

Blue Badge Application Guide

A Guide To Completing Your
Blue Badge Application

18/06/2024

Help and Advice

Help and advice on applying for yourself or someone else who has an enduring and substantial disability which means that they experience very considerable difficulty whilst making a journey.

Blue Badges are issued by your local authority and will help you to park close to your destination, either as a passenger or a driver. The badge and the parking clock (where required) need to be on displayed in the vehicle. The badge is for your use and benefit only.

Where can I park?

Eligible Blue Badge holders, carrying and displaying a valid badge correctly, may park in the following places:

- Car park spaces reserved for Blue Badge holders (you may still need to pay)
- Streets with parking meters or pay-and-display machines for as long as you need to, unless a sign says there is a time limit
- On single or double yellow lines for up to 3 hours, but not where there are restrictions on "loading" or "unloading"
- You can apply to your council for a disabled parking space near your home.

If you are finding it difficult to complete the form yourself, please contact us and we'll try to help you further.

Applying

Applying for a Blue Badge

You'll need to complete an application form and you'll also need to submit supporting documents:

- Proof of identity e.g. birth certificate, driving license, passport
- Proof of address e.g. letter from your bank or a utility bill
- Any relevant supporting medical evidence
- Recent passport-style colour photograph (head and shoulders)
- Processing fee (£10)



Applying Online

Most local authorities require you to apply online, following the introduction of a national government online application in 2019. You can complete an online application form on the [gov.uk website](https://www.gov.uk).

Apply or renew online

You'll need a recent digital photo showing your head and shoulders.

You'll also need a photo or scan of your:

- proof of identity (such as a birth certificate, passport or driving licence)
- proof of address (such as a Council Tax bill or government letter)
- proof of benefits (if you get any)

You'll also need to know:

- your National Insurance number (if you have one)
- the details of your current Blue Badge (if you're reapplying)

You can [save and return to your application](#) at a later date if you need to.

[Start now >](#)

What you need to know

How you pay depends on your local council. They'll usually make a decision within 12 weeks.

If your application is refused

Your council should tell you why you're not eligible for a Blue Badge.

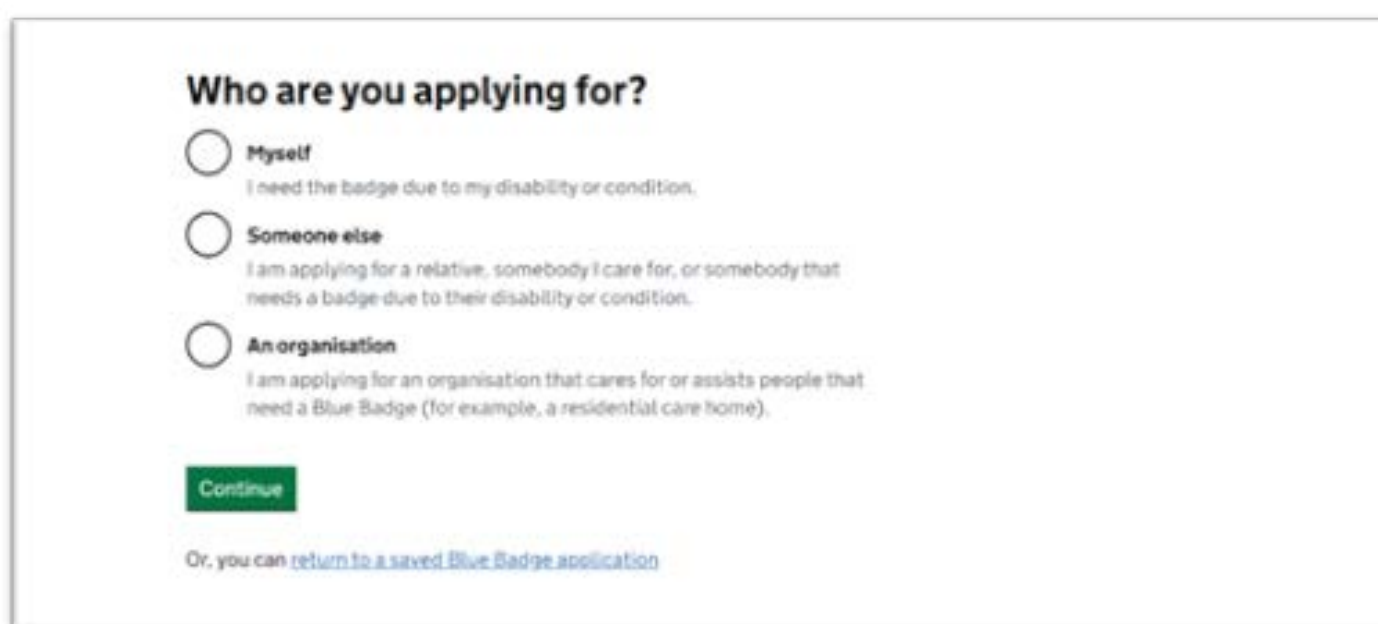
You can ask them to reconsider your case if you do not think all the important information you provided was taken into account.

