

DISABLED PERSONS BLUE BADGE SCHEME – Guidance Notes

Section 1 Information about the applicant.

Please complete all questions in this section. The following questions are mandatory and may be needed to validate checks on your identity. – ‘Surname at Birth’; ‘Town’ and ‘Country of Birth’. If these questions are not answered, we will be unable to process your application.

Page 3 – Proof of your address:

Please tick one of the six options. If you chose Option 2, please provide the original or copy of the letter dated within the past twelve months.

Proof of your identity: One of the eight options identified must be submitted with your application:- You can take an original document to a One4All Centre and staff will photocopy it for you to submit with your application form. If so, the document does not have to be verified on the back as being true.

Alternatively, you can take a certified copy of one of these documents to a One4All Centre, - a certified copy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over. The person certifying the photocopy should be a professional person who will also need to sign the bottom of the Application form on Page 21.

Photograph

The photograph must have been taken within the past 6 months and have a strong definition between face and background and must be;

- in colour;
- 45 millimetres in height and 35 millimetres in width (passport size); taken within a month prior to the date of the application;
- against a light grey or cream background;
- undamaged;
- free from “red eye”, shadows, reflection or glare from spectacles;
- of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons);
- facing forward;
- with nothing covering the face;
- 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);
- in sharp focus and clear;
- printed professionally or in digital format
- a true likeness, without amendment.

Section 2 - Questions for ‘without further assessment’ applicants

Applicants will be automatically eligible for a badge if they can satisfy residency and identity checks, and meet at least one of the eligibility criteria in Section 2. They will need to provide the appropriate documentation to prove eligibility under one of the criteria. An example of proof of entitlement is proof of payment of the Higher Rate of the Mobility Component of Disability Living Allowance. We will accept certified copies of supporting documents as long as the person who signs them includes the text ‘this copy is a true likeness of the original’ alongside their signature.

Section 3 – Questions for ‘subject to further assessment’ applicants.

Anyone completing this section should provide additional written information to support his/her application; this should be obtained from health professionals such as

- consultants,
- hospital specialist,
- physiotherapists,
- occupational therapists,
- pain clinics,
- district nurse,

This list is not exhaustive but it has been recognised that the applicant's GP is not best placed to supply objective evidence because of their role as an advocate on behalf of their patient.

If the applicant provides details of his/her Social Worker / Care Manger/ Specialist Assessor then we may contact them to verify the application.

In each of the questions, please provide detailed answers so that the assessor will have as much information relevant to your circumstances on which to base their decision. If you do not provide sufficient information, it may not be possible for the assessor to establish the extent of your disability and its impact on your mobility and it may be that the application will be refused.

For the fifth question, 'What medication do you take in relation to your condition', **please provide a copy of your prescription that details the medication you receive.**

In addition to this, if you have had any involvement with other medical professionals within the past twelve months, please list them in the box included on Page 11. If doing so, please include the name of the professional as well as their job title.

Section 3c - Questions for 'subject to further assessment' applicants under the age of three'

The parent/guardian must enclose a letter from a healthcare professional that has been involved in the child's treatment (for example their paediatrician) giving details of the child's medical condition and the type of medical equipment they need, or provide the healthcare professional's contact. The letter should include a reference to the child's home address to provide us with proof of residence.

Section 3e - Questions for 'subject to further assessment' applicants with a temporary but substantial impair that impacts on mobility and is expected to last for at least 12 months

Applicants are required to provide evidence of the impairment and the expected recovery period from a health professional.

Additional Information.

If you want to provide any further information that is relevant to your disability and your mobility problems, please use the box on Page 14 to do this.

Section 6 – Declarations and Signatures

This section is important as its here you confirm that the information that you have provided is complete and accurate and that you understand your responsibilities if awarded a Blue Badge. If you do not complete this section, we will be unable to process your application.

6c – Signatures

The applicant must sign the first box on Page 16.

If your application is being submitted by a representative, the representative must sign the middle section.

Anyone who has countersigned any copy of documents being provided as supporting evidence must also sign the box at the bottom of Page 16 so we are able to validate their identity and profession.

Please ensure the completed application form and any supporting documents are returned to one of the following One4All shops:-

Aberdare Library, Treorchy Library, Porth Plaza, Mt. Ash Library, Sardis House Pontypridd.

To book an appointment please go to www.rctcbc.gov.uk/bluebadge and follow the relevant links. Alternatively, you can contact 01443 425005 and one of our Contact Centre Advisors can book an appointment for you.

A full copy of the Welsh Government guidelines is available on our website: www.rctcbc.gov.uk/bluebadge