



**Headway North Cumbria**

[www.headwaynorthcumbria.org.uk](http://www.headwaynorthcumbria.org.uk)

the brain injury association

## **HEADWAY NORTH CUMBRIA HOW TO APPLY FOR A BLUE BADGE**

### **INTRODUCTION**

1. Blue Badges help people with disabilities or health conditions park closer to their destination. You can apply for a badge for yourself, on behalf of somebody else or an organisation that transports people that need a Blue Badge.
2. In England, Scotland and Wales you can apply on GOV.UK<sup>1</sup> for a Blue Badge. This is a national scheme that operates throughout the UK and is recognised in Europe, and is delivered locally by Councils<sup>2</sup>. Within Cumbria badges are issued by Cumberland and Westmorland and Furness Councils.

### **AIM OF THE INSTRUCTION**

3. The aim of this instruction is to explain the process by which eligible Headway North Cumbria members can obtain a Blue Badge.

### **ELIGIBILITY FOR A BLUE BADGE<sup>3</sup>**

4. Blue Badges are issued to residents of Cumbria who meet one or more of a range of eligibility criteria.
5. **People who automatically get a Blue Badge.** You automatically qualify for a Blue Badge if you are aged 3 or over and at least one of the following applies:
  - you receive the higher rate of the mobility component of the Disability Living Allowance (DLA).

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<sup>1</sup> <https://www.gov.uk/apply-blue-badge>.

<sup>2</sup> The GOV.UK website will direct you to the appropriate issuing authority in your area – for a majority of members of Headway North Cumbria this will be Cumberland Council.

<sup>3</sup> Extracted from <https://www.gov.uk/government/publications/blue-badge-can-i-get-one/can-i-get-a-blue-badge>

- you receive a Personal Independence Payment (PIP) because you can't walk more than 50 metres (a score of 8 points or more under the 'moving around' activity of the mobility component).
- you are registered blind (severely sight impaired).
- you receive a War Pensioners' Mobility Supplement.
- you have received a lump sum benefit within tariff levels 1 to 8 of the Armed Forces and Reserve Forces (Compensation) Scheme and have been certified as having a permanent and substantial disability that causes inability to walk or very considerable difficulty in walking.
- you receive the mobility component of PIP and have obtained 10 points specifically for descriptor E under the 'planning and following journeys' activity, on the grounds that you are unable to undertake any journey because it would cause you overwhelming psychological distress.<sup>4</sup>

**6. People who may get a blue badge.** You may be eligible for a badge if one or more of the following applies:

- you cannot walk at all.
- you cannot walk without help from someone else or using mobility aids.
- you find walking very difficult due to pain, breathlessness or the time it takes.
- walking is dangerous to your health and safety.
- you have a life limiting illness, which means you cannot walk or find walking very difficult and have a SR1 form.
- you have a severe disability in both arms and drive regularly, but cannot operate pay-and-display parking machines.
- you have a child under the age of 3 with a medical condition that means the child always needs to be accompanied by bulky medical equipment

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<sup>4</sup> If you have any score other than 10 points under descriptor E, in the 'planning and following journeys' activity of PIP you may still be eligible for a Blue Badge, but you do not automatically qualify. This includes if you have a higher score of 12. You will have to provide evidence to demonstrate your eligibility which will be assessed as part of your application.

- you have a child under the age of 3 with a medical condition that means the child must always be kept near a vehicle in case they need emergency medical treatment.
- you are constantly a significant risk to yourself or others near vehicles, in traffic or car parks.
- you struggle severely to plan or follow a journey.
- you find it difficult or impossible to control your actions and lack awareness of the impact you could have on others.
- you regularly have intense and overwhelming responses to situations causing temporary loss of behavioural control.
- you frequently become extremely anxious or fearful of public/open spaces.

## **DECISIONS OVER ELIGIBILITY**

7. The Council will decide if an applicant is eligible for a blue badge. They cannot start the assessment process until they have all the necessary evidence. It may take 12 weeks or longer to assess an application. If they decide that an applicant is not eligible and it is thought that they did not take account of all the facts, then they can be asked to consider the application again.

## **WHAT IS NEEDED TO APPLY FOR A BLUE BADGE**

8. An applicant will need to provide:
- a. Proof of identity. Examples are:
    - birth or adoption certificate
    - passport
    - driving licence
    - marriage or civil partnership certificate
    - divorce or dissolution certificate
  - b. Proof of address. Examples are:
    - a recent council tax bill
    - a recent letter from a government department such as Department for Work and Pensions (DWP)
    - driving licence
    - a recent letter from a school (if you are under 16)

- c. A recent head and shoulders digital photo.
- d. National insurance number.
- e. Contact details (phone number, email and postal address)

9. An applicant will also need provide proof of benefits. The information to be provided will dependant on the type of benefit the applicant is in receipt of.

a. **Personal Independence Payment (PIP).** You'll need to know the scores from the mobility assessment and the award end date (if applicable). You'll also be asked to provide proof of the PIP award. This would be the 3 pages from the letter from DWP, which clearly shows:

- entitlement to PIP (front page)
- assessment scores (second to last page)
- mobility scores (last page)

b. **Disability Living Allowance (DLA).** You'll need to know which rate of the mobility component you receive and the award end date (if applicable). You'll also be asked to provide proof of the DLA award. This should be the most recent letter from DWP, which clearly shows:

- mobility rating
- certificate of entitlement to DLA
- the date of the letter

c. **Armed Forces Compensation Scheme.** You'll be asked to provide proof of the benefit. This should be the most recent letter from the Ministry of Defence, which clearly shows that you:

- were injured in service on or after 6 April 2005
- have been awarded a benefit by the Armed Forces Compensation Scheme, with a lump sum payment within Tariffs 1 to 8
- are certified as having a permanent, substantial disability which causes inability to walk or very considerable difficulty in walking

d. **War Pensioners' Mobility Scheme.** You'll be asked to provide proof of the benefit. This should be the most recent letter from the Ministry of Defence, which clearly shows that the applicant:

- was injured in service before 6 April 2005
- is in receipt of a War Pensioners' Mobility Supplement

10. If you are applying without one of the benefits, the application will need to be assessed by the issuing local council. To help assess the application, you'll be asked to provide extra information depending on the answers you give when you are checking eligibility.

a. If you cannot walk, find walking difficult, or you have a non-visible (hidden) condition, you will be asked to provide information concerning:

- relevant medication that is taken.
- relevant treatments that you receive or are due to receive.
- healthcare or associated professionals that have been involved with the treatment of your condition.

b. You will be asked if you want to upload supporting documents. This could be prescriptions, diagnosis letters or correspondence between professionals that treat your condition.

c. If you cannot walk or find walking difficult, you will also be asked questions around how your condition affects your walking.

d. If you have a non-visible (hidden) condition, you will also be asked questions around how journeys between your vehicle and destination are affected by your condition.

## HOW TO APPLY FOR A BLUE BADGE

11. For Cumberland residents applications are made to Cumberland Council<sup>5</sup>. This can be done by one of two routes:

a. **Apply online**<sup>6</sup>. Your application will be assessed and processed by the Blue Badge Team. To do this the following will be required for the application:

- the details of your current Blue Badge (if you have one).
- a digital photo.
- your National Insurance number.
- proof of identity (such as a valid passport or driving licence).
- proof of address (less than 12 months old).
- proof of benefits (if you get any).

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<sup>5</sup> Headway North Cumbria members that are not resident in Cumberland will need to apply through their own Council. The procedures will, however, be broadly similar.

<sup>6</sup> <https://apply.digital.cumberland.gov.uk/w/webpage/834GBJYC1>



- evidence of your condition (if applicable), for example hospital letters or care plans.
- card details to make payment (£10)

Full details on how to apply online can be found at Annex A.

b. **Complete a Blue Badge Application Form<sup>7</sup>**. The application form can be found online at the Cumberland Council website but can also be collected from any Cumberland Library. Applicants should ensure all relevant sections are completed, including the declaration, and that the 'Supporting Document Checklist' (Section 7) is used to ensure that all of the required supporting documentation, including proof of address, identity and a recent photograph is provided. The application form can either be completed online and returned by email to [blue.badge@cumberland.gov.uk](mailto:blue.badge@cumberland.gov.uk), or printed and posted to:

Blue Badge  
Cumberland Council  
PO Box 415,  
Carlisle,  
CA1 9GU

Full details on how to complete a Blue Badge application form can be found at Annex B.

## RESPONSIBILITIES OF A BLUE BADGE HOLDER

12. The rights and responsibilities of a blue badge holder in England can be found on the GOV.UK website.<sup>8</sup> Details are summarised at Annex C.

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<sup>7</sup> [https://www.cumberland.gov.uk/sites/default/files/2024-06/blue\\_badge\\_application\\_form.pdf](https://www.cumberland.gov.uk/sites/default/files/2024-06/blue_badge_application_form.pdf)

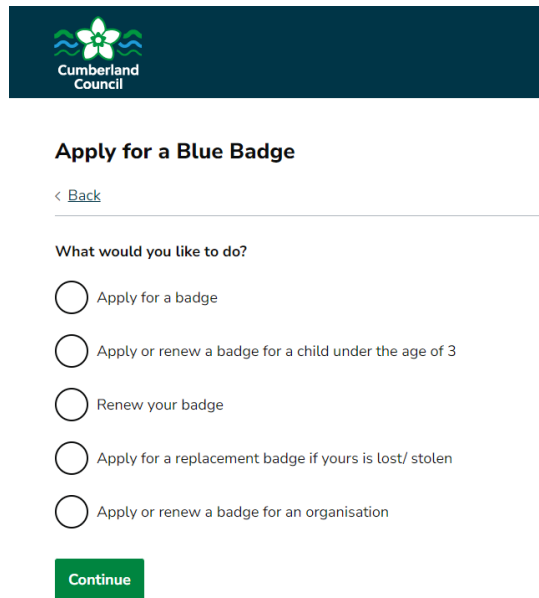
<sup>8</sup> <https://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities-in-england/the-blue-badge-scheme-rights-and-responsibilities-in-england#your-responsibilities-as-a-blue-badge-holder>

## ANNEX A TO HOW TO APPLY FOR A BLUE BADGE

### APPLY ONLINE TO CUMBERLAND COUNCIL

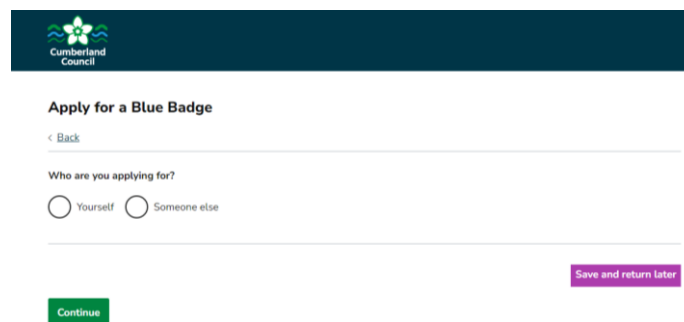
1. The online application comprises a number of steps, only some of which will need to be completed dependant on the circumstances pertaining to the individual applicant.<sup>9</sup>

a. Start by confirming what type of application that you would like to do:



The screenshot shows the Cumberland Council logo at the top. Below it, the heading is "Apply for a Blue Badge". There is a "< Back" link. The question is "What would you like to do?". There are five radio button options: "Apply for a badge", "Apply or renew a badge for a child under the age of 3", "Renew your badge", "Apply for a replacement badge if yours is lost/ stolen", and "Apply or renew a badge for an organisation". At the bottom is a green "Continue" button.

b. Confirm whether you are applying for yourself or on behalf of someone else.



The screenshot shows the Cumberland Council logo at the top. Below it, the heading is "Apply for a Blue Badge". There is a "< Back" link. The question is "Who are you applying for?". There are two radio button options: "Yourself" and "Someone else". At the bottom right is a purple "Save and return later" button, and at the bottom left is a green "Continue" button.

<sup>9</sup> For the sake of this procedure it is assumed that this is a first time application for a Blue Card.

c. If applying for someone else you will need to provide details of your relationship to the individual and contact details. This must be completed by all applicants.

#### Apply for a Blue Badge

[< Back](#)

Who are you applying for?

Yourself  Someone else

What is your relationship to the applicant?

If you work for an organisation and are helping someone complete an application please put the organisation name in here.

Who should be contacted about this application?

If you're the contact put your full name here

Contact telephone number

We might contact this number if we have questions about the application, or if there is no contact email address

Contact email address

This will be used for updates about their application and to request extra information if this is required

Or, check the box below to continue without providing an email address

I understand that if I don't provide an email address contact will be made by post or telephone

[Save and return later](#)

Please complete the rest of this form with the details of the person who the badge is for.

[Continue](#)

d. Confirmation of receipt of benefits:



#### Apply for a Blue Badge

[< Back](#)

Do you receive any of these benefits?

- Disability Living Allowance (DLA)
- Personal Independence Payment (PIP)
- Armed Forces Compensation Scheme
- War Pensioners Mobility Supplement (WPMS)
- None of these



