design of the process is led by senior members of the local authority's Blue Badge team - ideally with input from healthcare professionals employed by the local authority (with specialisms such as those set out in [Table 4.1](#)) with an understanding of the Blue Badge eligibility criteria and who have experience of applying clinical reasoning in this context. It may also be appropriate to seek input from expert health and social care professionals in the local area who could be regularly called upon to provide insights on behalf of their patients (e.g. healthcare professionals involved in the diagnosis and treatment of people who experience severe autism or developmental/behavioural difficulties). This can help to ensure the approach for seeking their insights is practically workable in respect of timescales and mechanisms.
- 15.15 The process is based on the eligibility criteria set out in legislation which governs the Blue Badge scheme, and this guidance note. It is recommended that administrative staff members responsible for reviewing information gathered through the badge application process, and who oversee requests for further insight, should receive training and mentoring from the senior member of the Blue Badge team and/or healthcare professionals that designed the process.

### Gaining useful insight from the application form

- 15.16 Trained administrative staff review application responses received in relation to the scheme eligibility criteria. In doing so they seek evidence of:
- Examples of how the applicant's disability affects them whilst walking during the course of a journey in such a way that they could be considered to experience 'very considerable difficulty' whilst walking during the course of a journey. In the context of walking between a parked vehicle and a destination this could include, but would not necessarily be limited to, the applicant:
    - Becoming physically aggressive towards others, possibly without intent or awareness of the impact their actions may have;
    - Refusing to walk altogether, dropping to the floor, or becoming a dead-weight;
    - Wandering off or running away, possibly without awareness of surroundings or their associated risks (e.g. nearby roads, car park environments);
    - Disobeying, ignoring and/or being unaware of clear instructions;
    - Experiencing very severe or overwhelming anxiety (e.g. through hypervigilance);
    - Experiencing an overwhelming sense of fear of public/open/busy spaces;
    - Avoiding some/all types of journeys due to the kinds of experiences listed above.

- How commonly the applicant experiences such difficulty whilst walking during the course of a journey.
- Whether any coping strategies are effective in practice.
- Whether treatment or medication received helps the applicant manage any difficulty they experience whilst walking during the course of a journey.
- Which health or social care practitioners involved in the applicant's diagnosis and ongoing treatment could be contacted to provide further insight.
- Any relevant supporting evidence (diagnosis letters, care plans, patient summaries, education health and care (EHC) plans) which may support the application and mean there is no need to seek further insight.

### **Recording the most appropriate assessment approach**

15.17 Trained administrative staff record the assessment process that is to be applied to this application, seeking advice from a team leader or healthcare professionals (such as those set out in [Table 4.1](#)) involved in the design of the process in the event they are uncertain of the most appropriate next steps. The follow-up process could include any combination of:

- Contacting the applicant, or the person who completed their application form;
- Cross-checking with existing local authority health and social care records wherever possible;
- Contacting medical, health/social care practitioners (who may be familiar with the applicant) to seek further insight about the applicant's disability and how it affects them whilst walking during the course of a journey;
- Referring the applicant for an in-person assessment by an expert assessor (if appropriate).

15.18 In some cases, the assessment approach may need to be iterative, with each stage of enquiry informing the next.

### **Seeking insight from relevant professionals**

15.19 Local authorities consider evidence provided with the application from those professionals regularly involved in the care of the applicant such as specialist nurses or social workers. Where necessary, further information may be sought from such sources in writing or by telephone, potentially using a proforma similar to the model proforma set out in Appendix H. Only where a local authority is not satisfied that it is self-evident on the basis of information already gathered that an applicant meets the eligibility criteria would it be expected to appoint an 'expert assessor' to certify an applicant's eligibility.

15.20 Before doing so they take the following into consideration in relation to the impact that enduring and substantial non-visible ('hidden') disabilities appear to have upon the applicant whilst walking during the course of a journey:

- Whether information provided by the applicant, or on their behalf, suggests that they are not likely to meet the relevant eligibility criteria:

- Where this is the case it may be appropriate to either call the applicant to seek further information from them, or to refuse their application (subject to the provision of any additional evidence).
- Whether any written confirmations of diagnoses and/or behavioural summaries prepared by relevant health/social care professionals (and either provided by the applicant or identified through cross-checking of local authority records) offer sufficient evidence that an applicant meets/does not meet the relevant 'subject to further assessment' criteria:
  - Where this is the case, then there may be no need to refer to an 'expert assessor';
  - However, it should be noted that eligibility for a Blue Badge is not solely determined by the presence or absence of any particular diagnosis or condition.
- How an applicants' identified behaviours or difficulties compare with key developmental milestones in relation to the individual's age:
  - This is likely to be particularly relevant in the context of children and young adults who experience learning disabilities;
  - It may also be a consideration for people whose disability is changing over time;
  - In all cases, such behaviours would need to reflect the impact of an enduring and substantial disability if the applicant is to qualify for a Blue Badge.
- Whether the view of an individual health/social care practitioner, such as a specialist nurses or care worker, or several, will be required to inform the local authority's decision-making on the applicant's eligibility for a Blue Badge:
  - The local authority should be prepared to contact any and all relevant health and social care professionals identified by an applicant, or request the applicant to do so where appropriate, in the event this is necessary to inform an objective determination of their eligibility to receive a Blue Badge;
  - In many cases of this nature, it is possible that the views of more than one health/social professionals may be required to provide the local authority with a holistic picture as to an applicant's eligibility, and;
  - It is also expected that the applicant would identify such health/social care professionals through responses provided in their completed Blue Badge application.

15.21 Local authorities are expected to allow 4-6 weeks for this process to be completed. Where it takes longer it would be good practice to inform the applicant of any reasons for delay.

15.22 Where eligibility or ineligibility is self-evident following these steps, a decision may be taken by the local authority. However, if there remains any doubt an authority cannot issue a badge without formal certification from an expert assessor as defined in the Blue Badge regulations.

### **Decision-making**

15.23 A trained local authority decision-maker (which may be an administrative team member, team leader, OT/Physio) cross-references all the information provided in the

applicant's response and supporting evidence, along with any supplementary insights from relevant health and social care practitioners such as a specialist nurse or social worker, and where applicable certification by an 'expert assessor'.

15.24 Evidence and insights from different sources are compared for consistency and considered in the context of the 'subject to further assessment' criteria defined in the scheme regulations and explained in section 4 of this guidance. In the specific context of applicants who may qualify for a badge as a result of non-visible ('hidden') disabilities, the decision-maker reflects thoroughly and objectively upon:

- Whether the applicant has an enduring and substantial disability that affects them whilst walking during the course of a journey;
- Whether they can be considered to experience very considerable difficulty whilst walking during the course of a journey as a result of this disability.

15.25 The decision maker will consider each aspect of walking difficulty first in isolation, and then in combination, to reach a holistic decision as to whether they combine to mean the applicant has an enduring and substantial disability which causes them to experience very considerable difficulty whilst walking during the course of a journey. When considering the evidence and insights available to them, the decision maker will also need to:

- Satisfy themselves that no practical coping strategies could be adopted which might render the need for a Blue Badge unnecessary in most circumstances;
- Consider any views from healthcare professionals involved in the applicant's ongoing care as to the relevance of a Blue Badge to the individual's agreed treatment plan.

15.26 In the event that an administrative member of a local authority Blue Badge team is unable to reach a decision (for example in particularly complex cases, or where a diagnosis has not already been reached by healthcare professionals), it is strongly recommended that the certification by an 'expert assessor' who routinely applies clinical reasoning (such as those set out in [Table 4.1](#)) is sought in order to review the evidence and insights collated on behalf of the local authority.

### **Applicant's manner of walking (where an in-person assessment is carried out by an expert assessor)**

15.27 The expert assessor observes the applicant's manner of walking and notes the degree of effect on their ability to walk during the course of a journey. The impact of the applicant's speed, posture, rhythm/coordination, balance, and stride on their walking ability can be recorded.

15.28 If required, the applicant undergoes a range of functional movement tests as part of the assessment, so the assessor can cross-check the applicant's walking ability with the range of movement they exhibit.

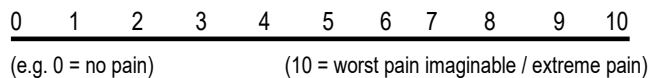
15.29 The applicant describes journeys they normally undertake with details of where they travel from and to in the local area (including any walking), why they have applied for a Blue Badge and the impact it will have on their mobility.

**Underlying medical conditions and impact on walking (where an in-person assessment is carried out by an expert assessor)**

- 15.30 Any enduring and substantial medical conditions or disabilities which impact upon the applicant’s ability to walk during the course of a journey without very considerable difficulty are discussed with the expert assessor.
- 15.31 This enables the assessor to cross-check the information provided by the applicant in their Blue Badge application and also acts as a form of identity check, since it would be reasonable to expect an applicant (or their advocate/personal assistant) to recall details of professionals such as specialist nurses or social workers that have been treating their disability, the frequency with which the applicant visits these professionals, and when they last had an appointment and medication they have been prescribed which is relevant to their walking impairment.
- 15.32 The expert assessor and applicant discuss the applicant's walking ability to gain an understanding of the nature of their walking impairment and determine whether it arises from an enduring and substantial disability which may cause “very considerable psychological distress”.

**Excessive pain**

- 15.33 Pain is subjective, and some people have higher pain thresholds than others. An applicant’s perception of pain can often be measured using a Visual Analogue Scale:



- 15.34 Consideration should be given to exploring whether the applicant experiences pain at rest, whilst walking and after walking.
- 15.35 Where an expert assessor is carrying out an in-person assessment, the applicant’s self-reported experience of pain can be accompanied by probing questions covering: pain clinic involvement and management strategies, the origin of pain (e.g. do they know the cause), where it hurts (location of pain), duration of pain (constant, occasional), description of pain (burning, aching, stabbing), the type of medication the applicant uses (analgesics etc) and whether they take them.
- 15.36 The applicant’s self-reported level of pain can be checked against visual signs of pain on an applicant’s face and in their demeanour (sweating, pallor, shaking, grimacing).

**Breathlessness**

- 15.37 Breathlessness can be measured using a range of tools, such as the Medical Research Council’s Dyspnoea Scale:

Medical Research Council's Dyspnoea Scale		
Are you troubled by shortness of breath when hurrying on level ground or walking up a slight hill? Yes / No	If No	MRC Grade 1

Medical Research Council's Dyspnoea Scale		
If YES, do you get short of breath walking with other people of your own age on level ground? Yes / No	If No	MRC Grade 2
If YES do you have to stop for breath whilst walking at your own pace on level ground? Yes / No	If No	MRC Grade 3
If YES do you get too breathless to leave your home, or do you get breathless after dressing? Yes / No	If No	MRC Grade 4
	If Yes	MRC Grade 5

- 15.38 Where an expert assessor is carrying out an in-person assessment, the applicant's reported breathlessness should also be checked against visual signs of shortness of breath, and any difficulty maintaining conversation while walking or recovering from the effort of walking.
- 15.39 An applicant rated at MRC Grade 3 or above may be considered eligible for a Blue Badge if an assessor's observations support the applicant's self-reported degree of breathlessness. An applicant rated at MRC Grade 1 or 2 may still qualify for a Blue Badge under the other aspects of the walking criterion.

### Walking speed and distance

- 15.40 The applicant is observed during the assessment by the expert assessor and timed walking over a pre-measured distance as part of the assessment. For example, assessors can observe the applicant mobilising to the interview/assessment room from a reception area and measure the time it takes them to cover this pre-measured distance for a quantitative measure of their walking pace.
- 15.41 If an applicant requires regular stops to manage severe discomfort (pain and/or breathlessness) and/or fatigue then the assessor can consider issues such as the duration of pauses, and the frequency with which they occur, when determining whether the applicant finds walking very difficult.
- 15.42 It may be helpful to consider the total distance and time that an applicant can walk for without severe discomfort and balance this against the amount of time they spend pausing or resting
- 15.43 If an applicant is unable to walk 30 metres (33 yards) in total, then their walking ability is not appreciable, and they can be deemed as having very considerable difficulty in walking.
- 15.44 The applicant may be deemed eligible if they can walk 30-80 metres (33-87.5 yards) without pain or breathlessness but demonstrate very considerable difficulty in walking through a combination of other factors (e.g. extremely slow pace and/or their manner of walking).
- 15.45 Applicants who can walk more than 80 metres (87.5 yards) and do not demonstrate very considerable difficulty in walking through any other factors would not be deemed as eligible.



## **Use of walking aids**

- 15.46 The fact that a walking aid is or is not used may be relevant to the eventual decision, but this alone should not determine whether or not a Blue Badge is issued.
- 15.47 For example, if a person can walk relatively normally with the use of an artificial leg or walking stick, then, in the absence of other relevant factors, they should not be considered as eligible to receive a Blue Badge.
- 15.48 It may be pertinent to consider whether an applicant is using any walking aids in a correct manner when determining whether they have very considerable difficulty in walking.
- 15.49 It may also be pertinent to consider whether an applicant who is not using any form of walking aid at the time of their application could improve their walking ability, to the extent that they would no longer demonstrate very considerable difficulty in walking, through the correct use of such an aid.

