

Please return to: Blue Badge Service, Invicta House, County Hall, Maidstone, Kent, ME14 1XX

Telephone: 03000 416262, **Text Relay:** 18001 03000 416262

Email: bluebadgeteam@kent.gov.uk



Further Information is available at: www.kent.gov.uk/bluebadge.

This application form should only be used by Organisations to apply for a Blue Badge for their Organisation

Organisation Blue Badge Application Form – Organisation Information

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/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 Section 6 of 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 a 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.

Organisation Name															
Responsible Person Name															
Job Title															
Organisation Address Details		Postcode		<input type="text"/>											
Full Address															
Tel.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Mobile Tel.		<input type="text"/>					
Organisation Email Address (Required for Card Payments)															
Charity Number of Organisation (if applicable)															
Payment Method	Credit/Debit Card (must give email address for contact)	<input type="checkbox"/>													
	Cheque (to be made payable to Kent County Council)	<input type="checkbox"/>													

Section 1 – Declarations and signatures

Please read the following declarations thoroughly as well as the Blue Badge privacy statement, which can be found at www.kent.gov.uk/bluebadge. Providing fraudulent information may result in prosecution and a fine.

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. 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.

1. **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 entitlement to a badge.
2. **I confirm that** the logo I have submitted with the application are used by the organisation on all official letterheads for this organisation. I understand that, if the application is successful, 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 the organisation with the badge. I take responsibility for its proper use by all individuals associated with the organisation, in accordance to these guidelines.

Please provide your signature against the declarations in section 1 above. Applications will not be processed if this section is not completed.

Responsible Person 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	

Organisation Logo

We require a logo or letter head sample with each application. This must be the logo or letterhead used by the organisation in official correspondence, and this will be included on the badge if the application is successful. Please provide a clear high quality image to be used on the badge(s) issued.

Badge fee: £10 per Badge

You can pay by Credit / Debit Card or Cheque. Cash and postal orders are 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 must be provided with the initial application form if using this method.

Section 2 – Organisation Information

How many badges are you applying for?

Please note badges cost £10 each

Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge? See the Further Information section of the accompanying guidance notes for a list of the eligibility criteria.

Yes:

No:

If YES, please give details of the nature of this care:

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

Yes:

No:

Please give details of the vehicles that will use the badge below:

Type of vehicle	Vehicle Registration Number	Frequency used to transport disabled people	Is the vehicle adapted for disabled people?
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>
			Yes: <input type="checkbox"/> No: <input type="checkbox"/>

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

How many of these are already in receipt of an Individual Blue Badge?

Please describe why your organisation is applying for this Blue Badge and the types of trips it will be used for

How often will the badge be used?

Daily

Weekly

Fortnightly

Monthly

If your organisation currently has other badges, please list them below:

Badge Number	Expiry Date	Badge Number	Expiry Date

Blue Badge Application Form – Additional Guidance Notes

Misuse of the badge could lead to a £1,000 fine and confiscation of the badge.

Organisational applicants should fill this form in full on behalf of their organisation. Alternatively they can apply online at <https://www.gov.uk/apply-blue-badge>

This application is available in alternative formats and can be explained in a range of languages. Please call 03000 416262 for details.

Section 1 - Information about your organisation

This section should be completed by all organisational applicants applying for a Blue Badge. All fields should be completed.

Responsible Contact Name

This should be a named person in your organisation who can be contacted about the application and has taken responsibility for the use of the badge. 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.

Blue Badge Issue Fee

The cost of each Blue Badge issued is £10. Kent County Council will only issue successful organisations 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 organisations 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 the 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.

Further Information

Please complete this application 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
- 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. In order for the badge to be issued to the organisation, we require a logo or letter head sample with each application. This must be the logo or letterhead used by the organisation in official correspondence, and this will be included on the badge if the application is successful.

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.

Section 2 – Declarations and signatures

All applications must be signed by the responsible contact person. They must sign and date the form prior to submitting it. Not completing this section will result in the application being returned to you. A local authority may refuse to issue a badge if they have reason to believe that the applicant or organisation is not who they claim to be or that the badge would be used by someone other than the organisation to whom it has been issued.

If your badge application is successful, the leaflet “The Blue Badge scheme - rights and responsibilities in England for Organisations” will be sent to you with the badge. This leaflet explains the rules of the Scheme and how your organisation should use the badge properly. The leaflet can be viewed at

https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/3249/blue-badge-rights-responsibilities-organisations.pdf