



Blue Badge Replacement Application Form

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. When completing this form you may find the accompanying guidance notes helpful.

Section 1 – Information about the applicant.

If you are completing the form on behalf of an applicant who is under 16, or who is unable to complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf. Further guidance on completing this section can be found in Section 1 of the accompanying guidance notes.

Title (Mr, Mrs, Miss, Ms, Other):		National Insurance number	
First Names (in full):		<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Surname:		Gender: Male <input type="checkbox"/> Female <input type="checkbox"/>	
Surname at birth:			
Place of Birth:	Town:	Date of Birth (DD/MM/YYYY):	
	Country:	<input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	
Driving Licence Number: (If you hold a driving licence)		<input style="width: 100%;" type="text"/>	
Address:			
Postcode:			
Home Tel:			
Mobile Tel:			
Email:			
Previous address, if different in the last three years:			
Postcode:			
Serial Number of Current Badge (if known)		Date of Current Badge Expiry (if known)	
Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge: (Up to three registration numbers should be nominated, but other vehicles can be used).			

Proof of your address, dated within the last 12 months:

We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following options and provide a photocopy of the original documentation where relevant.

Either: I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.

Or: I have provided one of the following, bearing my name and address, dated within the last 12 months:

- Bank/Building Society statement
- Gas/Electricity/Water/Telephone Bill
- Benefit Letter with Address
- Driving Licence (if not used for Proof of Identity)
- Payslip (with Address)
- Pension/HMRC/Tax Credit Letter

Proof of your identity:

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. You must attach a **photocopy** of **one** of the following as proof of your identity. Do not send original documents.

- Birth certificate / adoption certificate Marriage / Divorce certificate Valid Passport
- Civil Partnership / Dissolution certificate Valid driving licence (if not used for Proof of Address)

Photographs:

Please enclose a recent passport-style photograph of the applicant taken within the last six months. The photograph needs to show the applicant's full face so that the holder can be easily identified. This needs to meet passport regulations. For further details, please see the guidance notes section. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle.

Please ensure that the applicant's name is on the back of the photograph and that you complete Sections 3(a) and 3(c) of this form to confirm that the photograph is a true likeness.

Badge fee: £10 (See detailed guidance notes at the end of the application form)

You can pay by Credit or Debit Card, Cheque or Postal Order. Cash is not accepted.

To be able to pay by Credit/Debit card, you must provide us with a valid email address. We will contact you using this email address once we are ready to take payment for the badge. We are unable to complete credit or debit card transactions without a valid email address.

Payment by cheque/postal order must be provided with the initial application form. Application forms will be returned if you have indicated Cheque/Postal order but have not included it, or if you do not provide a valid email address for card payments.

Payment Method:

Credit/Debit Card Cheque/Postal Order

Email Address (Required for Card Payments):

Section 2 – Reason for Replacement

Please identify the reason why a replacement badge is required:

- Lost
- Stolen Police Crime Number:
- Damaged (You must include the damaged badge with the application)
- Other (Please State)

Please explain in detail how your badge was lost/stolen/damaged/other. Please also include when and where the badge was last used.

If applicable, what actions have you taken to try and recover your badge?

Section 3 – Declarations and signatures.

These questions should be answered by all applicants for a Blue Badge.

3a) Mandatory declarations about the information you have provided and the application process

- Please read the following declarations thoroughly.
- Providing fraudulent information may result in prosecution and a fine.

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. Any medical information that you have supplied to support this application is deemed, under the Data Protection Act, to be “sensitive personal data” and 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 of entitlement or as otherwise required by law.

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. I understand that I must promptly inform my local authority of any changes that may affect my entitlement to a badge.

I confirm that the photographs I have submitted with my application are a true likeness. I understand that, if my application is successful, I must not allow any other person to use the badge for their benefit and that I must only use the badge in accordance with the rules of the scheme as set out in the “Blue Badge scheme: rights and responsibilities in England” leaflet which will be sent to me with the badge.

I understand that I must not hold more than one valid Blue Badge at any time, and do not currently have another valid badge in my possession. I understand that the local authority may need to contact an accredited healthcare professional for the purpose of clarifying any information or documentation provided with this application form. I understand that I may be required to undertake an assessment with a healthcare professional who is independent of my existing care and treatment in order to determine my eligibility for a

Blue Badge.

I consent to the local authority checking any information already held by the local authority's Social Services department on the basis that:

- It can help determine my eligibility for a Blue Badge;
- It may speed up the processing of my application;

It may enable a decision to be made without the need for a mobility assessment.