## **Core principles for assessing applicants who would be at risk of serious harm when walking, or pose, when walking, a risk of serious harm to any other person**

### **Designing the assessment process**

- 15.50 The design of the process is led by senior members of the local authority's Blue Badge team - ideally with input from healthcare professionals employed by the local authority (with specialisms such as those set out in [Table 4.1](#)) with an understanding of the Blue Badge eligibility criteria and who have experience of applying clinical reasoning in this context. It may also be appropriate to seek input from expert health and social care professionals in the local area who could be regularly called upon to provide insights on behalf of their patients (e.g. healthcare professionals involved in the diagnosis and treatment of people who experience severe autism or developmental/behavioural difficulties). This can help to ensure the approach for seeking their insights is practically workable in respect of timescales and mechanisms.
- 15.51 The process is based on the eligibility criteria set out in legislation which governs the Blue Badge scheme, and this guidance note.
- 15.52 It is recommended that administrative staff members responsible for reviewing information gathered through the badge application process, and who oversee requests for further insight, should receive training and mentoring from the senior member of the Blue Badge team and/or healthcare professionals that designed the process

### **Gaining useful insight from the application form**

- 15.53 Trained administrative staff review application responses received in relation to the scheme eligibility criteria. In doing so they seek evidence of:
- Examples of how the applicant's enduring and substantial disability affects them when walking during the course of a journey in such a way that they could be considered to present a risk of causing serious harm to themselves or others when walking. In the context of walking between a parked vehicle and a



destination this could include, but would not necessarily be limited to, the applicant:

- Becoming physically aggressive towards others, possibly without intent or awareness of the impact their actions may have;
  - Refusing to walk altogether, dropping to the floor, or becoming a dead-weight;
  - Wandering off or running away, possibly without awareness of surroundings or their associated risks (e.g. nearby roads, car park environments);
  - Disobeying, ignoring and/or being unaware of clear instructions;
  - Experiencing very severe or overwhelming anxiety (e.g. through hypervigilance);
  - Experiencing an overwhelming sense of fear of public/open/busy spaces;
  - Experiencing serious harm or causing serious harm to others;
  - Avoiding some/all types of journeys due to the kinds of experiences listed above.
- How commonly the applicant experiences such difficulty, or risks causing such harm, when walking during the course of a journey, and the potential consequences for the applicant/others.
  - Whether any coping strategies are effective in practice.
  - Which health or social care practitioners involved in the applicant's diagnosis and ongoing treatment could be contacted to provide further insight.
  - Any relevant supporting evidence (diagnosis letters, care plans, patient summaries, education health and care (EHC) plans) which may support the application and mean there is no need to seek further insight.

### **Recording the most appropriate assessment approach**

15.54 Trained administrative staff record the assessment process that is to be applied to this application, seeking advice from a team leader or healthcare professionals involved in the design of the process in the event they are uncertain of the most appropriate next steps. The follow-up process could include any combination of:

- Contacting the applicant, or the person who completed their application form;
- Cross-checking with existing local authority health and social care records wherever possible;
- Contacting medical, health/social care practitioners, such as specialist nurses or care workers, (who may be familiar with the applicant) to seek further insight about the applicant's condition and how it affects them when walking;
- Referring the applicant for an in-person assessment carried out for certification by an 'expert assessor' (if appropriate).

In some cases, the assessment approach may need to be iterative, with each stage of enquiry informing the next.

## Seeking insight from relevant professionals

15.55 Local authorities consider evidence provided with the application from those professionals regularly involved in the care of the applicant such as specialist nurses or social workers. Where necessary, further information may be sought from such sources in writing or by telephone, potentially using a proforma similar to the model proforma set out in Appendix H. Only where a local authority is not satisfied that it is self-evident on the basis of information already gathered that an applicant meets the eligibility criteria would it be expected to appoint an 'expert assessor', to certify an applicant's eligibility.

15.56 Before doing so they take the following into consideration in relation to the impact that enduring and substantial non-visible ('hidden') disabilities appear to have upon the applicant when walking during the course of a journey:

- Whether information provided by the applicant, or on their behalf, suggests that they are not likely to meet the relevant eligibility criteria:
  - Where this is the case it may be appropriate to either call the applicant to seek further information from them, or to refuse their application (subject to the provision of any additional evidence).
- Whether any written confirmations of diagnoses and/or behavioural summaries prepared by relevant health/social care professionals (and either provided by the applicant or identified through cross-checking of local authority records) offer sufficient evidence that an applicant meets/does not meet the relevant 'subject to further assessment' criteria:
  - Where this is the case, then there may be no need to refer to an 'expert assessor';
  - However, it should be noted that eligibility for a Blue Badge is not solely determined by the presence or absence of any particular diagnosis or condition.
- How an applicant's identified behaviours or difficulties compare with key developmental milestones in relation to the individual's age:
  - This is likely to be particularly relevant in the context of children and young adults who experience learning disabilities;
  - It may also be a consideration for people whose disability is changing over time;
  - In all cases, such behaviours would need to reflect the impact of an enduring and substantial disability if the applicant is to qualify for a Blue Badge.
- Whether the view of an individual health/social care practitioner, or several, will be required to inform the local authority's decision-making on the applicant's eligibility for a Blue Badge:
  - The local authority should be prepared to contact any and all relevant health and social care professionals identified by an applicant, or request the applicant to do so where appropriate, in the event this is necessary to inform an objective determination of their eligibility to receive a Blue Badge;
  - In many cases of this nature, it is possible that the views of more than one health/social professionals may be required to provide the local authority with a holistic picture as to an applicant's eligibility; and

- It is also expected that the applicant would identify such health/social care professionals through responses provided in their completed Blue Badge application.