It's a 3-Step Process:

Most local authorities require you to apply online, following the introduction of a national government online application in 2019. You can complete an online application form on the [gov.uk website](https://www.gov.uk).

Step 1

Who are you applying for? ('Myself', 'Someone else', 'An organisation')



Who are you applying for?

Myself
I need the badge due to my disability or condition.

Someone else
I am applying for a relative, somebody I care for, or somebody that needs a badge due to their disability or condition.

An organisation
I am applying for an organisation that cares for or assists people that need a Blue Badge (for example, a residential care home).

[Continue](#)

Or, you can [return to a saved Blue Badge application](#)

Which is your Local authority? Enter the postcode of the applicant's address.



Find your local council

You cannot get a Blue Badge if you live outside of the UK.

Enter your postcode
For example, 'SW1A 2AA'.

[I want to select my local council from a list](#)

[Continue](#)

Once you enter your postcode, it will show who your issuing authority is
(For example Staffordshire County Council)

Your issuing authority

Staffordshire County Council are responsible for issuing Blue Badges in your area.

[Continue](#)

[That is not my local council](#)

Do you already have a blue badge? Once you press no, press continue.
If you press yes you would go through to the renewal process.
Enter the date of birth for the applicant.

What is your date of birth?

For example, "31 03 1980".

Day Month Year

[Continue](#)

Please enter yes or no on the below section and press continue.

Are you severely sight impaired (blind)?

Yes

No

[Continue](#)

Do you receive any of these benefits? You may be eligible if you receive the below please select the correct criteria:

Do you receive any of these benefits?

Personal Independence Payment (PIP)

Disability Living Allowance (DLA)

Armed Forces Compensation Scheme

War Pensioners' Mobility Supplement

None of these benefits

[Continue](#)

- If you receive DLA mobility component at a higher rate, please select the Disability Living Allowance option above.


Please check documentation for PIP eligibility

You qualify if you receive either of these two benefits:

- Mobility - Moving around - 8 points (or more)
- Mobility - Planning and following journeys - exactly 10 points with descriptor E - You cannot undertake any journey because it would cause overwhelming psychological distress.

Find the mobility section of your PIP award letter

This is also known as the "Statement of Entitlement".
It is usually on the last page of the letter.



In the mobility section, there are individual scores for:

- planning and following a journey
- moving around

You will now be asked some questions about the points scored within the mobility section of your letter

[Continue](#)

Please select how many points you receive on the 'moving around' section of your entitlement letter:

How many points did you score in the 'moving around' activity of your assessment?

12 points

10 points

8 points

4 points

0 points

[Continue](#)

Once you see this section please read and press continue:

Applying with or without your benefit

The expiry of your badge will be linked to the review date of the benefit you receive. For example, if your review date is in 6 months, your badge will expire in 6 months on the same date.

You'll need to reapply before your badge expires.

Alternatively, if you would like to make an application for a 3 year badge, you can apply without your benefit.

Check the difference in applying with or without your PIP benefit as evidence

	Applying with your PIP benefit	Applying without your benefit
If I am eligible, how long will I have my badge for?	Less than 12 months	3 years
Will I be asked questions about my condition and how it affects my mobility?	No	Yes

On this section below, please check the first page of your PIP entitlement for the date it is awarded until to progress onto the next page:

Is your benefit due for a review within the next 12 months?

This could be because you are still waiting for a review or extension decision letter from DWP.

Yes

No

[Continue](#)

Please make sure you meet the above criteria before deciding to apply using your benefit for the below section:

Do you still want to apply with your benefit?

Yes, I still want to apply with my benefit

No, I don't want to apply with my benefit

[Continue](#)

[▶ Check the difference in applying with or without your benefit](#)

If you don't automatically qualify, you may still be eligible under another criteria if you have an enduring and substantial disability that:

- Is likely to last a period of three years.
- Has been an ongoing issue.
- Means you are unable to walk or causes you to experience very considerable difficulty, whilst walking, which may include very considerable psychological distress.



- Describe the nature of your condition and how it affects your mobility in as much detail as possible.
- Clearly explain the difficulties you experience and provide as much detail as possible.
- Consider different aspects of walking - distance, speed, discomfort, breathlessness, use of walking aids and the manner in which you walk.

To be considered eligible and to continue with the blue badge application you will need to be able to select a "Yes" option as below:

Do you have a disability or condition that means you need a Blue Badge?

Yes, I have a permanent disability or condition (expected not to improve for at least 3 years)

Yes, and I have a life limiting illness

My condition is expected to improve within 3 years

No

[Continue](#)

Please select all options below that apply (you can select multiple options)

What are the main reasons you need a Blue Badge?

Select all that apply.

I am unable to walk (I cannot take a single step)

I find walking very difficult (for example, needing mobility aids, experiencing excessive pain or breathlessness)

I experience psychological distress when walking or on journeys

I am a risk near vehicles or in traffic (for example, lacking awareness or unable to control actions)

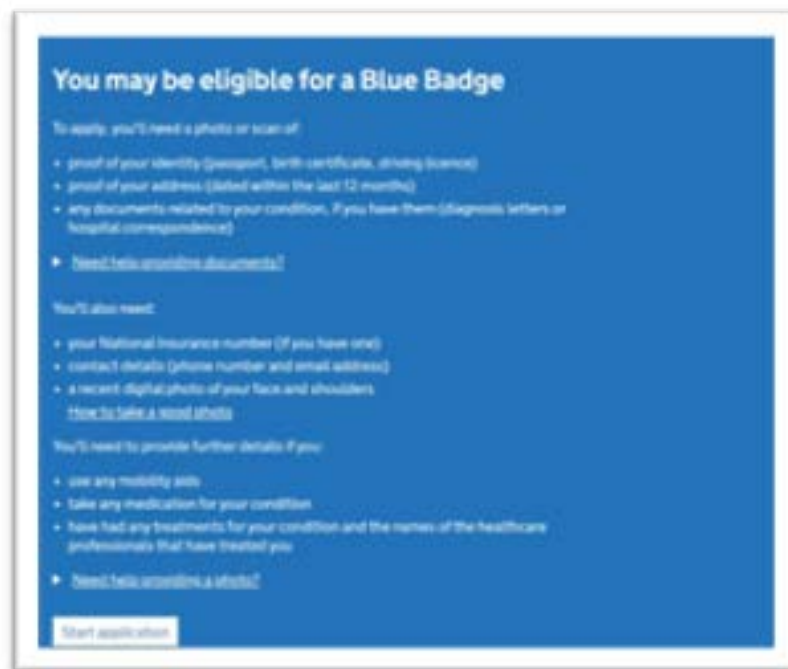
I have a severe disability in both arms and drive regularly, but cannot operate pay and display parking machines

