



Haverling

L O N D O N B O R O U G H

Supporting Documentation for Blue Badge applications

PLEASE NOTE THAT ALL DOCUMENTS SUPPLIED: i.e. driver's license, DWP letters, Doctors letters, MUST HAVE THE SAME NAME AND ADDRESS OF THAT STATED ON THE APPLICATION FORM.

If you have moved home and not updated your documents you must ensure the relevant authorities are notified and that the documents i.e. driver's license and medical documents provided have your current address details. If you are applying on behalf of someone else please ensure that you apply using their permanent address.

If your name has been changed please provide documentary evidence i.e. marriage certificate or deed poll.

Please ensure you have the correct documents before making your application to ensure your application can be processed efficiently.

If documents are not received within 14 days of receipt of your application, your application will not be completed and you will need to make a new application.

For existing badges holders whose badge is due to expire, please ensure you make a note of the date of when the badge expires as you re-apply at least 8 weeks prior to your existing badge expiring to ensure your new badge reaches you in time if approved.

For new and re applications please be aware your application can take up to 8 weeks to process.

Residency

Blue Badges are only awarded if you live in the UK on a permanent basis. Therefore you will need to provide evidence you are living in Haverling on a permanent basis.

If you are visiting from another country or live or have moved abroad you cannot obtain a blue badge in the UK.

If you are applying on behalf of another person please complete the details of the person you are applying for and at the address that they live on a permanent basis. i.e. if the person

requiring the blue badge is living in a residential home on a permanent basis, you must apply for them at the address and local authority where they reside in the home. The badge cannot be sent to another person or address.

You must provide one proof of address / residency from the list below (unless you have authorised us to check your Council Tax record or electoral register)

- Council Tax Bill (Dated within last 12 months)
- Bank statement (Dated within the last 3 months)
- Utility bill (Dated within the last 3 months)
- Confirmation letter from the school that the child attends if under 16 (Dated within the last 3 months)
- Letter from residential home (dated within last 3 months)

Identification

You must provide valid proof of identity from the list below

- Valid passport (Out of date passports are not accepted)
- Birth/Adoption Certificate
- Certificate of British Nationality/identity card for foreign nationals
- Valid Driving Licence (must be in date and be registered to the address you are applying for a blue badge)

Evidence required for “without further assessment” applications (automatic eligibility):

We require 1 of the following:

- All pages of DWP entitlement letter (**dated within last 12 months**) showing **High Rate Mobility Component of Disability Living Allowance (See note below*)**
- All Pages of DWP entitlement letter (**dated within last 12 months**) showing **you are in receipt of 8 points or more under the “moving around” activity** of the mobility component of **Personal Independence Payment (PIP)**; **OR** you receive the mobility component of PIP and have obtained 10 points **specifically for Descriptor E** under the “planning and following journeys” activity, on the grounds that you are unable to undertake any journey because it would cause you overwhelming psychological distress
- War Pensions Mobility Supplement letter (**dated within last 12 months**)
- Armed Forces Compensation letter 1- 8 tariff (**dated within last 12 months**)
- Certificate of Vision Impairment (CVI or a BD8 Form) applicants must be **severely** sight impaired

For those in receipt of **Attendance Allowance** you will need to apply under the “subject to further assessment” criteria and submit medical evidence. In addition to the medical evidence you can also submit a copy of your DWP award letter which may help with your assessment.

* Please be aware that badges awarded under the “without further assessment” criteria for the higher rate mobility DLA or PIP can only be issued up to the expiry date of the award as stated on your letter from the Department Works & Pensions or to a maximum of three years. It is advisable to check the expiry date of your award before submitting an application.

If you have lost your award or uprating letter you can contact the Disability Living Allowance award team for a current award letter by calling 0800121 4600 Monday to Friday from 7.30am to 6.30 pm.

If you do not meet any of the above criteria or are unsure if you meet the criteria, please apply under the “subject to further assessment” criteria. You can still submit all pages of the DWP award letters to help evidence your application along with the medical evidence as requested under the “subject to further assessment” criteria.

Evidence for “subject to further assessment” applications

Including “hidden disabilities” effective from 30th August 2019

This criterion is for those that have not applied for Disability Living allowance or Personal Independence Payment. If you are in receipt of either of these benefits and still do not meet the “no further assessment” criteria please apply under the “subject to further assessment” and submit your DWP entitlement letter in addition to your medical evidence as this may assist us in assessing your case.