15.57 Local authorities are expected to allow 4-6 weeks for this process to be completed. Where it takes longer it would be good practice to inform the applicant of any reasons for delay.

15.58 Where eligibility or ineligibility is self-evident following these steps, a decision may be taken by the local authority. However, if there remains any doubt an authority cannot issue a badge without formal certification from an 'expert assessor' as defined in the Blue Badge regulations.

### **Decision-making**

15.59 A trained local authority decision-maker (which may be an administrative team member, team leader, OT/Physio) cross-references all of the information provided in the applicant's response and supporting evidence, along with any supplementary insights from relevant health/social care practitioners, such as a specialist nurse or social worker, involved in the diagnosis and treatment of the applicant's condition.

15.60 Evidence and insights from different sources are compared for consistency and considered in the context of the 'subject to further assessment' criteria defined in the scheme regulations and explained in section 4 of this guidance.

15.61 The decision maker will consider each aspect of walking difficulty first in isolation, and then in combination, to reach a holistic decision as to whether they combine to mean the applicant could present a real risk of causing harm to themselves/others when walking. When considering the evidence and insights available to them, the decision maker will also need to:

- Satisfy themselves that no practical coping strategies could be adopted which might render the need for a Blue Badge unnecessary in most circumstances;
- Consider any views from healthcare professionals involved in the applicant's ongoing care as to the relevance of a Blue Badge to the individual's agreed treatment plan, and whether receipt of a badge would be in the applicant's best interests;
- Consider the degree of severity and likelihood of any risks associated with serious harm to the applicant/others when they are out walking. Receipt of a Blue Badge would be expected to significantly reduce such risks, thereby enabling an applicant to make journeys in greater safety and/or complete journeys that they would not otherwise be able to undertake.

15.62 In the event that an administrative member of a local authority Blue Badge team is unable to reach a decision (for example in particularly complex cases, or where a diagnosis has not already been reached by healthcare professionals), it is strongly recommended that certification by an 'expert assessor' who routinely applies clinical reasoning (such as those set out in [Table 4.1](#)) is sought in order to review the evidence and insights collated on behalf of the local authority.

## 16. Appendix H: Model proforma for seeking further information from health and/or social care professionals”

- 16.1 *This model proforma has been developed to assist local authorities when seeking further information from health and/or social care professionals where this is required to further and/or corroborate information provided by individuals who may be eligible to receive a Blue Badge primarily as a result of non-visible ('hidden') disabilities they experience.*
- 16.2 *The model proforma has been developed based on the findings of the 2019 independent review. Local authorities may wish to use it as a template, adapt it for their own needs or come up with an alternative process.*
- 16.3 *Expert medical advisors consulted through the 2019 independent review suggested that they would not require payment if the time required to provide information on a Blue Badge applicant's condition was 30mins or less per-applicant. They noted that a proforma posted to them, which could either be completed and returned by post or via a secure online form, would be the optimum approach to seeking their insight.*
- 16.4 *The questions within the proforma are designed to be agnostic of condition, to ensure they can be interpreted and answered by professionals across a broad spectrum of health and social care expertise and are therefore applicable to the widest possible array of applicants. The proforma deliberately includes background information on objectives of the Blue Badge scheme, the relevant eligibility criteria, and what the award of a Blue Badge is expected to achieve. This is intended to ensure health and social care professionals approached through this process are able to provide relevant insights in the full knowledge of scheme objectives and the 'subject to further assessment' eligibility criteria.*
- 16.5 *This appendix should be considered alongside section 4 of the guidance and Appendix G (which summarises the core principles of seeking insight from health and social care professionals).*

## Information for Health and Social Care Professionals

### Scheme Information

The Blue Badge (Disabled Persons) Parking Scheme is a national scheme – administered by local authorities – that allows disabled people in England to maintain their independence by enabling them to park as close as possible to their destination. A badge can be awarded to any individual who has an enduring and substantial disability which causes them to:

- Be unable to walk;
- Experience very considerable difficulty whilst walking, which may include very considerable psychological distress, and / or;
- Be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person.

The term 'enduring' is defined as any disability that is not expected to improve within the next 3 years (the life of a Blue Badge) to an extent that would mean the individual no longer qualifies as based on the criteria above. When considering an individual's eligibility for a Blue Badge, local authorities in England holistically consider the impact that both physical and non-physical ('hidden') disabilities have upon an individual when they are walking during the course of a journey.

In all cases, to award a badge, local authorities must be able to satisfy themselves that a badge would enable the applicant to undertake a journey that would not have otherwise been possible, or only possible with very considerable difficulty. A local authority should only award a badge if they are satisfied that the individual meets the Scheme criteria.

Why have you received this request?

This proforma has been sent to you by [insert local authority name] to obtain additional information in relation to the application for a Blue Badge received from:

- [Name of applicant]
- [D.O.B. of applicant]
- [Address of applicant]

In completing their application form, the applicant has granted [insert local authority name] permission to request supporting evidence, including medical evidence that will inform the local authority's ability to determine their eligibility for a Blue Badge. They have identified you as one of the health/social care professionals involved in their diagnosis, care or ongoing treatment. Your insights into the individual's experience of any disabilities or conditions they have been diagnosed with, or which are in the process of being diagnosed, will help the local authority to determine their eligibility to receive a Blue Badge.

We therefore request that you kindly complete the proforma honestly and based upon your professional involvement with the applicant. Your responses will be reviewed by the local authority in conjunction with information from other sources to inform their decision-making.

If you have any questions about the enclosed application form, please contact [insert phone number / email address / contact name] at [insert local authority name].

**Section 1 General Information**

Please provide the following information about yourself:

Title:	<input type="checkbox"/>	Dr	<input type="checkbox"/>	Mr	<input type="checkbox"/>	Mrs	<input type="checkbox"/>	Miss	<input type="checkbox"/>	Ms
	<input type="checkbox"/>	Other (please specify)								

Full name:

Gender:	<input type="checkbox"/>	Male	<input type="checkbox"/>	Female
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Full job title:

Work address:

Work email address:

Daytime phone no.:

Are you registered to the Health and Care Professions Council (HCPC)

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, please provide your HCPC registration no:

--	--	--	--	--	--	--	--	--	--

Are you registered to the General Medical Council (GMC)?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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If yes, are you on the Specialists' register?

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
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Please provide your GMC registration no:

--	--	--	--	--	--	--	--	--	--

Please state your relationship to the applicant and the services you provide to them specifically.

*Which of the following most accurately describes how frequently you see the applicant in a professional capacity?*

<input type="checkbox"/>	Daily	<input type="checkbox"/>	Weekly	<input type="checkbox"/>	Monthly	<input type="checkbox"/>	Several times a year
<input type="checkbox"/>	Annually	<input type="checkbox"/>	Less frequently	<input type="checkbox"/>	Never		

*When was the last time you saw the applicant in your professional capacity?*

(MM:YYYY)			/				
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**Section 2 Corroborating Evidence**

*What disability/disabilities are you aware that the applicant has been diagnosed with? Please state below and include any relevant documentation that you have as part of your submission e.g. letters of diagnosis.*

*What role, if any, did you play in the diagnosis of the applicant's disability/disabilities condition(s)?*

*Please explain which, if any, of the applicant's disability/disabilities conditions / disabilities could be described as 'enduring'?*  
*An 'enduring' disability is defined as any disability that is not expected to improve within the next 3 years (the life of a Blue Badge) to an extent that would mean the individual no longer qualifies for a badge.*

*Please explain which, if any, of the applicant's disability/disabilities conditions / disabilities could be described as 'substantial'?*

*A 'substantial' disability is defined as any disability that causes the applicant, during the course of a journey, to: be unable to walk; experience very considerable difficulty whilst walking, which may include very considerable psychological distress or other non-visible ('hidden') disabilities, and/or; be at a risk of causing serious harm to themselves or to any other person when walking.*

*Are you aware of any instance where the applicant has experienced very considerable difficulty whilst walking between a vehicle and their destination, or been at risk of serious harm, or posed a risk of serious harm to another person, as a result of any of the disabilities described above?*

<input type="checkbox"/>	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Unsure, based on my exposure to the applicant
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*Please explain your answer:*

*Based on your knowledge of the applicant's disability, to what extent do you think they are likely to experience the following difficulties whilst walking between a vehicle and their destination?*

<i>(Please circle one option for each of kind of difficulty experienced whilst walking)</i>	<i>Never (not happened before)</i>	<i>Occasionally (only on some journeys)</i>	<i>Regularly (more often than not)</i>	<i>Always (every journey)</i>	<i>Unsure / don't know</i>
<i>Become physically aggressive towards others, possibly without intent or awareness of the impact of their actions?</i>	--	--	--	--	--



