

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle or vehicles (e.g. minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge.

Please see the accompanying guidance notes for a list of the eligibility criteria prescribed in the regulations that govern the scheme.

**An ‘organisation’ is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person’s badge may be issued.**

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

- 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 organisational badge rather than using the individual Blue Badges of people it is transporting.

Organisational badges should only be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge – and must not be used for the employee’s benefit when they are carrying out other business on behalf of the organisation. It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge.

If you are unsure about how to answer these questions then please read the guidance notes included at the end of this application form or contact Halton Direct Link for advice.

**Information about the organisation**

<b>Name of organisation:</b>	
<b>Main contact name:</b>	
<b>Address:</b>	
<b>Postcode:</b>	
<b>Telephone:</b>	
<b>Email:</b>	
<b>Logo:</b>	<i>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.</i>
<b>Charity number of your organisation (if applicable):</b>	

**Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge? (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, including information on your registration with the Care Quality Commission (CQC) or the Office for Standards in Education, Children’s Services and Skills (Ofsted) as a provider of care to people with disabilities that meet the eligibility criteria for a badge:

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

Yes  No

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

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

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

Yes  No

If yes, please provide a copy of the V5 log book as evidence of this.

**How many disabled people are in the care of your organisation?**

**How many of these people are already in receipt of a Blue Badge as individuals?**

**How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals?** (See the accompanying guidance notes for a list of the eligibility criteria).

**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 following information:**

Badge serial number(s):	Badge expiry date(s):

**How many organisational badges are you applying for?** (Please note that the badge issue fee of £10 is payable for each badge that is issued.)

**Badge issue fee:** A fee of £10 is payable for successful applications. You will only be issued with a Blue Badge once your payment is received. Payment can be made by cash or card at Halton Direct Link or cheque made payable to Halton Borough Council. Card payments can also be taken over the phone. Payment may be made upfront and a refund will be provided if your application is unsuccessful. Alternatively, if you do not wish to pay upfront, we will contact you if your application is successful in order to arrange payment.

### Declarations and signatures

- 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.

Halton Borough Council is the Data Controller for the personal information you provide. All documents relating to this application will be dealt with in line with Data Protection legislation and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. Any information you have supplied to support this application 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 or entitlement or as other required by law. For further information visit [www.halton.gov.uk/privacynotices](http://www.halton.gov.uk/privacynotices)

<input type="checkbox"/>	I confirm that, as far as I know, the details I have provided are complete and accurate. I realise that you 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 my local authority of any changes that may affect my entitlement to a badge.
<input type="checkbox"/>	I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people.
<input type="checkbox"/>	I understand that, if the application is successful, the badge(s) may only be used when transporting disabled people and that the organisation must use the badge(s) in accordance with the rules of the scheme.

### Your signature against the declarations:

Signature:	
Date of application (DD/MM/YYYY):	
Please print your name here:	
Position in the organisation:	

### Checklist of documents to enclose

<input type="checkbox"/>	Your organisation's logo
<input type="checkbox"/>	Copy of V5 log book as evidence of vehicles taxed in the DPV taxation class (if applicable)
<input type="checkbox"/>	Evidence of registration with CQC/Ofsted as a provider of care (to disabled people eligible for a badge)

## Submitting your application

You can return your completed application in person or by post to one of the Halton Direct Link (HDL) offices.

It may also be submitted by email to [blue.badges@halton.gov.uk](mailto:blue.badges@halton.gov.uk).

If approved, you will need to collect your completed badge. Please tick which office you would prefer to collect your badge from:

Runcorn HDL Concourse Level, Rutland House Halton Lea Shopping Centre WA7 2ES		Widnes HDL 7 Brook Street Widnes WA8 6NB	
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## Guidance notes

### Application for an organisational badge

Please complete this form if you are representing an organisation applying for an organisational badge. An organisational badge 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
- receives 8 points or more under the 'Moving Around' activity of the mobility component of Personal Independence Payment; 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 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 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.

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.

Organisational badges will therefore 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 a individual Blue Badge; and
- has a **clear need for an organisational 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.

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 would be eligible for an organisational Blue Badge as they are not usually **concerned 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.

You will be asked to supply the company logo of your organisation if you are applying for an organisational badge.

The criteria for these are largely the same as those for photo on individuals' badges:

- Images can be in colour or black + white (in accordance with the company logo).
- The permitted image format is .JPG or .GIF
- The maximum size of the image is 200kb.

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

## 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 them may result in the local authority being unable to accept your Blue Badge application.

You may wish to tick the optional declarations in order to speed up your application and improve the service you receive. In doing so, you will be providing specific consent to the local authority to allow us to share information about you with relevant departments and service providers within the authority.

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

A local authority 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 for organisations that have Blue Badges” will be sent to you with the badge. This leaflet explains the rules of the scheme and how you should use the badge properly. The leaflet can be viewed at:

<https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-for-organisations-that-have-blue-badges>