

Supported Travel Team
Civic Centre
44 York Street
Twickenham
TW1 3BZ
Tel: 020 8831 6096
AccessibleTransport@richmond.gov.uk
www.richmond.gov.uk

Date as postmark

Dear Sir/Madam,

Re: Blue Badge Application Form

The enclosed form can be used to apply for the **Blue Badge Parking Concession (New or Renewal Applications)** Blue Badge applicants can also apply online at www.gov.uk. The Blue Badge scheme is a parking concession enabling people with long term, severe mobility difficulties or who are blind, to park close to the places they visit. The issue fee for a Badge is £10.

Applications are assessed under one of two categories – ‘automatic’ or ‘assessed’.

Automatic - Eligible without further assessment

You may be automatically eligible. This means that you will not need to attend a mobility assessment to establish your eligibility. Section 2 (page 2) of the form lists the reasons a person would be automatically eligible for a Blue Badge.

People who are automatically eligible should fill in sections 1, 2, 5, and 6 of the form and send it to us together with proof of entitlement and other supporting documents (see checklist on page 13). Please ensure that all the relevant documents are enclosed with your application form in order to prevent any unnecessary delays.

People approvable under the automatic criteria can expect to receive their Blue Badge within 4 weeks of us receiving all necessary documents.

Assessed – Hidden Disabilities

If you are not automatically eligible, you may still qualify if you 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

If you are applying under this criterion, please complete section 4 and provide supporting evidence. Applications made under this section can take up to 6-8 weeks to process.

Assessed – Eligible subject to further assessment

If you are not automatically eligible, you may still qualify if you have an enduring and substantial disability which causes you, during a journey to be unable to walk. Children under 3 with certain medical conditions may also qualify, and Blue Badge applicants with severe disability in both arms.

If you are applying under the assessed criteria, please complete section 3 the form and send it to us with the relevant documents (see checklist on page 13).

On receipt of your application, most applicants are then invited in to attend a mobility assessment with an Independent Occupational Therapist (OT). We will call or write to you within 2 weeks of receiving your application with the next available appointment. The assessment will take place at the Civic Centre in Twickenham.

If you have had a mobility assessment in the last 6 months for another transport scheme; or if at a previous mobility assessment, the OT said you were approved permanently; or if undertaking a mobility assessment is not relevant to your disability, you may not need to attend a mobility assessment.

People approvable under the assessed criteria can expect to receive their Blue Badge within 6-8 weeks of us receiving all necessary documents. This will however depend on your availability to attend a mobility assessment.

NOTES ON COMPLETING THE FORM AND APPLICATION PROCESS

- The Blue Badge issue fee is £10. This is payable by cheque, postal order or credit/debit card (not cash). Please indicate on page 13 of the form your chosen payment method. You will only be charged if your application is successful.
- There is a checklist on page 13 of the form to help make sure you include all the necessary documents. Absence of documents is likely to delay your application.
- It is up to you (the applicant) to provide the necessary information to confirm your residency and eligibility where relevant.
- The Richmond Council personal information policy is available to view online at www.richmond.gov.uk/personal_information_policy. Please be aware we may share your information in order to prevent/detect fraud.

Once you have completed the application form, return it with all supporting documents to:
Supported Travel Team, Civic Centre, 44 York Street, Twickenham, TW1 3BZ

Some of the information in the form may be hard to understand. If you have any questions about the form, or need help completing it please contact 020 8831 6096.

Postage: Please use the correct postage when sending in your application so that your application is not delayed. If you use an A4 envelope you will need a large letter stamp.

Yours sincerely,

Supported Travel Officer