

# Blue Badge Guidance Notes

The quickest and easiest way to apply is online at  
<https://www.gov.uk/apply-blue-badge>

## Apply

Only complete the paper application form if you are unable to apply online.

## Send to

The Blue Badge Department, Northumberland County Council, County Hall, Morpeth,  
Northumberland, NE61 2EF

## Documents

Remember to supply documents to confirm:

- your address
- your identity
- evidence of eligibility

We will return incomplete applications. We will not be able to give you a blue badge if you do not give us the correct documents.

## Payment

A Blue Badge costs £10.00.

We will contact you if your application is successful and provide details of how to pay. Please do not send payment with your application form.

You can:

- make a payment by a secure link we can send to your email address. This is the quickest option
- make a telephone payment
- post a cheque to Northumberland County Council when we call you. Please make sure you write your name, address and Blue Badge reference number on the back of your cheque.

## Queries

Any queries please call us on 0345 600 6400 and select the Blue Badge option.

## **Section 1 About you or the person you are applying for**

We will ask for the applicant's personal details such as;

name, date of birth, National Insurance number, address, telephone number and email address.

If you already have a Blue Badge and it is due to expire shortly. the expiry date should be soon, as two badges will not be valid for one applicant at the same time.

### **Identity**

Please give us a photocopy of your proof of identity. Do not send original documents in the post:

We need one of the following:

- birth or adoption certificate
- marriage/civil partnership/dissolution or divorce certificate
- passport
- current driving licence

### **Address**

If you allow us to check your address with our council tax records, you will not have to send us proof. If not, send a photocopy of a recent document showing your name and address, such as

- council tax bill\*
- utility bill showing your name and address\*
- benefit letter

\*These must be within the last six months.

If the applicant is under the age of 16 or is not liable to pay Council Tax, send us a photocopy of one of the following: bank statement or child benefit or child tax credit award letter. It must be within the last six months.

### **Photograph**

Please enclose one recent passport style photograph of the person applying.

We can refuse to issue a badge if we have reason to believe that the applicant is not who they claim to be.

The photograph must:

- Have a plain, light, background
- Clearly show face and shoulders with a neutral expression and mouth closed
- Be a true likeness
- Been taken within the last six months
- 45 mm high x 35 mm wide
- Be undamaged; not torn, creased or marked
- Have eyes open (no sunglasses or tinted glasses, and no hair across the eyes). This does not apply to babies under one year old.
- Show head without any covering, unless worn for religious beliefs or medical reasons
- Have the applicant's full name is on the back of the photograph.

### **Vehicle**

Tell us if you drive or travel in a specific motor vehicle and the registration number.

## Section 2 – Applicants who qualify without further assessment

You may automatically qualify for a Blue Badge if you:

- Are severely sight impaired (blind)
- Receive the higher rate of the mobility component for Disability Living Allowance
- Receive Personal Independence Payment (PIP). You must score eight or more points in the “moving around” part in the “planning and following journeys” part of a mobility assessment
- Receive Personal Independence Payment (PIP). You must score ten points (descriptor E) in the planning and following a journey part of the mobility assessment as “you cannot undertake any journey because it would cause overwhelming psychological distress”

If you do not score ten points in Descriptor E, and do not qualify for anything else in this section, you will not automatically qualify and you will need to apply under the “subject to further assessment” criteria. You will need to complete sections three and four of the application form.

- Receive a qualifying award under the Armed Forces Compensation Scheme
- Receive the War Pensioners’ Mobility Supplement
- Receive the high rate of Attendance Allowance (Local Scheme)
- Are terminally ill and hold a SR1 or DS1500 report - contact us for the shorter application form

You will need to provide the appropriate documentation to prove you are eligible.

### 2.1 Severely Sight Impaired (Blind)

If you are

- severely sight impaired (blind)
- registered with Northumberland County Council Social Services department
- and give us permission

We will be able to check their records to confirm this.

If you're not, send us a copy of your Certificate of Visual Impairment (CVI). It must be signed by a Consultant Ophthalmologist.

The CVI was formerly known as the ‘BD8’ form and we can accept either of these as proof of your eligibility.

### 2.2 Disability Living Allowance (DLA) Higher Rate Mobility Component

If you have a DLA - High Rate Mobility award notice dated within the last 12 months send us a copy.

If your award is more than 12 months old, send us a copy of your annual uprating letter stating your entitlement.

## **2.3 Personal Independence Payment (PIP) scoring 8 or more points – moving around section**

If you have a Personal Independence Payment award notice dated within the last 12 months send us a copy.

