

Blue Badge Application Form

Badge Serial No:
Badge Expiry Date:

Documents attached: Yes/No
Award: Yes/No

Replacing a Lost, Stolen or Damaged badge

If the badge has been lost or stolen this must reported to the Police. A Lost Property Report Number or Crime Reference Number is required to complete the form. If the badge has been damaged please give a full explanation of the circumstances in which the damage occurred and return the damaged badge with this form.

Once you have completed the form, you can hand it into your nearest Community Access Point (CAP) or Council Office, where the staff will verify your documents to confirm your address and identity. Please do not send original documents through the post.

Please complete this form using black ink, and write in BLOCK CAPITALS.

Section 1 – Information about the applicant

If you are completing the form on behalf of an applicant who is under 16 or who is unable to complete the form themselves, please provide their details in the appropriate sections and sign the form on their behalf.

Title (Mr, Mrs, Miss, Ms, other):

First names (in full – maximum of 20 characters):

Surname (maximum of 20 characters):

Surname at birth (maximum of 20 characters):

Gender: Male Female
Date of Birth: (DD/MM/YYYY) / /

Town:

Place of Birth: Country:

National Insurance Number (16 and over):

NHS Number (for under 16s):

(see Section 1 of the accompanying guidance notes)

Driving Licence Number:
 (if you hold a driving licence)

Current address and contact details:

House Number/Name:

Street:

Town:

Postcode:

Home Tel:

Mobile Tel:

Email:

Previous address (if different in the last three years):

House Number/Name:

Street:

Town:

Postcode:

Blue Badge Serial Number (if known):

Proof of your address (dated within the last 12 months):

We need to check that you are a resident in Clackmannanshire Council area before we can process your application. Please select **one** of the following options.

- either:** I give consent to Clackmannanshire Council to check my personal details on the Council Tax records /Electoral Register so that I do not need to submit proof of my address
- or:** A Council Tax bill or letter from the Assessor/Electoral Registration Office, bearing my name and address, dated within the last 12 months.
- or:** A valid driving licence (if not used as proof of identity), a housing benefit notification letter, a pension or benefit letter from the DWP, a bank or building society statement or a utility bill bearing my name and address, dated within the last 12 months.
- or:** I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I have enclosed a Child Benefit letter/letter from a Health Care Professional for that child showing their address **or** I give permission to Clackmannanshire Council to check school records to confirm their address.

Proof of your identity:

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. Please provide **one** of the following options. **Do not send original documents as these will not be returned.**

- Birth Certificate / Adoption Certificate Marriage / Divorce Certificate Valid Passport
- Civil Partnership / Dissolution Certificate Valid Driving Licence

Replacement badge issue fee:

Please note there is a £20 replacement badge issue fee payable on completion of a successful application. If your application is successful we will write to you with details on how to submit payment. **You will only be issued with a Blue Badge once your payment has been received.**

Please provide the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:

(up to three registration numbers should be provided, but please remember that other vehicles can be used)

Section 2 – Replacement Blue Badge

I require a replacement Blue Badge as the one issued to me has been:

- Lost Stolen
 Damaged Other

Please explain in detail how your blue badge was lost / stolen / damaged or other:
(for example if lost state where, and when badge was last used etc)

What actions have you taken to try and recover your badge:

Lost Property or Crime Reference number: (if lost or stolen)

Section 3 – Declarations and signatures

These questions are intended to be answered by all applicants for a Blue Badge.

3a) **Mandatory** declarations about the information you have provided and the application process

- Please read the following declarations thoroughly.
- Please tick all relevant boxes to indicate that you have read and understood each declaration.
- Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.
- Providing fraudulent information may result in prosecution and a fine.

If you don't provide us with the information on this form we won't be able to verify your eligibility. All information relating to this application will be handled in line with data protection laws. The data controller is Clackmannanshire Council and you can contact our data protection officer:
Head of Resources & Governance, Tel: 01259 450000 or email: dpo@clacks.gov.uk.

We use the information you provide in this form to check your eligibility and process your application. The information may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud.

Any medical information that you have supplied to support this application is sensitive personal data and will only be disclosed to third parties as necessary for the operation and administration of the Blue Badge scheme, and to other Government Departments or agencies, to validate proof of entitlement or as otherwise required by law. For more information about how we process information, please visit:

www.clacks.gov.uk/regulation/dataprotectionpolicy/

Declarations to be completed by all applicants

<input type="checkbox"/>	I confirm that, as far as I know, the details I have provided are complete and accurate. I realise that Clackmannanshire Council may take action against me if I have provided false information in this application form.
<input type="checkbox"/>	I understand that I must promptly inform Clackmannanshire Council of any changes that may affect my entitlement to a badge.
<input type="checkbox"/>	I have reported the loss or theft of my badge to the Police.
<input type="checkbox"/>	I understand that I must return my original blue badge if found.

3b) Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed. We have provided a checklist below to help remind you of what you need to enclose.

Section 1 – Information about you

<input type="checkbox"/>	Proof of your address, dated within the last 12 months.
<input type="checkbox"/>	Proof of your identity.
<input type="checkbox"/>	My badge is damaged and I am returning it for a replacement.

Please note there is a £20 badge issue fee payable on completion of a successful application. If your application is successful we will write to you with details on how to submit payment. **You will only be issued with a Blue Badge once your payment has been received.**

3c) Your signature against the declarations in Section 2a and 2b

Your signature:	
Date of application:	(DD/MM/YYYY): <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Please print your name here:	

Once you have completed the form, you can hand it into your nearest **Community Access Point (CAP)** or **Council Office**, where the staff will verify your documents to confirm your address and identity. Please do not send original documents through the post. Your application cannot be processed if you do not provide the necessary documents.

For the location and opening hours of your nearest CAP or Council Office:

<https://www.clacks.gov.uk/community/caps/>

Email: ptu@clacks.gov.uk

Tel: (01259) 450000

Correspondence address only:

Blue Badge Team, Clackmannanshire Council, Kilncraigs, Greenside Street, Alloa, FK10 1EB

Misuse of the badge is a criminal offence and can lead to a fine.

Guidance Notes – Lost, Stolen or Damaged Badge

Section 1 - Information about you

This section should be completed by all applicants applying for a replacement Blue Badge. All fields should be completed.

If you are applying for a Blue Badge on behalf of someone under the age of 16, as they will not have a National Insurance Number you should provide their NHS Number. When you register your child with a GP practice you are given a medical card. The NHS number is printed on the card; each NHS Number is made up of 10 digits shown in a 3-3-4 format, usually as follows 943/476/5919:

Please note that the 'first names', 'surname' and 'surname at birth' fields can only hold up to 20 characters due to badge printing restrictions.

Proof of your identity and address

Identity:

Proof of identity 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.

Address:

Proof of address should be in the form of a Council Tax bill or Assessors/Electoral Registration letter bearing your name and address, dated within the last 12 months.

You will not need to submit your Council Tax bill or Assessors/Electoral Registration letter if you have given consent for Clackmannanshire Council to check your address on their Council Tax records or Electoral Register.

If you do not have a Council Tax bill or Assessors/Electoral Registration letter, a valid driving licence (if not used as proof of identity), a housing benefit notification letter, a pension or benefit letter from the DWP, a bank or building society statement or a utility bill bearing your name and address, dated within the last 12 months.

If you are applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. You can enclose a Child Benefit letter/letter from a Health Care Professional for that child showing their address **or** I give permission to Clackmannanshire Council to check school records to confirm their address.

Replacement badge issue fee

Please **DO NOT** send the £20 badge issue fee with the application form. If your application is successful we will write to you with details on how to submit payment. **You will only be issued with a Blue Badge once your payment has been received.**

Vehicle Registration information

You should also provide the Vehicle Registration Numbers of the three vehicles in which you are most likely to use a Blue Badge if your application is successful. This information helps local authorities with their enforcement of the Blue Badge scheme rules. Please note that you can use a Blue Badge in other vehicles too.

Section 3 – Declarations and signatures

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 application may result in Clackmannanshire Council being unable to accept your Blue Badge application.

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

Clackmannanshire Council 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.

If your badge application is successful, the leaflet “The Blue Badge Scheme - Rights and Responsibilities in Scotland” will be sent to you with the badge. This leaflet explains the rules of the Scheme and how you should use the badge properly.