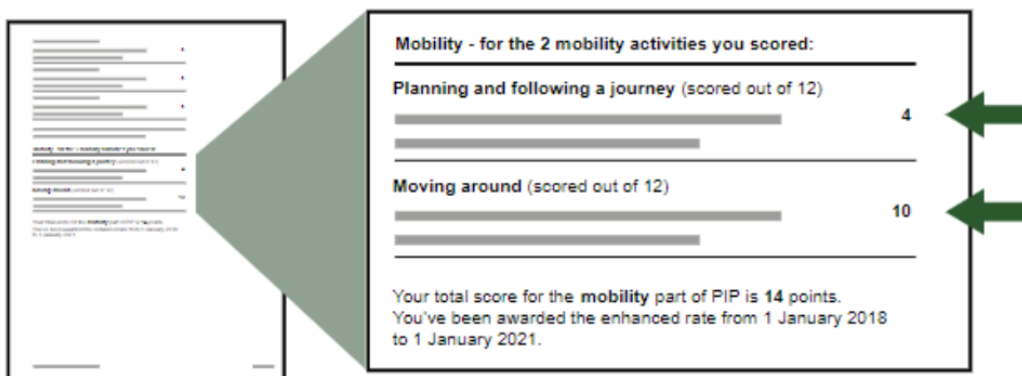
- e. Assuming that PIP is selected you will be asked to confirm the score for the “Moving Around” activity of your assessment (this will be a score out of 12 and usually found on the back page of the PIP award letter). (N.B. similar questions may be asked if in receipt of other benefits)

### Find the mobility section of your PIP award letter

It is usually on the last page of the letter.

In the mobility section, there are two individual scores for:

- Planning and following a journey
- Moving round



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

[Continue](#)

## Apply for a Blue Badge

[Back](#)

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

- Less than 8     8 to 12

[Save and return later](#)

f. Should the response be sufficient to meet one of a range of criteria and automatically qualify for a Blue Badge. (i.e. a “moving around” score of 8 to 12) you will be notified that this will be verified using information from DWP and you will be invited to continue further with the application.

### Apply for a Blue Badge

[< Back](#)

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

Less than 8  8 to 12

We will verify you obtain this benefit using information provided by the DWP. By continuing with this form you are confirming that you give us permission to do this.

[Continue](#)

[Save and return later](#)

g. Should the response be insufficient to automatically qualify for a blue badge, further questions may be asked (these will be dependent on the type of benefit claimed and the scores associated with associated criteria:

### Apply for a Blue Badge

[< Back](#)

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

Less than 8  8 to 12

How many points did you score in the 'planning and following journeys' activity of your assessment?

Less than 10

10

12

[Save and return later](#)

h. Details should then be provided of the individual that requires the blue badge.

**Details of the person who requires a Blue Badge**

Full name

Date of Birth

Has your name changed since birth?

No  Yes

Gender

Female

Male

Unspecified

Town of birth

Country of birth

**Current Address**

Postcode

Select Address

Address line 1

Address line 2 (optional)

Town

Postcode

Have you moved in the last 3 years?

No  Yes

Are you under 16?

No  Yes


j. You will be asked to provide supporting evidence in the form of proof of identity (i.e. driving licence, birth certificate, marriage certificate, passport), photograph, and any other documents to support the application,

#### Supporting documentation

We are unable to process an application without the documentation detailed below.


If you are not able to upload evidence at this time you can email or post copies of your documentation instead (contact details can be found on [our website](#)).

Upload proof of identity

 Choose a file...

Proof of identity (e.g. Driving Licence, Birth Certificate, Marriage Certificate, Passport)

Upload a photograph

 Choose a file...

Passport quality photograph taken within the last 12 months. Photographs taken on smartphones/ tablets are accepted.

Upload additional documents

Use this option if you need to upload any more documents to support your application

k. You will then be asked to make a declaration and then submit the application:

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When you submit your application it will be sent to the council, and you will be taken to a secure website to make payment for your application.

You will receive an automated email which will give you your application reference number.

Once the form is submitted you won't be able to make any changes. Please make sure all details are correct before submitting the form.

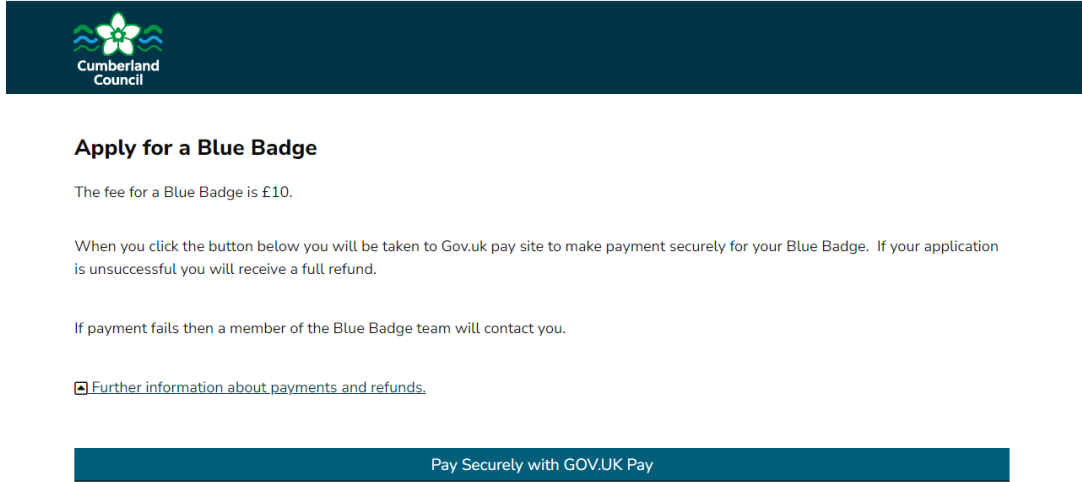
#### Declaration

By submitting your application you are confirming the following statements:

- I confirm that, as far as I know, the details I have provided are complete and accurate.
- I understand that providing fraudulent information may result in prosecution and a fine.
- I understand that where I have indicated I am in receipt of PIP or DLA that the Local Authority will undertake a search of information provided by the Department of Work and Pensions to confirm this.
- I understand that I must not hold more than one valid Blue Badge at any time.
- I understand that I must promptly inform my local issuing authority of any changes that may affect my entitlement to a badge.
- I confirm that the photograph I have submitted with my application is a true likeness.
- I agree that, if my application is successful, I will follow guidelines in "Blue Badge scheme: rights and responsibilities" leaflet which will be sent to me along with the badge if the application is successful.
- I agree to the local authority contacting an accredited healthcare professional, if necessary, for the purpose of obtaining further information in support of my application.
- I understand that I may be required to undertake an assessment with a healthcare professional who is independent of my existing care and treatment, in order to determine my eligibility for a Blue Badge.

**Submit application and make payment**

l. The final step is to pay for the blue badge (£ 10) which can be done online at GOV.UK pay:



**Apply for a Blue Badge**

The fee for a Blue Badge is £10.

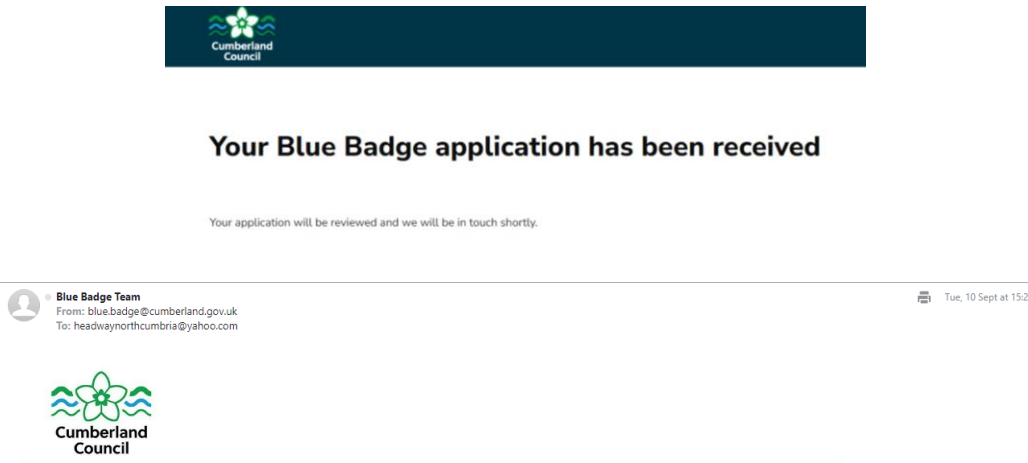
When you click the button below you will be taken to Gov.uk pay site to make payment securely for your Blue Badge. If your application is unsuccessful you will receive a full refund.

If payment fails then a member of the Blue Badge team will contact you.

[Further information about payments and refunds.](#)

Pay Securely with GOV.UK Pay

m. The application will be confirmed online and will be supported by an email sent to the e-mail address provided during the application process



**Your Blue Badge application has been received**

Your application will be reviewed and we will be in touch shortly.

**Blue Badge Team**  
From: blue.badge@cumberland.gov.uk  
To: headwaynorthcumbria@yahoo.com

Tue, 10 Sept at 15:28

**Cumberland Council**

Our reference: CAI/287877

Thank you for your Blue Badge application, which we have now received.

Your application will be reviewed and we will be in touch shortly.

If you have not provided your supporting documents, photograph or £10 blue Badge issue fee, please provide them to the Blue Badge team as we are unable to process your application without these.

All applications must provide all of the following:

- Copy proof of address dated within last 12 months (e.g. a recent bill, Driving Licence, Council Tax Bill, NHS correspondence)
- Copy proof of identity (e.g. Driving Licence, Birth Certificate, Marriage Certificate, passport)
- A passport quality photograph taken within the last 12 months. Photographs taken on smartphones/tablets are accepted and can be emailed to blue.badge@cumberland.gov.uk
- £10 Blue Badge Issue Fee

◦ You will be contacted via phone to make payment via Card when the application is processed

◦ You can submit a cheque or postal order for £10.00 made payable to Cumberland Council. No payment will be taken if your application is not successful

If you have applied with an eligible benefit you will also need to provide:

- War Pensioner's Mobility Supplement (WPMS)
  - Photocopy of War Pensions mobility supplement letter. If you have lost this letter then the agency can be contacted via 0800 169 2277
- Armed Forces and Reserve Forces (Compensation) scheme
  - Photocopy of Armed Forces (compensation) Scheme letter confirming the level of your award. If you have lost this letter then the agency can be contacted via 0800 169 2277
- Severely sight impaired (Blind)
  - Photocopy of Certificate of Visual Impairment (CVI) or other evidence of the registration which states that you are registered severely sight impaired.

If you have any queries please contact the Blue Badge team on blue.badge@cumberland.gov.uk, quoting the reference above.

Kind regards,  
Blue Badge Team

## ANNEX B TO HOW TO APPLY FOR A BLUE BADGE

### APPLY USING BLUE BADGE APPLICATION FORM


1. Applications can be made using a Blue Badge Application Form which can be found online at the Cumberland Council website but can also be collected from any Cumberland Library.

**Blue Badge Application Form**  
Apply online at [www.gov.uk/apply-blue-badge](http://www.gov.uk/apply-blue-badge)

**All fields within each section are mandatory**, please refer to the guidance notes before completing

- Supporting documents **must** be submitted along with a completed application form, required documents can be identified within the checklist.
- Return completed application forms via email to: [blue.badge@cumberland.gov.uk](mailto:blue.badge@cumberland.gov.uk) or post to: Blue Badge, Cumberland Council, PO Box 415, Carlisle, CA1 9GU
- If you require support please refer to the guidance notes enclosed in the first instance. Further support is available by contacting the Blue Badge Team on 0300 373 3730 or email: [blue.badge@cumberland.gov.uk](mailto:blue.badge@cumberland.gov.uk)

**Applicants with a life limiting condition** with a poor prognosis (unlikely to be longer than 6 months) should complete the **Life Limited Blue Badge Application Form**



**Cumberland Council**

**Current Badge Details**

*If you currently hold a blue badge please provide the details below:*

Badge Serial Number:  Badge Expiry Date:

Issuing Local Authority:

**Section 1. Details of the Person who requires the Blue Badge**

*If you are filling in this form for someone else, tell us about them, not you*

Title:  Surname:

First Name (s):

Date of Birth: / / --- Gender: Male  Female

Town of Birth:

Surname/Maiden Name at Birth:

Country of Birth:

Current Address (including post-code):

Previous Address, if different within the last 3 years (including post-code):

Contact Telephone:

2. The form comprises 8 sections comprising a number of fields.
- a. **Section 1 – Details of the Person who requires the Blue Badge**  
Must be completed by all applicants and should provide details for whom the Blue Badge is required, and not of the individual completing the form.

- b. **Section 2 – Eligible without further assessment**  
To be completed by applicants who meet one of a range of criteria and automatically qualify for a Blue Badge.

### Section 2. Eligibility for a Blue Badge without the need for further Assessment

To be eligible for automatic qualification you need to meet one of the requirements below and evidence must be provided. If you are unsure whether these questions apply to you, please refer to the guidance notes.

Please Tick any statements that are true:

- a I receive Higher Rate Mobility Component of Disability Living Allowance**
- Note Attendance Allowance does not apply.
  - Please send us a photocopy (dated in the last 12 months) of the official DWP letter confirming that you receive the allowance and the duration of the award.
- b I receive a Personal Independence Payment (PIP) award** that indicates I receive 8 or more points in the 'moving around' activity of the mobility component
- Please send us a photocopy of the official DWP letter including the points awarded and the duration of the award - all pages of the award letter must be included.
- c I receive a Personal Independence Payment (PIP) award** that indicates I receive 10 points in the 'planning and following journeys' activity of the mobility component **for descriptor E** ('You cannot undertake any journey because it would cause overwhelming psychological distress')
- Please send us a photocopy of the official DWP award letter showing the points awarded and the duration of the award - all pages of the award letter must be included.
  - If your award letter is more than 12 months old you will also need to supply your yearly update letter (which must be dated in the last 12 months).
- d I receive a War Pensioner's Mobility Supplement (WPMS)**
- Please send us a photocopy of the official letter confirming that you receive the allowance.
- e I have received a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme** within tariff levels 1 – 8 (inclusive) and have been certified by the SPVA as having a permanent and substantial disability which causes inability to walk or very considerable difficulty walking
- Please send us a photocopy of the official letter confirming the level of your award and confirming that you have been assessed as having a permanent and substantial disability.
- f I am registered severely sight impaired (Blind)**   
(Note partially sighted does not apply)
- Please send us a photocopy of the evidence of the registration.

If you have ticked any of the boxes in section 2 (above), please continue to Section 7, Supporting Documents Checklist. You should also complete Section 8, Declaration.

c. **Section 3 – Eligible subject to further assessment due to walking difficulty**

To be completed by applicants who do not automatically qualify and when the main reason they need a badge is because of a condition or disability which means you cannot walk, or find walking very difficult.

This section asks for information regarding:

- The nature of the condition/disability.
- Surgery, treatments, specialist clinics etc.
- Medications.
- Current and upcoming treatments.
- Impact of the condition on your ability to walk.

d. **Section 4 – Eligible subject to further assessment due to a non-visible condition**

To be completed by applicants who do not automatically qualify and when the main reason they need a badge is because of a hidden condition which causes them to severely struggle with journeys between a vehicle and their destination.

This section asks for information regarding:

- Risk near vehicles, in traffic or in car parks.
- Ability to plan or follow a journey.
- Ability to control actions.
- Response to overwhelming situations.
- Fear of open and public spaces.

e. **Section 5 – Applicants with severe disabilities in both arms**

To be completed by applicants who hold a valid driving license and have a severe disability in both arms.

f. **Section 6 – Children Under the age of three, subject to further assessment**

To be completed where the child is under the age of three and their condition requires transporting bulky medical equipment or where they need to be kept near a motor vehicle on account of their condition.



- g. **Section 7 – Checklist**  
All applicants should use the checklist to ensure they provide correct supporting information.

Cumberland Council

**Section 7. Supporting Document Checklist**

- Use the checklist to ensure you provide us with the correct supporting documents (**copies only**)
- Please indicate the documents that you have provided along with your application form.
- Failure to provide the correct supporting documents will result in delays to your application.
- Any documentation provided will not be returned to the applicant.

**All Applicants**

**Must provide all of the following;**

- a Photocopy proof of address dated within last 12 months (e.g. a recent bill, Driving Licence, Council Tax Bill, NHS correspondence)
- b Photocopy proof of identity (e.g. Driving Licence, Birth Certificate, Marriage Certificate, passport).
- c A passport quality photograph taken within the last 12 months. Photographs taken on smartphones/tablets are accepted and can be emailed to [blue.badge@cumberland.gov.uk](mailto:blue.badge@cumberland.gov.uk)
- d £10.00 Blue Badge Issue Fee

**Please do not send any form of payment via the post, the team will contact you in regards to payment options**

**Applications without further assessment (applying under Section 2)**

**Must provide one of the following;**

- a Photocopy of Higher Rate Mobility letter (issued within the last 12 months) (confirming you receive the allowance and the duration of the award).
- b Photocopy of War Pensions mobility supplement letter. If you have lost this letter then the agency can be contacted via 0800 169 2277
- c Photocopy of Armed Forces (compensation) Scheme letter confirming the level of your award. If you have lost this letter then the agency can be contacted via 0800 169 2277
- d Photocopy of your full Personal Independence Payment letter, including points page
- e Photocopy of Certificate of Visual Impairment (CVI) or other evidence of the registration which states that you are registered severely sight impaired.

Cumberland Council

**Applications subject to further assessment (applying under Section 4)**

**In order for your application to be processed, you need to provide supporting evidence, such as:**

- A letter of diagnosis, as up-to-date as possible
- Evidence of the progression of the condition over time
- Confirmation of ongoing treatments/ clinic attendances, or referral for such
- Evidence of prescribed medication relevant to the condition
- Evidence of specialise consultations, or referral for such
- Patient summary or Summary Care Records
- Education Health and Care Plans (EHCP)
- Care Plans from social care teams
- Social housing letters or assessment reports from a local authority
- Letters from other professionals involved in your care
- Personal Independence Payment (PIP) decision letters
- Evidence of other benefits received

Please indicate below what documents you are providing

**All Applicants Please Note**

- Only submit copies of original documents.
- Any documentation provided will not be returned to the applicant.

Supporting Documents can be attached to your completed application form or emailed to; [Blue.badge@cumberland.gov.uk](mailto:Blue.badge@cumberland.gov.uk)  
If you choose to email supporting documents please ensure you include the applicant details.

**h. Section 8 – Declaration**  
Must be completed by all applicants.

Cumberland Council

**Section 8. Declaration**

All Applicants must sign the declaration below, failure to do so will mean we are unable to process your application.

**Data Protection Notice**

All documents relating to this application will be dealt with in line with the Data Protection Act 1998 and may be shared with the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud. Any medical information 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 confirm that, as far as I know, the details I have provided are complete and accurate.
- I understand that providing fraudulent information may result in prosecution and a fine.
- I understand that I must not hold more than one valid Blue Badge at any time.
- I understand that I must promptly inform my local issuing authority of any changes that may affect my entitlement to a badge.
- I confirm that the photograph I have submitted with my application is a true likeness.
- I agree that, if my application is successful, I will follow guidelines in "Blue Badge scheme: rights and responsibilities" leaflet which will be sent to me along with the badge if the application is successful.
- I agree to the local authority contacting an accredited healthcare professional, if necessary, for the purpose of obtaining further information in support of my application.
- I understand that I may be required to undertake an assessment with a healthcare professional who is independent of my existing care and treatment, in order to determine my eligibility for a Blue Badge.

Signature:

Name:

Date of Application:

**How to Submit your completed Application Form & Supporting Information;**

- Via email, [blue.badge@cumberland.gov.uk](mailto:blue.badge@cumberland.gov.uk)
- By post to; Blue Badge, Cumberland Council, PO Box 415, Carlisle, CA1 9GU

## **ANNEX C TO HOW TO APPLY FOR A BLUE BADGE**

### **RIGHTS AND RESPONSIBILITIES AS A BLUE BADGE HOLDER**

#### **YOUR RESPONSIBILITIES AS A BLUE BADGE HOLDER**

1. You must use the Blue Badge properly. The badge and its concessions are for your use only. It is a criminal offence for you or anyone else to misuse the badge. Doing so could lead to a £1,000 fine and confiscation of the badge. Making sure that the scheme is not abused will benefit genuine badge holders, such as yourself.
2. If you are using the parking concessions as a passenger, it is your responsibility to make sure that the driver is aware of all the rules set out in this guidance.
3. You must never give the badge to friends or family to allow them to have the benefit of the parking concessions. You must never use a copied badge to park or try to change the details on a badge.
4. The badge remains the property of the issuing local council. They can ask for the badge to be returned if it is being misused.

#### **WHO CAN USE THE BADGE?**

5. The badge is for your use and benefit only. It must only be displayed if you are travelling in the vehicle as a driver or passenger, or if someone is collecting you or dropping you off and needs to park at the place where you are being collected or dropped. Don't allow other people to use the badge to do something on your behalf, such as shopping or collecting something for you.
6. You must never give the badge to friends or family to allow them to park for free, even if they are visiting you.
7. You should not use the badge to allow non-disabled people to take advantage of the benefits while you sit in the car.
8. It's a criminal offence to misuse a badge. This includes people other than the badge holder taking advantage of the parking concessions provided under the scheme.

## HOW TO DISPLAY THE BADGE

9. You must display the badge on the dashboard or fascia panel, where it can be clearly read through the front windscreen. If there is no dashboard or fascia panel in your vehicle, you must display the badge in a place where it can be clearly read from outside the vehicle. The front of the badge should face upwards, showing the hologram. The side showing the photograph should not be visible through the windscreen.

10. You must also ensure that the details on the front of the badge remain legible. If they become unreadable through fading or wear and tear, you must return the badge to your local council so they can issue you with a new one. Displaying a badge that is illegible may result in a parking fine.

11. Blind people need to ensure that people displaying the badge or clock on their behalf understand how to display them correctly. Incorrect display of the badge may result in a parking fine or a penalty charge notice.

## WHEN YOU NEED TO USE A PARKING CLOCK

12. When you park on yellow lines or in other places where there is a time restriction, you need to display the blue parking clock to show your time of arrival. The clock should be sent to you together with the Blue Badge. If not, you can get a clock from the same council that issued the badge.

13. If you need to use a parking clock, you must display it on the vehicle's dashboard or fascia panel, so that the time can be seen clearly through the front windscreen. The clock should be set to show the quarter hour period during which you arrived. If there is no dashboard or fascia panel in your vehicle, you must still display the clock in a place where it can be clearly read from outside the vehicle.

## RETURNING THE BADGE

14. You must return the badge securely to your local council if:

- a. the badge has expired.
- b. your medical condition or mobility improves and you are no longer eligible.
- c. a replacement badge has been issued for one that is lost or stolen and the original is found / recovered - then the original badge must be returned the badge becomes damaged or faded and is illegible.

- d. the badge is no longer required, for example should you be confined to the house.
- e. the badge should be returned to the issuing council on the death of the badge holder. If you continue to display the badge when you no longer need it you may be fined up to £1,000.

## **IF YOUR SITUATION CHANGES**

You should always tell your local council if something changes, such as:

- a. your condition changes, so you don't need the badge.
- b. the badge is lost, stolen or damaged.
- c. you change address.
- d. your name changes (for example by marriage, civil partnership, deed poll).
- e. the holder of the badge dies.