If your award is more than 12 months old, send us a copy of your annual uprating letter stating your entitlement.

### **2.3.1 Personal Independence Payment (PIP) – scoring 10 points in the specific points descriptor**

Personal Independence Payment (PIP) where you score ten points in the following specific descriptor E in the planning and following a journey part of the mobility assessment:

*“you cannot undertake any journey because it would cause overwhelming psychological distress”*

You will have received an award notice letter showing this and you can submit this as evidence if it is dated within the last 12 months.

You will also receive an annual uprating letter, stating your entitlement and this letter can be used as proof if your award is more than 12 months old.

## **2.4 Benefit under the Armed Forces and Reserve Forces (Compensation Scheme)**

If you are in receipt of a lump sum benefit within tariff levels 1-8 (inclusive) and have been certified by the SPVA as having a permanent and substantial disability which causes inability to walk, or very considerable difficulty walking, you will have received an award letter from the Service Personnel and Veterans Agency.

Your award letter will confirm that you are in receipt of tariffs 1-8 under the Armed Forces and Reserved Forces (Compensation Scheme) Order 2011 and should also state that you have been certified as having a “permanent and substantial disability which causes inability to walk or very considerable difficulty in walking”. We need a copy of this letter, however, if you have lost it you can get a copy by contacting the SPVA on their free-phone enquiry number: 0800 169 22 77.

## **2.5 War Pensioner’s Mobility Supplement (WPMS)**

If you are receiving the WPMS you will have received an award letter from the Service Personnel and Veterans Agency (SPVA). You can submit this as evidence if it is dated within the last 12 months. You will also receive an annual uprating letter stating your entitlement and this letter can be used as proof if your award is more than 12 months old.

If you have lost it you can get a copy by contacting the SPVA on their free-phone enquiry number: 0800 169 22 77.

## **2.6 High Rate of Attendance Allowance**

Send us a copy of your High Rate of Attendance Allowance award notice dated within the last 12 months.

If your award is more than 12 months old, send us a copy of your annual uprating letter stating your entitlement.

## **Section 3 – Applicants with walking difficulties who are subject to further assessment**

This section is to be completed if you have a permanent and substantial disability or condition (e.g. a condition that is likely to last the duration of your life) which means you cannot walk, or which means that you have very considerable difficulty walking.

## **Section 4 – Applicants with non-visible (hidden) conditions who don't automatically qualify under section 2**

This section is to be completed if you have medical conditions that are non-visible (hidden) or a disability causing you to severely struggle with journeys.

You will need to complete all questions in Section Four.

You will need to provide us with evidence from a healthcare professional confirming the conditions to support your application, the information you are able to provide will assist us when considering your application.

## **Section 5 – Disability that affects both arms**

This section is intended to cover disabled drivers who, because of a severe disability in both of their arms, are unable, or find it very difficult, to use on-street parking equipment.

You will only qualify under this criterion if you meet all of the following:

- Regularly drive an adapted or non-adapted vehicle; and
- Have a severe disability in both arms; and
- Are unable to operate, or have considerable difficulty operating, all or some types of parking meter or pay and display machine.

If you drive an adapted vehicle please provide the insurance documents which contain statements to this effect.

If you have had your adapted vehicle registered with the DVLA your driving licence will contain codes that refer to the modifications made to the vehicle. These can be found on the reverse of your photocard driving licence (under category 12, information codes) and in the 'codes' sections on the front of the counterpart driving licence.

The following driving licence codes are relevant to this criterion:

- 40 – adapted steering
- 79 – restricted to vehicles in conformity with the specifications stated in brackets

## Section 6 – Applicants who are under the age of three.

This section is for children under the age of three who fall under either or both of the following criteria:

- Children under the age of three years who have a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; or
- Children under the age of three years who have a medical condition which means that they need to be kept near a vehicle at all times, either for treatment, or for transportation to a location where treatment can be performed.

A parent or guardian must apply on behalf of a child under the age of three.

