

**BLUE BADGE SCHEME**

**(ORGANISATION APPLICATION)**

**YOUR REF: [BEN:ClaimReference]**

**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. For information about this, please see Transport Scotland Webpages (<https://www.transport.gov.scot/our-approach/accessible-transport/blue-badge-scheme/#overview>)

**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 see Transport Scotland Webpages (link above)

**Name of Organisation:**

**Main contact name:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

**1.1 Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?** Please see Transport Scotland Webpages (link above) for the eligibility criteria.

Yes:  No:

**1.1i) If YES, provide details of the nature of this care:**

**1.2 How many qualifying disabled people with severe mobility impairments or who may be a risk in traffic are being cared for by the organisation?**

**1.2i) How many of these people are already in receipt of a Blue Badge as individuals?**

**1.2ii) How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals? (see descriptions of eligibility in Transport Scotland Webpages (link above))**

**1.3 As part of the care you provide, does your organisation provide disabled people with transportation?**

Yes:  No:

**1.3i) 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	Number of Seats	Vehicle Registration Number	Has the vehicle been adapted in any way? If yes, explain how	Frequency used to transport disabled people	How many disabled people with mobility impairments or who are at risk in traffic are transported in the vehicle

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

Yes:  No:

**1.4i) If YES, please provide details and attach evidence (for example a copy of your registration document or email confirmation) of this DPV tax to this application:**

**1.4ii) If NO**, please attach a declaration on the organisation's letterhead stating:

1. You are an organisation concerned with the **care of** disabled people (who would meet one of the eligibility criteria prescribed in the regulations that govern the Blue Badge scheme)
2. You will only be using the badge when transporting those people.

**The letter must be signed by a Board Member or Trustee of the organisation**

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

**Please describe, in detail, why your organisation is applying for a Blue Badge and the types of trips it will be needed 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 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 to confirm whether you meet the criteria for the award of a Blue Badge and you will be informed of how payment can be made. **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.
- I understand that, if the application is successful, I need to re-apply at least 12 weeks before the expiry date on the badge.

### 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.

A declaration on your organisation's letterhead that:

1. You are an organisation concerned with the **care of** disabled people (who would meet one of the eligibility criteria prescribed in the regulations that govern the Blue Badge scheme)
2. You will only be using the badge when transporting those people

**The letter must be signed by a Board Member or Trustee of the organisation**

OR

A photocopy of evidence of tax for any vehicles registered under the Disabled Passenger Vehicle (DPV) class.

If you have not already done so (for example, in relation to the requirement above) please provide us with a letter, showing your organisation address and logo.

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

<b>Your signature:</b>	
<b>Date of application:</b>	
<b>Please print your name here:</b>	

# Privacy Notice – Blue Badges

The Data Controller of the information being collected is Aberdeenshire Council.

The Data Protection Officer can be contacted at Town House, 34 Low Street, Banff, AB45 1AY.

Email: [dataprotection@aberdeenshire.gov.uk](mailto:dataprotection@aberdeenshire.gov.uk)

## **Your information is being collected to use for the following purposes:**

To determine eligibility for a Blue Badge.

Your information is being collected by Aberdeenshire Council

## **The Legal Basis for collecting the information is: Legal Obligations**

Aberdeenshire Council is the Data Controller for the information you provide.

Wherever we process personal information we have to make sure we have a basis for doing so in Data Protection Law. We understand our basis as 6(1)(c) and 6(1)(e) of the General Data Protection Regulation. This is because we undertake this activity as part of our public task and as a legal obligation to provide disabled persons' badges under the Chronically Sick and Disabled Persons Act 1970 and the Disabled Persons (Badges for Motor Vehicles) (Scotland) Regulations 2000.

## **Where the Legal Basis for processing is either Performance of a Contract or Legal Obligation, please note the following consequences of failure to provide the information:**

We will be unable to process your application for a Blue Badge.

## **Your information may/will be shared with the following recipients or categories of recipient**

- Independent Mobility Assessors who are qualified in assessing blue badge entitlement.
- The police
- Parking enforcement officers
- Transport Scotland

## **Your information will be transferred to or stored in the following countries and the following safeguards are in place:** Not applicable

**The retention period for the data is:** The duration of your application and an additional three years.

**The following automated decision-making, including profiling, will be under taken:** Not applicable

## **Please note that you have the following rights:**

- to withdraw consent at any time, where the Legal Basis specified above is Consent;
- to lodge a complaint with the Information Commissioner's Office (after raising the issue with the Data Protection Officer first);
- to request access to your personal data;
- to object, where the legal basis specified above is:
  - (i) Performance of a Public Task; or
  - (ii) Legitimate Interests.
- to data portability, where the legal basis specified above is:
  - (i) Consent; or
  - (ii) Performance of a Contract;
- to request rectification or erasure of your personal data, as so far as the legislation permits.