



## Blue Badge Scheme - Application for Organisations

This form is to be used for new applications, renewals or replacement within 3 months of expiry of the existing badge. Applicants **must** complete all sections and provide an organisation logo as requested in this form. Milton Keynes Council may return your application or refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria

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
- receives 8 points or more under the 'Moving Around' activity of the mobility component of Personal Independence Payment; 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.

Eligibility also covers children under the age of 3 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.

Badges are supplied to organisations or departments rather than to individual staff members. All employees of the organisation who will be using the badge 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. 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.

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. They are able to use an individual's Blue Badge when carrying that person as a passenger.

**Please return the completed form and relevant documents / payment to:**

Milton Keynes Council. Disabled Parking Badge Team. Civic Offices. 1 Saxon Gate East.  
Central Milton Keynes. MK9 3EJ

For enquiries: Tel: 01908 25 3449 or email [Bluebadge@milton-keynes.gov.uk](mailto:Bluebadge@milton-keynes.gov.uk)

**Section 1 – Applying for an Organisational Blue Badge. (Please complete in BLACK INK)**

**Name of organisation:**

**Main contact name:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

**Charity Number (if applicable)**

**How many organisational badges are you applying for?** (Please note that your organisation will be required to pay the badge issue fee for each Badge issued). ----- badges

**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)?

**Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge?**

Yes

No

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

**Section 2 – Checklist of documents / evidence to be enclosed – tick to confirm you have completed all requirements (Please complete in BLACK INK)**

<input type="checkbox"/>	<p>An image of your organisation's logo.</p> <ul style="list-style-type: none"> <li>• Images can be in colour or black + white (in accordance with the company logo).</li> <li>• The permitted image format is .JPG or .GIF</li> <li>• The maximum size of the image is 200kb.</li> <li>• The dimensions of the logo/image <b>on the badge</b> will be 274 pixels (wide) x 354 pixels (high) @ 200dpi (depth of pixels per inch). This equates to 1.37 inches (wide) by 1.77 inches (high) or 35mm (wide) by 45mm (high).</li> </ul>
<input type="checkbox"/>	<p><b>Section 3 – Please check and sign the Declarations</b></p>
<input type="checkbox"/>	<p><b>Badge issue fee</b> The current fee for issuing a badge is £10.00. We cannot process your application until payment is received. You can pay by cheque or postal order made payable to "Milton Keynes Council" or by card. <b>We do not accept cash.</b></p> <p>If you wish to pay by card please fill out the payment details below to authorise us to take a card payment from your bank account. Please note that once payment is taken, the details will be destroyed securely. If your application is unsuccessful, the payment will be refunded.</p>

<b>Card Number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<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>Issue Number</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*switch / solo cards only											
<b>Card Security Code</b>	<input type="text"/>	<input type="text"/>	<input type="text"/>	*last three digits on back of the card											
	Month	Year		Month	Year										
<b>Issue date</b>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>	<b>Expiry date</b>	<input type="text"/>	<input type="text"/>	/	<input type="text"/>	<input type="text"/>				
<b>Card Holders Name</b>	<input type="text"/>											*as shown on front of card			

### Section 3 – Declarations and signatures. (Please complete in BLACK INK)

- 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.

#### Declarations

- 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) must 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** the local authority **may check** 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;

#### Your signature against these declarations

<b>Your signature:</b>	
<b>Date of application:</b>	(DD/MM/YYYY): ___ / ___ / _____
<b>Please print your name here:</b>	

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.