<i>Refusal to walk, dropping to the floor, becoming a dead-weight?</i>	--	--	--	--	--
<i>Wandering off, or running away, possibly without awareness of surroundings or their associated risks?</i>	--	--	--	--	--
<i>Disobeying, ignoring and/or being unaware of clear instructions?</i>	--	--	--	--	--
<i>Experiencing very severe or overwhelming anxiety (e.g. through hypervigilance)?</i>	--	--	--	--	--
<i>Experiencing an overwhelming sense of fear of public / open / busy spaces?</i>	--	--	--	--	--
<i>Experiencing serious harm, or causing serious harm to others?</i>	--	--	--	--	--
<i>Other (please specify)</i>	--	--	--	--	--

*Please provide any further relevant information here:*

*Please identify any coping strategies of which you are aware that the applicant uses to manage / mitigate their symptoms or problematic behaviours and explain their effectiveness or likely effectiveness?  
Coping strategies could include e.g. travelling with a companion, prescribed medication, cognitive techniques*

*Should the local authority need to discuss this individual's case with you in more detail, please identify the means through which you'd prefer to be contacted.  
Please tick as many as relevant.*

*Note that, in the majority of cases, we would not expect further contact to be necessary, but it may be, for instance, in the case of appeal.*

<input type="checkbox"/>	<i>Phone</i>	<input type="checkbox"/>	<i>Email</i>	<input type="checkbox"/>	<i>Letter</i>
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<input type="checkbox"/>	<i>I don't wish to be contacted further</i>
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*I hereby certify that the information I have provided is:*

*Based on upon my professional insights into the applicant's condition.*

*Given in good faith, and to the best of my knowledge.*

*Provided independently of any interest in the applicant's receipt of a Blue Badge.*

*Signature:* \_\_\_\_\_

*Date:* \_\_\_\_\_

# 17. Appendix I: Core principles of Blue Badge reapplications

- 17.1 The independent review identified the following set of 'core principles' on the Blue Badge reapplication process. They are intended as a guide for local authorities and were developed by the independent review research team drawing on significant input from experienced practitioners. Their use is not mandatory and it remains the responsibility of local authorities to determine their renewal process.

## Core principles of the reapplication process

### Common to all reapplying applicants

- 17.2 Send all badge holders a reapplication reminder three months in advance of the expiry date of their Blue Badge.
- 17.3 Verify the applicant's address and contact details, and personal information are correct, updating the Council's records as necessary.
- 17.4 Update the vehicle registrations held on record by the local authority to aid the continuing enforcement of the Blue Badge Scheme.
- 17.5 Secure the return of the expired Blue Badge so that it can be destroyed, retaining a note of this Badge's serial number on the applicant's Blue Badge record.

### Without further assessment individual applicants

- 17.6 Verify that the applicant continues to demonstrate eligibility under the 'without further assessment' criterion.
- 17.7 This can be achieved by checking local authority records, such as the Blind Register for those registered blind or requesting a copy of their CVI form. For proof of their entitlement for HRMCDLA requesting original copy of their award letter (less than 12 months old) or their annual uprating letter from the Disability Benefits Centre. For proof of entitlement to PIP, requesting the original decision letter. If in any doubt contact the PIP Enquiry Service on 0800 121 4433. For those awarded WPMS/AFCS requesting an original copy of their award letter from Veterans UK<sup>65</sup>
- 17.8 Wherever possible ensure the reapplication process is as quick and efficient as possible for the applicant.
- 17.9 Consider applicants that no longer qualify under this criterion against the 'subject to further assessment' criterion.

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<sup>65</sup> Veterans UK replaced the Service Personnel and Veterans Agency on 1 April 2014  
<https://www.gov.uk/government/organisations/veterans-uk>

### **Subject to further assessment individual applicants**

- 17.10 Verify that the applicant continues to demonstrate eligibility under the 'subject to further assessment' criterion.
- 17.11 This can be achieved by checking local authority records to see how the applicant was assessed previously, and to whether the assessor recommended that they need to be re-assessed upon reapplying.
- 17.12 Re-assess applicants with conditions that may have improved since they last applied for a Blue Badge using the same procedure as for new Blue Badge applicants under the 'subject to further assessment' criterion.

### **Organisational badges**

- 17.13 Follow the same procedure as for new organisational applications.