Examples of bulky equipment referred to in the first bullet point are:

- **Ventilators** – drive air through a tube placed into the windpipe. They blow oxygen enriched air gently into the lungs through a tube that is passed through the mouth or nose, or via a tracheostomy.
- **Feed pumps** – deliver fluids via a nasogastric tube to the child's stomach.
- **Suction machines** – are portable suction apparatus used for aspirating fluids and vomit from the mouth and airway by sucking the material through a catheter into a bottle using a vacuum pump (piston, diaphragm, or rotary vane), bacterial filter, vacuum gauge, trap for moisture (or any debris accidentally drawn into the mechanism), a reservoir for the aspirated material, and a suction catheter or nozzle.
- **Parenteral equipment** – services intravenous lines providing nutrition if a child is unable to take food or fluids through his or her mouth. The line can also be used for injecting medication.
- **Syringe drivers** - are used to deliver medication by intravenous injection (e.g. antibiotics), or by subcutaneous injection (e.g. insulin to control diabetes) this can be given by using a small pump known as a syringe driver. A syringe is attached to the syringe driver and the drug is released through a small needle.
- **Oxygen administration equipment** – consists of a tank and regulator with supply equipment for oxygen; mask or nasal prongs and tubing.
- **Continuous oxygen saturation monitoring equipment** – involves a device usually strapped to the child's hand or foot. This shines light through the skin and monitors the amount of oxygen in the blood. It is used to monitor where a child may need access to oxygen.
- **Casts and associated medical equipment for the correction of hip dysplasia** – between birth and six months of age, a brace called a Pavlik Harness is often used to hold baby's hips in position. The Pavlik harness is made from canvas with straps, Velcro and buckles. From six months and over a child is often placed in a Spica cast after surgery. A Spica cast can be either plaster or fibreglass and will encase the child from the chest down to cover one leg or both. In both cases the apparatus is likely to be deployed for a period of up to three months per hip.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- Tracheostomies;
- Severe epilepsy/fitting;
- Highly unstable diabetes; and
- Terminal illness that prevents children from spending any more than brief moments outside and who need a quick route home.

Please note that these lists are not exhaustive.

Please note that if you are issued with a Blue Badge, it must be returned to us on expiry or if it is no longer needed because the condition under which it was issued no longer applies.

## **Section 7 Treatments, medication, associated professionals and documents**

You will need to provide full details of any treatment you have had (or are having), any medication you are currently on and any documents you have from a medical professional to support your application.

The more information you provide along with supporting documents will assist us when considering your application.

If you do not provide all the supporting information we will need to contact you to ask you to supply this information, this could delay the processing of your application.

## Section 8 Organisational Blue Badges

This section is to be completed if you are representing an organisation applying for an organisation Blue Badge.

An organisational badge may be issued to organisations whose responsibility includes the care and transportation of disabled people and/or have hidden conditions and/or who would themselves meet the eligibility criteria for a badge should they apply individually.

Eligible persons are defined as a person who is over the age of two years old and:

- Receives Higher Rate Mobility Component of the Disability Living Allowance; or
- Is registered severely sight impaired (blind); or
- Receives a War Pensioner's Mobility Supplement; or
- Receives a lump sum benefit under the Armed Forces and Reserved 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 operating, all or some types of parking meter; or
- Has a permanent and substantial disability which causes inability to walk or very considerable difficulty walking
- Has a hidden (non-visible) condition

In addition, eligibility covers children under the age 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 medical 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.

Organisational badges will therefore only be issued to an organisation which both:

- Cares for and transports people who are disabled/and or have a hidden condition 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 the people its transporting

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



All employees of the organisation who will be using the badge must be reminded that they must only use the badge for the purpose of transporting disabled people in their care who would meet one or more of the eligibility criteria for a badge.

They must 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 £1000 and other action may be taken.

Organisational Badges can optionally hold a digital image of the organisation's name/logo. These images can be in colour or black and white and should be submitted as a .JPG. The maximum size of the image should be 200kb.

The dimensions of the logo/image will be 274 pixels (wide) x 354 pixels (high) @ 200 dpi. This equates to 1.37 inches wide by 1.77 inches high or 35mm wide by 45mm high.

If no logo image is supplied, a European Union flag will be printed in its place.



If you are applying for an organisational badge you will need to include:

A declaration on organisational letterhead confirming that the organisation does care for disabled people, who would meet one or more of the criteria, and that they will only be using the badge solely for the purpose of transporting those people.

If any of your vehicles are licensed under the Disabled Passenger Vehicle (DPV) taxation class, you must attach a copy of the tax disc(s).

## **Section 9 Declarations and signatures**

Please ensure you sign one of the three sections that is appropriate to you

- Applying for yourself
- Applying on behalf of somebody else
- Organisations

**If you need this information in Large Print, Braille, Audio, or in another format or language please contact us:**

**Telephone: 0345 600 6400**

**Email: [bluebadges@northumberland.gov.uk](mailto:bluebadges@northumberland.gov.uk)**