To qualify you must have an enduring and substantial disability (likely to last for the duration of the person’s life) and be unable to walk or suffer very considerable difficulty whilst walking. Evidence will be required from a medical professional confirming the disability and detailing how the disability impacts on you whilst walking.

Medical evidence

For applications made under the “subject to further assessment” criteria medical evidence must be submitted. (This is not required for those which qualify for under the “no further assessment” criteria.)

The medical evidence provided must be up to date, confirm your medical conditions and how this **affects your mobility** to meet the requirements of the Blue Badge criteria, as set by the Department of Transport.

Please note your GP should NOT be asked for specific information for your mobility application and an appointment should not be made solely for the purpose of obtaining medical letters or reports for your application, but you should provide existing documentation in line with your routine medical appointments.

Acceptable documents:

- A copy of any medical letters or reports that you already have, dated within the last two years regarding your condition. Your documents must confirm that you have permanent and substantial impairment which causes inability to walk or very considerable difficulty in walking. If you no longer have copies of medical letters or reports, the practice reception can provide a duplicate or provide you with a patient summary of your medical conditions and medications
- Copies of medical history documents no more than two years old.
- Social Services assessment / correspondence.

Documents not accepted:

- Copy prescriptions
- Appointment cards/letters
- Copies of medical history documents more than two years old.
- Personal statements
- X Ray copies

Non physical/hidden disabilities - medical evidence required.

If you receive the mobility component of PIP and have obtained 10 points under the “planning and following journeys” activity, on the grounds that they are unable to undertake any journey because it would cause the overwhelming psychological distress then you will not require further medical evidence. You will need to apply for your blue badge under the criteria of “no further assessment”

If you do not receive the PIP award as stated above, you will need to apply under the “subject to further assessment” criteria. You will need to evidence that your condition impacts on you whilst walking. The presence of a condition will not in itself imply eligibility.

Evidence regarding your condition will not be accepted from your GP but will need to be obtained from an expert, such as Psychologist, Neurologist, Psychiatrist or Occupational Therapist (this list is not exhaustive) stating how your condition causes you to:

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

Mobility Assessment/Expert Assessor

Once an application and accompanying documents have been reviewed it may be necessary to request for you to attend an appointment with an expert assessor for clarification.

The IMA assessment is conducted by an independent Occupational Therapist and will enable us to determine if the applicant fully meets the criteria to receive a Blue Badge according to the guidance set out by the Department of Transport. You will be contacted regarding this appointment if required, and the assessment is normally conducted at the Public Advice & Service Centre, Liberty Shopping Centre, Romford. RM1 3SL

Please note that the Blue Badge assessments are carried out by a company that is independent from the Council and by submitting an application form you are consenting to the sharing of your information between Havering and the company concerned in carrying out the assessment.

Photo

The photograph must be a close-up, digital photograph of the head and shoulders only. The photograph shall have a strong definition between face and background and should be:

- in colour;
- passport size and standard
- shows the face clearly
- A true likeness or taken within the last 6 months
- facing forward and 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);

How to get your documents certified

You only need to provide certified documents if you are posting photocopies of original documents to us. However, the Council do reserve the right to request sight of original documents for audit purposes if required. Please do not send original documents such as passports or driver's license, birth or marriage certificates, as we cannot be held responsible if they are lost in transit.

To certify documents, ask a professional person or someone well respected in your community (of good standing). Below are some examples, but this is not all-inclusive, you may know someone in another position that could assist you.

The person can be:

- Bank, Building society or Government official
- GP / Dentist
- Police Officer
- Solicitor
- Teacher / Lecturer

The person must not be:

- A relation to you
- Living at the same address
- In a relationship with you

Take the photocopied document and the original, and ask the person to certify the copy by:

- Writing 'Certified to be a true copy of the original seen by me' on the document
- They must sign and date it
- Print their name under their signature
- Add their occupation, address and telephone number

(The person certifying may charge you for this service)

For further information and how to apply please go to:

<http://www.havering.gov.uk/bluebadge>

<https://www.gov.uk/apply-blue-badge>

Payment

A Payment of £10 is required if the application is approved. You will receive a letter if your application is successful informing you to contact us and pay by debit card. This payment is not refundable.

Cash or cheques/postal orders are not accepted.