

Guidance Notes For Organisational Blue Badges

Organisational Blue Badges

An organisational badge may be issued to organisations whose responsibilities include the care and transportation of disabled people who would themselves meet the eligibility criteria for a badge should they apply individually. Eligible disabled persons are defined in the legislation as someone who is over two years old and:

- A person who 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
- A person who has been certified by an expert assessor as having an enduring and substantial disability which causes them, during the course of a journey, to:
 - Be unable to walk;
 - Experience very considerable difficulty whilst walking, which may include very considerable psychological distress; or
 - Be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person.
- Receives the Higher Rate of the Mobility Component of the Disability Living Allowance (HRMCDLA); or
- Receives the mobility component of Personal Independence Payment (PIP) and has obtained 8 points or more under the “moving around” activity; or
- Receives the mobility component of PIP and has obtained 10 points specifically for Descriptor E under the “planning and following journeys” activity, on the grounds that they are unable to undertake any journey because it would cause them overwhelming psychological distress; or
- Is registered blind (severely sight impaired); 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.

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 an individual Blue Badge; and
- Due to the number and frequency of people it is transporting, has a clear need for an organisational badge rather than using the individual Blue Badges of people it is transporting.

Common examples of organisations that may be eligible include residential care homes, hospices or local authority social services departments. 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.

Where relatively few people meet the eligibility criteria for a Blue Badge in the organisation, it would be preferable for the disabled people themselves to apply for badges rather than have one issued to an organisation.

In all circumstances, badges will be supplied to organisations or departments (e.g. Social Service Department) rather than to individual staff members. 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 possible prosecution and a fine of up to £1,000.

Declarations and signatures

The relevant mandatory declarations must be completed by all applicants, since they underpin the terms of applying for a Blue Badge. Please take the time to read and understand these declarations, as signing the application form confirms agreement.

An authorised signatory must sign and date the form prior to submitting it.

We may refuse to issue a badge if we have reason to believe that the organisation is not what it claims to be or that the badge would be used for a purpose other than transporting disabled people.

If your badge application is successful, the leaflet "The Blue Badge scheme – rights and responsibilities in England" will be sent to you with the badge. This leaflet explains the rules of the Scheme and how to use the badge properly. Please read this carefully and ensure any members of staff or (if applicable) volunteers who might use the badge to transport users read it too.

Blue Badge Issue Fee

The fee for a Blue Badge is £10.00. Please **do not send any payment with your application**. You will be notified of the outcome of your application in writing and given details of how to pay for your badge/s. Successful applicants pay the £10.00 fee for each badge either online or by telephone.

Badge Delivery

Blue Badges are manufactured by a National Supplier appointed by the Department for Transport. Blue Badges will be sent directly from the manufacturer to your Organisation's address. Collection of Blue Badges is no longer possible.

Other information

The application form asks you to provide the Vehicle Registration Numbers of the vehicles in which you are most likely to use a Blue Badge. This information helps local authorities with their enforcement of the Blue Badge scheme rules. Please note however that you can use a Blue Badge in any vehicle in which you are transporting disabled people.

Please note that you may be asked for further information after your application has been submitted. If you do not respond to such a request, your application will be declined.

Apply online at [GOV.UK](https://www.gov.uk)

**Alternatively, copies of application forms can be downloaded from the website.
Completed applications can be submitted by:**

Email: blue.badges@westsussex.gov.uk

Or by post:

**BLUE BADGE
PO BOX 859
BOGNOR REGIS
PO21 9HT**

**Please contact the Blue Badge Helpline if you require any further assistance:
01243 777653**