

[Paragraph:Blue Badge]

**The Disabled Persons (Badges for Motor Vehicles) (Scotland) Amendment (No. 2) Regulations 2011 (Blue Badge Application)**

Thank you for your recent enquiry regarding an application for a Blue Badge for your organisation.

Please find enclosed an application form for you to complete and return to Aberdeenshire Council, PO Box 18533, Inverurie, AB51 5WX.

There is a charge of £20.00 for each badge issued however please do not send payment with your application. If your application is successful we will contact you to arrange payment.

If you require any assistance completing this application form please contact me on 03456 08 12 00.

Yours sincerely

**Blue Badge Team**



**BLUE BADGE SCHEME**

**(ORGANISATION APPLICATION)**

**YOUR REF:**

**Section 1 – Information about the Organisation**

This form is intended for organisations involved in the care of disabled people who are seeking a Blue Badge for 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 note for a list of the eligibility criteria prescribed in the regulations (Regulation 5) 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

If you are unsure about how to answer these questions, then please read the guidance notes enclosed with this application form.

**Name of organisation:**

**Main contact name:**

**Address:**  
  
**Postcode:**  
**Telephone:**  
**Email:**

**Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?** See the accompanying guidance note 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 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 give details and attach a photocopy of the tax disc(s) to this application:**

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

: people

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

: people

**How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals** (see description of eligible disabled people in the accompanying guidance note)?

: people

**Charity Number of your organisation:**  
(if applicable)

**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:**

What is the serial number on the current badge(s)?

What is the expiry date of the current badge(s)?

**How many organisational badges are you applying for?**

**Badge issue fee**

The fee for a Blue Badge is **£20.00**. **Please do not send payment with your application.** You will be contacted by e-mail or telephone to confirm whether you meet the criteria for the award of a Blue Badge and to discuss payment options. **Payment will only be taken if your organisation's application for a Blue Badge is successful. Your organisation will only be issued with a Blue Badge once your payment has been received.**

**Section 2 – Declarations and signatures**

These questions are intended to be answered by all organisations applying for a Blue Badge.

**2a) Mandatory declarations about the information you have provided and the application process**

- 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.

**Privacy Notice**

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 have read the Privacy Notice and agree that Aberdeenshire Council may process my personal data in the ways described above.

## Declarations to be completed by all organisational applicants

- 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 I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people.
- I understand that, if the application is successful, the badge(s) will only be used when transporting disabled people and that the organisation must use the badge(s) in accordance with the rules of the scheme.

## 2b) Your consent to use your information to improve the service you receive

Please read and tick the following optional declarations that you consent to. Ticking these boxes will help to improve the service we can offer you

- I consent to the local authority checking any information already held by other Service areas/ departments in relation to the organisation on the basis that:
- It can help determine the eligibility for a Blue Badge;
  - It may speed up the processing of the application.
- I agree to the disclosure of the information included in this form to other local authority departments/ service providers so that I can be informed about other local authority services that may be of benefit to me.

## 2c) 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.

- Letter showing your organisation address and logo.
- A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class.
- Email copy of your logo in .gif or .jpg format to [bluebadge@aberdeenshire.gov.uk](mailto:bluebadge@aberdeenshire.gov.uk)

## 2d) Your signature against the declarations in Section 2a and 2b

Your  
signature:

Date of  
application:

Please print  
your name  
here: