

Blue Badge Scheme Application and Guidance

The Blue Badge Scheme provides a national arrangement of parking concessions for people with severe mobility problems to access goods and services, by allowing them to park close to their destination. The scheme is open to eligible disabled people irrespective of whether they are travelling as a driver or as a passenger. If you are issued a blue badge please read the rights and responsibilities leaflet issued with your badge so that you know where and how to use it correctly.

You may qualify automatically if you:

- Are in receipt of Higher Rate of the Mobility Component of the Disability Living Allowance
- Are registered blind (severely sight impaired)
- Receive a War Pensioner's Mobility Supplement
- Have been both awarded a lump sum benefit at tariffs 1-8 of the Armed Forces Compensation Scheme and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking or
- Are in receipt of Personal Independence Payment (PIP) under the 'Moving Around' category, have been awarded eight points or more, and your condition is likely to last for at least 12 months
- Receive the mobility component of PIP and has 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
 - Please ensure you attach/send all pages of your award letter.
 - If you are in receipt of 10 points for descriptor D, or 12 points for Descriptor F under the "planning and following journeys" mobility activity do NOT qualify under this criterion.
You can still apply under the "subject to further assessment criteria" In addition to your medical evidence you can also submit a copy of your DWP award letter which may help with your assessment.
- 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 your medical evidence you can also submit a copy of your DWP award letter which may help with your assessment.

You may also qualify if you:

Have a permanent an enduring disability, and suffer very considerable difficulty whilst walking such as you

- are unable to walk
- experience very considerable difficulty whilst walking, which may include very considerable psychological distress; or are at risk or serious harm when walking; or pose when walking, a risk of serious harm to any other person.
- Drive a motor vehicle regularly, have a severe disability in **both** arms, and are unable to operate all or some types of parking meter (or would find it very difficult to operate them).

If the applicant is under three years of age

A parent of a child under the age of three years old may apply for a badge for their child if the child has a specific medical condition which means that they either:

- Must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty or
- Need to be kept near a motor vehicle at all times, so they can, if necessary, be treated for that condition in the vehicle or quickly driven to a place where they can be treated, such as a hospital

An assessment by the Council's Mobility/Expert Assessor may be required if you do not automatically qualify for a badge.

How to apply or Re Apply if your badge is due to expire

You can apply for a Blue Badge online

This process applies to new applications and renewals.

You will need:

- Proof of identification
- National Insurance number
- Details of your current Blue Badge (if you have one)
- To upload a photo of yourself (if applying online)
- To attach a signed photo (if applying by application form)
- Proof of residency
- Driving licence number (if you have one)

Public PC's are available at:

- Libraries around the borough – various opening times.
- Peabody - Please call 01708 776770 for opening times and directions and access.

Please supporting documents by:

- Attaching scanned/photos of your documents to your online application
- Attaching scanned/photos of your documents: www.havering.gov.uk/bluebadgesupload
- By posting ***certified** copies to Customer Services, Town Hall, Main Road, RM1 3BB

* Please see below "How to get your documents certified"

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 Havering on a permanent basis. It is expected that you will be registered for Council Tax and/or be registered to vote in the borough of Havering if you are an adult. Please ensure this is the case before making an application. In addition to any documents received, we can check our Council Tax record and/or electoral register or if an applicant is under 18; school admissions.

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

If you have moved permanently from another authority in the UK or moved to the UK from another country you will need to ensure you have changed any address details for the documents you are submitting and registered for Council tax and/or elections in Havering.

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.

Supporting Documentation

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 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 you have 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 be cancelled 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 once all the necessary documents have been received.

Proof of Residency

You must provide one proof of address / residency from the list below 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

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 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 PDSC for a current award letter by calling 0800121 4600 Monday to Friday from 7.30am to 6.30 pm or emailing DCPU.customer-service@dpw/gsi.gov.uk

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. Please see further information of Evidence for “subject to further assessment” applications.

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 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/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 2 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 them “overwhelming psychological distress” then you will not require further medical evidence. However, if you do not receive this award please read further.

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 Hornchurch Library.

Please note that the Mobility assessments are carried out by a company that is independent from the Council and by booking an appointment 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 shall be:

- in colour;
- passport size and standard
- shows the face clearly
- Is 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)

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.** The badge is issued from a centralised location in the UK and may take up to 10 working days to be received.

How to use the badge

The badge may only be used when the badge holder is driving or being transported in the vehicle. It may not be used by a friend, relative or helper even when providing a service for the disabled badge holder such as shopping unless the badge holder is travelling with them.

When the badge is used, it must be clearly displayed on the dashboard of the vehicle, with the front (showing the wheelchair user symbol) facing outwards, so that the expiry date, serial number and issuing authority are easily visible through the windscreen.

Before using the blue badge please read the rights and responsibilities leaflet ([link](#)) issued with your badge so that you know where and how to use it correctly.