3b) Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed. We have provided a checklist below to help remind you of what you need to enclose.

- Proof of your address, dated within the last 12 months.
- A copy of proof of your identity.
- An email address for Credit/Debit card payment communication (If this payment method has been selected)
- £10 Cheque or Postal Order (if this payment method has been selected)
- A passport-style photograph of yourself with your name on the back.

3c) Your signature against the declarations in section 3a

Your signature:	
Date of application:	(DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
Please print your name here:	
If you have signed the form on behalf of the applicant, please state the reason why the applicant is unable to sign and your relationship:	

Blue Badge Application Form - Guidance Notes

What sections of the application form should I complete?

All individual applicants should complete all sections. This leaflet is available in alternative formats and can be explained in a range of languages. Please call 03000 416262 for details.

Section 1 - Information about you

This section should be completed by all individual applicants for a Blue Badge. All fields should be filled in.

If you are applying for a Blue Badge on behalf of someone under the age of 16, then you will need to provide their Child Registration Number. This can be found on the Child Benefit documentation.

Proof of your identity and address

Identity:

A photocopy of one of the following must be submitted with your application: your birth/adoption certificate, marriage/divorce certificate, civil partnership/dissolution certificate, valid passport or valid driving licence (if not used as Proof of Address).

Address:

Proof of address should be in the form of a photocopy of original Council Tax bill bearing your name and address, dated within the last 12 months. If this cannot be provided, a photocopy of one of the following documents will be accepted, provided that they are dated within the last 12 months, and state your name and address:

- Bank/Building Society statement
- Gas/Electricity/Water/Telephone Bill
- Benefit Letter with Address
- Driving Licence (if not used as Proof of Identity)
- Payslip (with Address)
- Pension/HMRC/Tax Credit Letter

If you cannot provide any of the above items, please contact the Blue Badge Service on 03000 416262 to discuss this further before submitting your replacement application.

Blue Badge Issue Fee

The cost of a Blue Badge is £10. Kent County Council will only issue successful applicants with a Blue Badge once payment of the required £10 fee has been received.

Payments for a Badge can be made by Credit Card or Debit Card, Cheque or Postal Order. You must not send cash with your application.

In order to make a payment by Credit Card or Debit Card, applicants must supply a valid email address. You will then receive an email from the blue badge team once your badge has been approved, detailing how you contact us to make this payment. A Blue Badge will not be issued until this payment is completed. We are unable to process credit or debit card payments without an email address. If you indicate this payment method and do not provide an email address, your application will be returned. This will delay your application.

Cheques/Postal orders need to be made payable to Kent County Council, and must be provided at the time of application. This will be cashed once the Blue Badge has been authorised.

Please speak to the Post Office regarding arranging a refund before purchasing a postal order, in the event of your application being declined. Kent County Council Blue Badges take no responsibility for applicants being unable to obtain a refund on Postal Orders.

You cannot purchase blue badge holders, clocks or tax disk holders using a credit or debit card. These require a cheque or a postal order attached to the order form enclosed with this application if you require these items.

Photographs

Photographs should be similar to those required for passports. They must:

- Show you on your own
- Be in colour, not black and white
- Be clear and in sharp focus, with a clear difference between your face and the background
- Be taken against a plain cream or plain light grey background
- Be of you forward facing and looking straight at the camera
- Not be torn, creased or marked
- Be professionally printed on plain white photographic paper
- Be free from shadows
- Show your full head, without any head covering, unless you wear one for religious beliefs or medical reasons.
- Be a close-up of your head and shoulders.

The full passport regulations can be found online at:

http://www.gov.uk/en/TravelAndTransport/Passports/Applicationinformation/DG_174152

Section 2 – Reason for Replacement

Please state the reason for requiring a replacement blue badge. If the badge has been stolen, we also require a police reference number before being able to process the replacement application. The police can be contacted by dialing 101 from any phone. If the badge has been damaged or is incorrect, we require this to be returned before a new one can be issued. This is because there cannot be two valid badges in circulation for any individual at the same time.

Section 3 – Declarations and signatures

Section 3a): The relevant mandatory declarations must be completed by all applicants, since they underpin the terms of applying for a Replacement Blue Badge. Please take the time to read and understand these declarations, since not ticking those that are relevant to your applicant may result in your local authority being unable to accept your Replacement Blue Badge application. 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.

Section 3c): All applicants must sign and date the form prior to submitting it.

If your badge application is successful, the leaflet “The Blue Badge scheme - rights and responsibilities in England” 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-in-england>