

## **DISABLED PERSON'S PARKING BADGE (BLUE BADGE)**

**Please read these guidance notes before completing your application form. We shall endeavour to process your application within 6 weeks of receipt of your application**

**Please note if you apply in plenty of time before your existing badge expires, we will aim to issue the new badge about one week before the other one expires.**

Inspire Community Trust (Inspire) provide a range of Disabled Person's services, including the Blue Badge scheme, on behalf of London Borough of Bexley.

Blue Badges are issued to people who fulfil the specific criteria set by the Department for Transport legislation, which is as follows:

### **Automatic qualification –**

People automatically qualify for a Blue Badge if they are over the age of two years and meet at least one of the following criteria:

- receive the Higher Rate of Mobility Component of Disability Living Allowance; or new Personal Independence Payment, 8 points or above for moving around descriptor of the mobility component. **This award must have a minimum of 8 months to run, on receipt of your application.**
- are registered as severely sight impaired (blind); or
- receive a War Pensioner's Mobility Supplement or AFCS Tariff 1 – 8

### **Disability and Mobility qualification –**

Some people may also be eligible for a Blue Badge if they are more than two years old and either:

- have a permanent and substantial disability which means they cannot walk, or which makes walking very difficult;
- or drive a motor vehicle regularly, and have severe disability in both arms and are unable operate all or some types of parking meter (or would find it very difficult to operate them).

### **Special rules for children under three –**

A parent of a child who is less than three years old may apply for a badge for their child if the child has a specific medical condition which means that they:

- must always be accompanied by bulky medical equipment which cannot be carried around without great difficulty; and/or
- need to be kept near a vehicle at all times, so that they can, if necessary, be treated in the vehicle, or quickly driven to a place where they can be treated, such as hospital. Medical information must be provided to support the application.

## **THE FOLLOWING DOCUMENTS MUST BE PROVIDED WITH YOUR APPLICATION**

1. If you are applying under the 'with further assessment' criteria you **MUST** provide medical evidence at your assessment. This should be a letter from your hospital consultant and prescription list. Please do NOT ask your GP to write confirming your mobility issues.
2. One colour passport compliant photograph (taken within the last 12 months) with your name printed on the back, **WITH PLAIN WHITE OR LIGHT BACKGROUND**

3. £10 Payment.
4. Proof of address, not more than 3 months old (e.g. utility bill, landline phone bill, benefits letter etc) **AND** proof of your identity (e.g Passport, birth/Marriage certificate or valid driving licence)

**For automatic criteria, you must also supply at least one of the following**

5. Proof of War Pensioner's Mobility Supplement or AFCS Tariff 1 - 8  
OR  
An original letter of entitlement to the higher rate mobility component of the Disability Living Allowance issued within the last 12 months, Or, the Personal Independence Payment (PIP), 'the moving around' descriptor of the mobility component.  
OR
7. A copy of your ophthalmologist's report, BD8 or CVI report issued within the United Kingdom If you are registered as Severely Sight Impaired. If you are already registered with Bexley's sensory impairment team, we can check this.

**If you do not meet the automatic criteria you will be required to attend a mobility assessment by our mobility assessor so that we can see how your disability affects your walking.**

**Help us to process your application promptly**

In order for us to contact you to arrange an appointment for your mobility assessment, please ensure you provide us with your contact telephone number and/or email address on your application form.

Once the application form has been completed and you have gathered all the relevant documents required;

- You can hand deliver your completed application to:  
**Inspire Community Trust, 20 Whitehall Lane, Slade Green, DA8 2DH**  
(Opening times Monday - Friday 9am - 5pm)

OR

- Take it to your local Council library (libraries are open all day Saturdays and the Central Library in Bexleyheath is open Sundays 10am – 1pm)  
(Specific opening times for libraries, can be found on [www.bexley.gov.uk](http://www.bexley.gov.uk))

**PLEASE NOTE THAT THE FORMS ARE AVAILABLE ONLY AT THE COUNCIL LIBRARIES**

**We will only process fully completed applications submitted with all supporting documents.**

If your application is successful, you will be required to attend **IN PERSON** to collect your blue badge. You will also be required to return your expiring badge at that time. You may indicate a library of your choosing, or Inspire from where you wish to collect your badge.

**Inspire Community Trust –April 2016**