

Organisation Blue Badge application form

Parking concessions for people with disabilities

If you are part of an organisation that cares for and transports disabled people who would qualify for a Blue Badge if they applied as an individual, you may apply for an Organisation Blue Badge. Where relatively few people meet the eligibility criteria for a badge in the organisation, it would be preferable for the disabled people themselves to apply for badges using the Individual Blue Badge application form.

Organisation badges will 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 organisation badge rather than using the personal Blue Badges of people it is transporting.

In all circumstances, badges will be supplied to organisations or departments rather than to individual staff members.

Organisation badges must only be used for the purpose of transporting disabled people who meet one or more of the eligibility criteria for a badge. They must not be used by an employee or volunteer carrying out other business on behalf of the organisation.

It is unlikely that taxi or private hire operators and community transport operators will be eligible for an organisational Blue Badge as they are not usually involved with the care of disabled people.

Please refer to the guidance notes at the back of this book before completing the form. The notes include a list of the eligibility criteria for this scheme.

Section 1 – Information about your organisation

Name of organisation:

Main contact name:

Address:

Postcode:

Tel:

Email:

Organisational logo:

You need to supply the company logo of your organisation if you are applying for an organisational badge. Please see the guidance notes for more information.

Section 2

Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge? Please see the accompanying guidance notes for a list of the eligibility criteria.

Yes: No:

If YES, please give details of the nature of this care:

As part of that care, does your organisation provide transportation?

Yes: No:

If YES, please give details of the types of vehicles in which you wish to use the badge, their vehicle registration numbers and how often they are used to transport disabled people:

Type of vehicle	Vehicle registration Number	Frequency used to transport disabled people

Please provide a log book of journeys covering a three month period with your application.

Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?

Yes: No:

If YES, please give details and attach a photocopy of the tax disc(s) to this application:

Please do not send original documents with your application as these cannot be returned.

How many disabled people does your organisation care for? people

How many of the disabled people in your care are already in receipt of a Blue Badge as individuals? people

How many of the disabled people in your care who are not in receipt of a Blue Badge do you estimate would be eligible to receive one if they applied as individuals? (Please refer to the guidance notes for details of eligibility.) people

Please provide your organisation's Charity Number (if applicable):

Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for:

How often do you envisage your organisation will use the Blue Badge?

If you already have an organisational Blue Badge please provide:

The serial number on the current badge(s)?

The expiry date of the current badge(s)?

The South Gloucestershire Council Blue Badge reference (If known)

How many organisational badges are you applying for?

Section 3

Declarations to be completed by all organisational applicants – please read before signing

1. I confirm that the organisation making this application is involved in the caring of people who fall into at least one of the categories listed on page 1.
2. I will ensure that the Blue Badge will only be displayed when the vehicle is being used to carry people who fall into the categories listed on page 1.
3. I will ensure that all staff who may use the badge have read the regulations and conditions of use and are aware of the penalties for misuse of the badge.
4. I will inform South Gloucestershire Council's Blue Badge section immediately if the badge is lost or stolen.
5. I will ensure that the badge is stored in a secure place and a record of its use is maintained
6. I understand that if I fail to report any changes that might affect the organisation's entitlement to the Blue Badge as soon as they happen or if I allow other persons to misuse the Blue Badge, this may result in the badge being withdrawn by South Gloucestershire Council and I, or those persons who have misused the badge, may be prosecuted.
7. I have read and understood the above declaration.

Your signature:

Please print your name here

Date of application: (DD/MM/YYYY)

Section 4

Checklist of documentation you need to enclose

Please ensure you have enclosed all relevant documents. We have provided a checklist below:

- Your organisation's logo (section 1)
- A photocopy of the tax discs for your vehicles licensed under the DPV taxation class (section 2)
- A copy of a log book of journeys covering a three month period (section 2)

Section 5 – Contact Details

Please post your application form to:

South Gloucestershire Council,
Chief Executive & Corporate Resources Department
Concessionary Travel
PO Box 300
Civic Centre
High Street
Kingswood
Bristol
BS15 0DS

When returning your form to us, please check at your nearest Post Office to make sure you have paid the full cost of the postage for the size of the envelope you use. If you do not pay the full amount, Royal Mail will not deliver your application.

If you have any queries regarding this form or need to provide information you can:

- **Telephone:** (01454) 868004
- **Email:** contravel@southglos.gov.uk
- **Write** to us at the address shown above
- **Visit** one of our One Stop Shops
 - Thornbury One Stop Shop, Thornbury Library, St Mary Street, Thornbury BS35 2AA
 - Kingswood One Stop Shop, High Street, Kingswood BS15 9TR
 - Yate One Stop Shop, next to Leisure Centre, Yate BS37 4DQ
 - Patchway One Stop Shop, Patchway Hub, Rodway Road, Patchway BS34 5PE
- Please note disabled parking is available at all our One Stop Shops.

Organisational Blue Badge Guidance Notes

South Gloucestershire Council currently does not charge for Blue Badges

Please complete this application form if you are representing an organisation applying for an Organisation Blue Badge.

Organisation badges 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.

An eligible disabled person is defined as a person who is over two years old and:

- receives the higher rate of the Mobility Component of Disability Living Allowance; or
- is registered blind (severely sight impaired); or
- receives a War Pensioner's Mobility Supplement; or
- receives a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and has been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- drives a vehicle regularly, has a severe disability in both arms and is unable to operate, or has considerable difficulty in operating, all or some types of parking meter; or
- has a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- receives the "Moving Around" descriptor of the Mobility Component of Personal Independence Payment (PIP) issued within the last 12 months.

In addition, eligibility covers children under the age of three who fall within either or both of the following descriptions:

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty;
- a child who, on account of a condition, must always be kept near a motor 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.

Organisation badges will 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 organisation badge rather than using the personal Blue Badges of people it is transporting.

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

Using an Organisation Blue Badge

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.

It is unlikely that taxi or private hire operators and community transport operators will be eligible for an organisation Blue Badge as they are not usually involved 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.

Organisation logo

You will be asked to supply your organisation's logo if you are applying for an organisation badge. The requirements for supplying these logos are largely the same as those for photos on individuals' badges.

Logos can be in colour or black & white (as appropriate).

The dimensions of the logo/image on the badge will be 1.37 inches (wide) by 1.77 inches (high) or 35mm (wide) by 45mm (high).