## 18. Appendix J: Eligibility Checker

<p><b>Part 1 – all applicants</b></p> <p>Who are you checking eligibility for?</p> <p>For you?</p> <p>For someone else? If you are completing this on behalf of someone else, please choose the statements that apply to the applicant</p> <p>For your organisation?</p>	<p>go to Part 2</p> <p>go to Part 2</p> <p>go to Part 3</p>
<p><b>Part 2</b></p> <p>I am resident in England</p> <p>I am not resident in England</p>	<p>go to Part 4 go to Part 11</p>
<p><b>Part 3</b></p> <p>I represent an organisation concerned with the care of disabled people resident in England</p> <p>I represent an organisation concerned with the care of disabled people resident outside of England</p>	<p>go to Part 6 go to Part 14</p>
<p><b>Part 4</b></p> <p>I am over the age of two and registered as blind (severely sight impaired); or</p> <p>I am over the age of two, have a Certificate of Vision Impairment (CVI) or a BD8 form, signed by a Consultant Ophthalmologist, and wish to be registered as blind; or</p> <p>I receive the Higher Rate of the Mobility Component of Disability Living Allowance; or</p> <p>I meet a 'Moving Around' descriptor for the Mobility Component of Personal Independence Payment that indicates that I cannot stand, or can stand but walk no more than 50 meters; or</p> <p>I receive a War Pensioners' Mobility Supplement; or</p> <p>I receive a tariff within 1-8 (inclusive) of the Armed Forces Compensation Scheme and have been assessed as having a</p>	<p>go to part 8</p>

<p>permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.</p> <p>None of the above apply</p>	<p>go to Part 5</p>
<p><b>Part 5</b></p> <p>I am over the age of two and have an enduring and substantial disability which means that I am unable to walk; or  I am over the age of two and have an enduring and substantial disability which means that I have experience very considerable difficulty whilst walking, which may include very considerable psychological distress; or be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person; or</p> <p>I am over the age of two, drive a vehicle regularly, and have a severe disability in both arms that means I am unable to operate all or some types of parking meter; or  I am over the age of two, drive a vehicle regularly, and have a severe disability in both arms that means I have considerable difficulty operating all or some types of parking meter; or  I am under the age of three and have a medical condition that means I must always be accompanied by bulky medical equipment; or</p> <p>I am under the age of three and have a medical condition that means I must always be kept near a vehicle in case I need emergency medical treatment.</p> <p>None of the above apply</p>	<p>go to Part 9</p> <p>go to Part 10</p> <p>go to Part 12</p>
<p><b>Part 6</b></p> <p>I represent an organisation that is concerned with the care of, and provides transportation for, disabled people who are over the age of two and are:  registered as blind (severely sight impaired); and/or  receive the Higher Rate of the Mobility Component of Disability Living Allowance; and/or  receive a War Pensioners' Mobility Supplement; and/or  in receipt of a tariff within 1-8 (inclusive) of the Armed Forces Compensation Scheme and have been certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.</p> <p>None of the above apply</p>	<p>go to Part 13</p> <p>go to Part 7</p>

<p><b>Part 7</b></p> <p>I represent an organisation that is concerned with the care of, and provides transportation for, disabled people who are:  over the age of two and have an enduring and substantial disability which means that I have experience very considerable difficulty whilst walking, which may include very considerable psychological distress; or be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person;  and/or  over the age of two, drive a vehicle regularly, and have a severe disability in both arms that means they are unable to operate all or some types of parking meter; and/or  over the age of two, drive a vehicle regularly, and have a severe disability in both arms that means they have considerable difficulty operating all or some types of parking meter; and/or  under the age of three and have a medical condition that means they must always be accompanied by bulky medical equipment;  and/or  under the age of three and have a medical condition that means they must always be kept near a vehicle in case they need emergency medical treatment.</p> <p>None of the above apply</p>	<p>go to Part 13  go to Part 15</p>
<p><b>Part 8</b></p> <p>You are likely to be eligible to receive a Blue Badge without further assessment if you can provide evidence of the entitlement described in the application form and can provide proof of your identity and residency.</p>	
<p><b>Part 9</b></p> <p>You may be eligible for a Blue Badge, but your eligibility will need to be assessed by your local authority. This may mean that they ask you to attend an impartial assessment.</p>	
<p><b>Part 10</b></p> <p>You may be eligible for a Blue Badge, but your eligibility will need to be assessed by your local authority. This may mean that they seek further information from healthcare professionals who know you.</p>	
<p><b>Part 11</b></p> <p>You are not eligible to receive a Blue Badge because you are not resident in England.</p>	
<p><b>Part 12</b></p> <p>You are unlikely to be eligible to receive a Blue Badge because the information you have provided indicates that you are unlikely to meet the qualifying criteria. Your local authority may be able to provide information about other services and support that you may be able to access to help with your mobility.</p>	

**Part 13**

Your organisation may be eligible to receive a Blue Badge. Your local authority may require further evidence that the disabled people in your care are themselves eligible for a badge and may arrange to visit your organisation.

**Part 14**

Your organisation is not eligible to receive a Blue Badge because the disabled people you care for are not residents in England.

**Part 15**

Your organisation is unlikely to be eligible to receive a Blue Badge because the information you have provided indicates that you are unlikely to meet the qualifying criteria.



# Appendix K: Flow chart - subject to further assessment criteria