None of these reasons

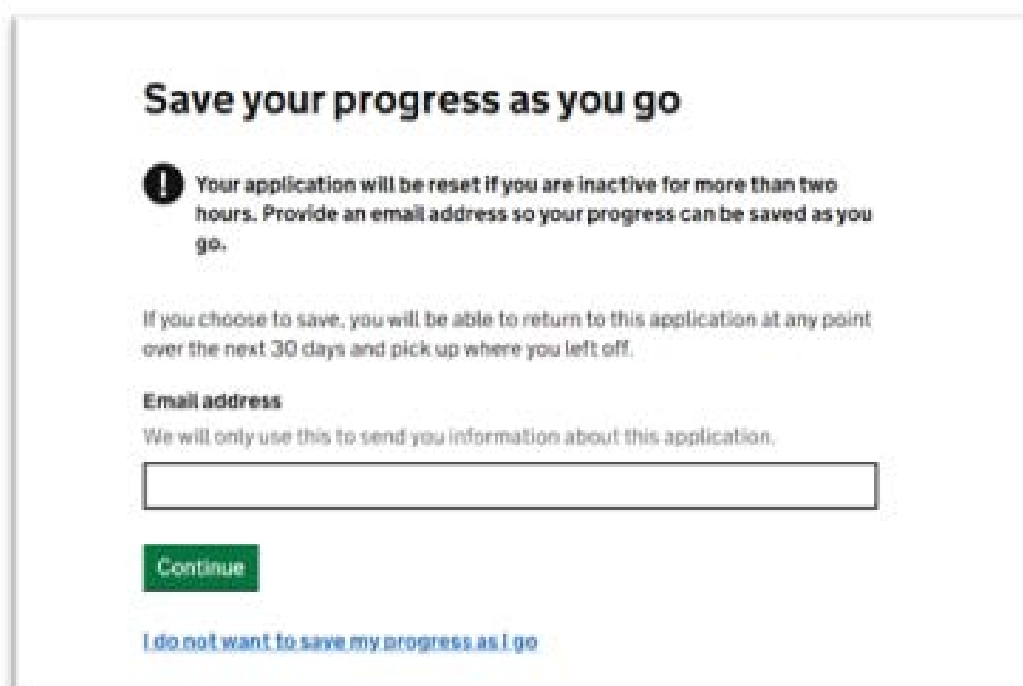
[Continue](#)

Step 2

Application form



You can save and return to your application within 14 days; the site may log you out after a period of inactivity so we suggest using this option below to avoid losing your form.



Returning to a previously saved form Visit the [Blue badge website](#) and click on 'Save and return to your application' link.

On the next screen you will see the main application home page, where you can click into each section to complete the question(s). Note that to complete the online application you will also be required to upload your identity and medical documents so you must be able to scan or photograph these and transfer them to your device, so that you can upload them.

Apply for a Blue Badge

For your security, your application will be reset if you are inactive for more than two hours. If you need to stop at any point, save the application and return to it later.

1. Check before you start
 Check eligibility **COMPLETED**

2. Prepare application

Enter personal details	NOT STARTED
Upload proof of benefit	NOT STARTED
Upload proof of address	NOT STARTED
Upload proof of identity	NOT STARTED
Upload supporting documents	NOT STARTED

3. Apply

Check your answers	CANNOT START YET
Agree to declaration	CANNOT START YET
Send application	CANNOT START YET

When you come across this section on the above screen shot, you will be able to upload a photo or scan a copy of:

- proof of benefit
- proof of address
- proof of identity
- supporting documents

You can also upload a recent colour digital photo. Just make sure the photos or scans are good quality and include all of the relevant information.

If you are applying on a mobile or tablet device, you can take a photo of the required documents and upload within the application itself. If you are unable to upload your documents on the application form you can [email the documents](#) to the blue badges team or post the photocopies (Please note that original documents will not be returned)

**Blue Badge Team
 Staffordshire County Council
 Staffordshire Place 2
 Stafford
 ST16 2DH**

Describe your walking ability:

List any conditions or disabilities that effect your walking and the impact this has on your ability to make a journey. Please also describe how frequently this affects you.

