

**Please return to:**

Blue Badge Service,  
Catmose Street, Oakham, Rutland, LE15 6HP  
**Telephone:** 01572 758330  
**Email:** bluebadges@rutland.gov.uk



**Rutland**  
County Council

Apply online at [www.gov.uk/apply-blue-badge](http://www.gov.uk/apply-blue-badge)

## Organisational 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 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.

<b>Organisation Name</b>									
<b>Responsible Person Name</b>									
<b>Job Title</b>									
<b>Organisation Address Details</b>		Postcode		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full Address									
Tel.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Mobile Tel.		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<b>Organisation Email Address</b>									
<b>Charity Number of Organisation (if applicable)</b>									

**Badge fee: £10 – see guidance notes**

You can pay by Credit / Debit Card / Cheque or Online. Cash and postal orders are not accepted. Payment will only be taken if your application for a Blue Badge is successful. Do not enclose payment with this form. We will contact you for payment if your application is successful.

## Section 1 – Declarations and signatures

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

In order to comply with the Data Protection Act and the General Data Protection Regulation (GDPR), which came into effect in May 2018, we have to provide you with information about the personal data you give to us. This information is set out below:

Rutland County Council is the data controller for the personal information you may provide. You can contact us by phone on 01572 722577, via email to [dataprotection@rutland.gov.uk](mailto:dataprotection@rutland.gov.uk) or by writing to us at Data Protection Catmose House Oakham Rutland LE15 6HP.

Your information will be used so that we can administer 'The Blue Badge (Disabled Persons' Parking) Scheme' which introduced on 1 December 1971 by means of Regulations made under Section 21 of the Chronically Sick and Disabled Persons Act 1970 (Badges for display on motor vehicles use by disable persons). This Act was amended by the Disabled Person's Parking Badges Act 2013.

Your personal data may be shared with other teams within the council in order to provide a service to you, to ensure our records are kept up to date or otherwise where we are required to do so under other legislation. We may share the data with third parties if we are required by law to do so, this may include the Police or Government Agencies. We will not sell your data or use it for marketing purposes without your consent.

We will keep your data for 3 years and 6 months from the date of application. This is in accordance with current legislation.

You have the following rights under the GDPR. Please note not all of these rights apply to all processing. Further details on each right can be found on our website (<https://www.rutland.gov.uk>)

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- *The right to be informed.*
- *The right of access.*
- *The right to rectification*
- *The right to erasure*
- *The right to restrict processing*
- *The right to data portability*
- *The right to object*
- *Rights related to automated decision making, including profiling'*

Rutland County Council would like to contact you to provide you with information on other Council Services. If you consent to us contacting you for this purpose please tick here.

If you are not happy with the way the council is handling your personal information you have the right to lodge a complaint with the Information Commissioner's Office [www.ico.org.uk](http://www.ico.org.uk)

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 my entitlement to a badge. I understand that Rutland County Council may re-assess my eligibility at any point should there be any concerns regarding ongoing eligibility.
  
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.**

<b>Responsible Person signature</b>	
<b>Date of application</b> (DD/MM/YYYY)	<input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> / <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/> <input style="width: 20px; height: 20px;" type="text"/>
<b>Please print your name here</b>	

**Organisation Logo**

Please enclose or email a copy of your 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.

## Section 2 – Organisational 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 – Guidance Notes

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

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

## 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.**

## Payments

If your application is successful, you will be required to pay a fee of £10.00 before a Badge can be issued to you. Do not send the fee with the form. We will contact you if your application is successful. We will only issue successful applicants with a Blue Badge once payment of the required fee has been received. Payment for the Blue Badge may be by Credit/Debit Card, Cheque made payable to Rutland County Council or Online at <https://www.rutland.gov.uk/pay-report-and-apply-online/online-payments/>

## Section 1 – Declarations and signatures

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 2 - Information about your organisation

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

## 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 the Disability Living Allowance (HRMCDLA); or
- Receives 8 points or more under the “moving around” activity of the mobility component of Personal Independence Payment (PIP); or
- Is registered blind (severely sight impaired); NB Partially sighted applicants are required to complete section 4 in full, as they are not entitled to a badge automatically. Or
- Receives a War Pensioner's Mobility Supplement (WPMS); or
- Has been both awarded a lump sum benefit at tariffs 1-8 of the Armed Forces Compensation Scheme and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- Receives 10 points under descriptor E of the “planning and following journeys” activity of the mobility component of Personal Independence Payment (PIP)

In addition, a child under 3 may be eligible if they meet one of the following descriptions:

- A child (under the age of 3) 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 (under the age of 3) 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 an 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.

### **Processing Times**

Please note, upon receipt of a fully completed application form and all relevant documentation, your application can take 8 weeks to process.

Applicants who do not send all relevant documentation, or do not complete the required sections on the application form will have the application form returned to them for full completion. The application cannot be processed until all documentation is received. This will delay your application.

### **Information for All Applicants**

If you require any assistance with this form please call the Rutland County Council Blue Badge Team on 01572 758330 or for more in-depth advice contact Citizens Advice on 01572 723494. Please note that accepting your application does not mean that a badge will be awarded as all information provided needs to be verified. We cannot issue badges whilst you wait.