- Consider how walking makes you feel e.g. if it causes you severe pain or makes you breathless, so that you have to sit down and rest.
- If you need to pause regularly to manage pain, breathlessness or fatigue then mention this and include the duration of pauses and their frequency, discomfort and the style of walking.
- Think about what phrases might describe your walking e.g. taking small steps, shuffling, hunched over posture, bent or leaning over, poor coordination, unsteady balance, very careful, stilted rhythm of walking.

You will then need to select how your health conditions make it difficult for you (you may select multiple options)

How do your health conditions make walking difficult for you?

- Excessive pain
- Breathlessness
- Balance, coordination or posture
- It is dangerous to my health and safety
- Something else

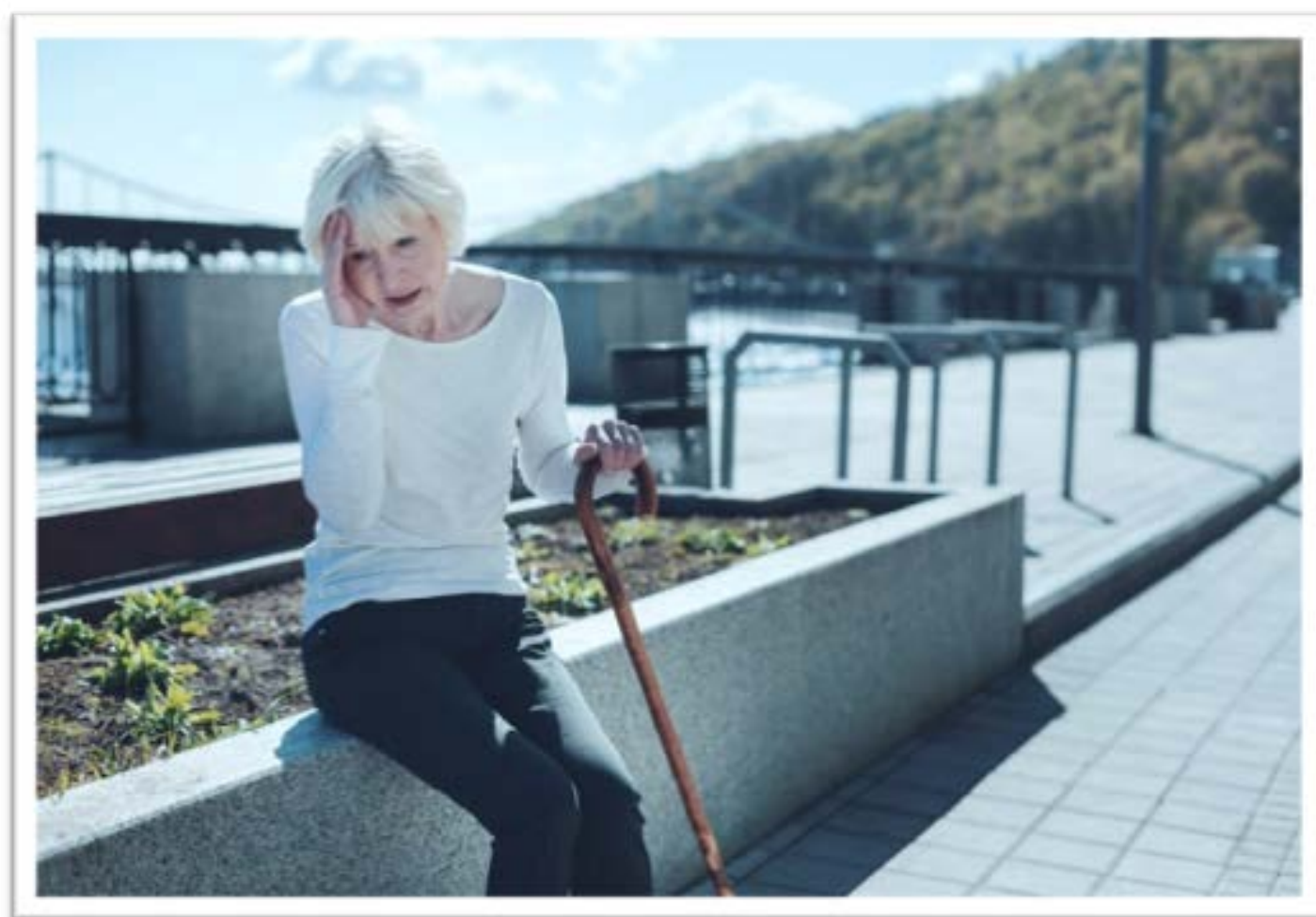
[Continue](#)

Distances and how far you can walk:

- Give an estimate of the distance you can walk without assistance or severe discomfort (without help, pain or breathlessness)
- Think about the length of time that you can walk for in one go e.g. if you need to stop frequently to rest, catch your breath or steady your balance.
- You can provide an example using a local landmarks or locations that you could comfortably walk to.

Examples could include: 'to a car parked on my drive', 'end of my driveway', 'corner shop at x', 'bus stop at end of my road'.

- If you're not sure, think about how many parked buses you could walk past before you'd start to feel pain or need a rest. A double decker bus is about 11m (12yards) long and a football pitch is about 100m (109.3 yards) long.
- If you can't estimate a distance, you could write down how many steps you can take instead, and how long it would take you to walk this. An average adult step is around 70cm (less than 1 metre).



Medical and healthcare professionals and supporting medical evidence:

- You can give details of medical professionals (such as GP, consultants, district nurse, occupational therapist) that you have seen recently; they may be able to provide information to support your application.
- You will need to provide supporting medical evidence relating to the condition/s that affect your ability to make a journey.

You can provide evidence such as –

- A letter of diagnosis, as up to date as possible
- Evidence of the progression of the condition/s
- Confirmation of ongoing treatments/clinic attendances, or referrals for such
- Evidence of prescribed medication relevant to the condition/s
- Letters from consultants or specialists that you are under the care of, relating to your condition/s
- Patient Summary or Summary Care Records

If you cannot access your medical summary yourself online, you can contact your GP reception team who will provide this.

- Attaching a recent prescription list to the form could save you having to write these all down. Don't forget to include any painkillers you take.

Additional documents uploads.

When completing the online application, you will be asked to upload a document (rather than send by post) for each category:

- Proof of address (Council Tax bill, Bank statement (less than 3months old), Utility bill (less than 3months old), DWP Letter, Housing Benefit Letter, valid Driving licence)
- Proof of identity (Birth certificate, a valid driving licence and a valid passport.
- Recent colour passport-style photo (which will appear on your pass – you could take a photo of your head and shoulders against a plain white wall)
- Medical document(s) (GP letter, Hospital letter, Consultant letter, proof of automatic entitlement such as DLA higher rate mobility award letter.) You will need to photograph or scan these documents and ensure they are transferred to your computer/laptop, before being able to upload them to the Blue Badge application website.

Blue Badges for organisations

An organisation may be eligible for a badge (or multiple badges), if they both:

- care for or assist people who need a Blue Badge
- transport people who need a Blue Badge

The issuing local council will decide whether the organisation has a clear need for an organisational badge rather than using the individual badges of the people it is transporting. An organisational badge must only be displayed when someone who would be eligible for a Blue Badge in their own right is being transported.

Common examples of organisations that may be eligible include residential care homes, hospices or local council 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.



Step 3

What happens next?

Once your application has been submitted the local authority aims to process your application within 6 – 8 weeks. (This can be extended up to 12 weeks if you are required to attend a mobility assessment). Applications submitted alongside a DS1500/SR1 form are automatically prioritised.

If further information or evidence is requested from the applicant and no response is received from the applicant within 4 weeks, the application will be deemed cancelled and will not be processed any further.

There is a £10 fee for a Blue Badge. When applying online you will be able to make the payment and the end of the application, this will help to speed up the process. If your application is not successful or is cancelled by us the £10 fee will be refunded.

Blue Badges are generally issued for a period of 3 years. However, if you apply and are eligible under a criteria such as PIP then the badge will be issued in line with the award end date, up to a maximum of 3 years.

Applicants moving to Staffordshire should continue to use their existing badge until it expires and reapply to Staffordshire County Council.

