



Derby City Council

## Blue Badge Application Form for applicants who are terminally or critically ill

Please complete all relevant sections of the application form in black or blue pen and supply the appropriate photocopied documents to confirm your address, identity and evidence of eligibility. Although we can not say how long it will take before you receive a Blue Badge, your application will be processed as quickly as possible.

### **PART A – INFORMATION ABOUT THE APPLICANT**

- All the applicable boxes marked with this symbol \* must be completed.

Title:*	* Mr / Mrs / Miss / Ms (*delete as appropriate)		
First names:*			
Surname:*			
Date of Birth:*			
Address:*			
Postcode:*			
Contact Telephone Number:*	We may contact you by telephone, to further assess your application. If you are unable to speak with us, please nominate someone else and include their phone number here:		
Email Address:			
Surname at Birth:*			
Town of Birth:*			
Country of Birth:*			
Gender: (Please tick) *	Male <input type="checkbox"/> Female <input type="checkbox"/>		

#### **Official Use Only:**

Date Received:	Category:	Payment Type:	Receipt Number:	BBIS Reference:
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**INFORMATION ABOUT THE PERSON SUPPLYING THE INFORMATION IF IT IS NOT THE APPLICANT**

Title:*	* Mr / Mrs / Miss / Ms (*delete as appropriate)
Initial and Surname: *	
Address: *	
Postcode: *	
Telephone Number: *	
Mobile Telephone Number:	
Email Address:	
Relationship to applicant: *	

**INFORMATION FROM THE MC MILLAN NURSE ABOUT THE APPLICANT**

Reason for Applications	
Name of Mc Millan Nurse:	
Signature of Mc Millan Nurse:	
Date:	

**You must provide a Passport Standard Colour Photograph:**

Applicants must attach **one** recent passport standard photograph with this application.

1. The photograph must show the applicant's full face and must not contain anyone else in the picture, only the applicant.
2. The size of the photograph should be 1.37 inches (wide) by 1.77 inches (high) or 35mm (wide) by 45mm (high).
3. In case the photograph gets detached from the application form, the applicant's name must be clearly written on the reverse of the photograph.
4. If you are unable to access a photo booth, we can accept a good quality digital photograph.

**Please glue the applicant's passport standard photograph in the centre of this area.**



## **PART B – PROOF OF APPLICANTS ADDRESS AND IDENTITY**

### **Confirmation of Address:**

Please supply a PHOTOCOPY of **one** of these proof of address **(this documentation will not be returned)**:

- Valid Driving Licence - Photo ID Card and Paper Counterpart
- A State Pensions letter dated in the last 12 months
- Council Tax Bill dated in the last 12 months
- Housing Benefit award letter dated in the last 12 months
- Award letter from Service Personnel and Veterans Agency (SPVA) dated in the last 12 months
- Benefit award letter from Department for Works and Pensions (DWP) dated in the last 12 months

### **Confirmation of Identity:**

You must supply PHOTOCOPY evidence from **one** of the following, as proof of identity, which must show the applicant's current name. **(this documentation will not be returned)**:

- Valid Driving Licence - Photo ID Card and Paper Counterpart
- Valid Passport - the page which shows personal details and including the passport number
- Birth Certificate / Adoption Certificate
- Marriage / Divorce Certificate
- Certificate of British Nationality
- Civil partnership / Dissolution Certificate
- HM Forces Identification Card
- Identity Card for Foreign Nationals

Please tick the box below, to confirm you understand that Derby City Council may access your existing records held with Derby City Council to assess your eligibility for a Blue Badge, such as the Electoral Roll and Council Tax Records.

By checking any information already held, it can help determine your eligibility for a Blue Badge and it may speed up the processing of your application.

Please tick here: ☐

## **PART C – ELIGIBILITY CRITERIA**

1. Are you in receipt of a DS1500?

Yes

☐

No

☐

If you are in receipt of a DS1500 form, you will not be charged for a Blue Badge, but you will need to provide a **photocopy** of the DS1500 form with this application form.

## **PART E – DECLARATION**

**Please read the following declaration carefully and sign and date it to show that you have read and agree to the content. Failure to sign the declaration may result in your application not being processed and a Blue Badge not being issued.**

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 confirm that the photograph I have submitted with my application is a recent, true likeness and my name is clearly written on the reverse.

I confirm that I will only hold one Blue Badge at any one time.

I understand that I must promptly inform Derby City Council of any changes that may affect my eligibility for a Blue Badge.

I understand that the medical information that I supply to support my application is defined as 'sensitive personal data' and I give consent to its disclosure to Derby City Council's assessors and the Blue Badge Team who are responsible for the operation and administration of the Blue Badge scheme, and other Government Departments or agencies, to validate proof of eligibility.

I understand I may be contacted to further assess my application and that I may be required to undertake an independent mobility assessment with an Occupational Therapist who is independent of my existing care and treatment, in order to determine my eligibility for a Blue Badge.

I understand that I may be contacted either by email, telephone, text message or letter.

I agree that if my application is successful, I will not allow any other person to use the Blue Badge for their benefit or the benefit of any person other than the named Blue Badge holder. I agree that I will use the Blue Badge in accordance with the rules of the scheme as set out in the *Blue Badge scheme: rights and responsibilities* leaflet which will be sent to me with the Blue Badge.

### **How is your information used?**

The information we collect will be used for the purpose of assessing your eligibility for a Blue Badge and for managing and administering your Blue Badge application.

### **Who will your information be shared with?**

Your information will be shared within the Council, and with external agencies and other Government Departments, where necessary, for the operation and administration of the Blue Badge scheme.

For further information about how your personal information will be used, please visit **[www.derby.gov.uk/privacy-notice/](http://www.derby.gov.uk/privacy-notice/)** where you can see a full copy of our Privacy Notice. Alternatively you can request a hard copy from the Contact Support Team, Business Support, Derby City Council, Council House, Derby DE1 2FS. Email: **[contact.support@derby.gcsx.gov.uk](mailto:contact.support@derby.gcsx.gov.uk)** Tel: 01332 640825

<b>Print name of Applicant:</b>	
<b>Signature of Applicant:</b>	
<b>Date of Application:</b>	

## **PAYMENT**

If you are in receipt of a DS1500 form, you will not be charged for a Blue Badge but you will need to provide a **photocopy** of the DS1500 form with this application form.

If you are not in receipt of a DS1500 and your application is successful you will be notified how to make a £10.00 payment. You may speed up the processing of your renewal application, by enclosing a cheque for £10.00 made payable to '**Derby City Council**'. If your application is not successful your cheque will be returned.

**On the reverse of the cheque you must clearly write...**

- 'Blue Badge Application'
- The Name of the Applicant
- Your Current Blue Badge Serial Number

## **CHECK LIST**

- |   |                              |
|---|------------------------------|
| • Photocopies (not original documents)                      | Yes <input type="checkbox"/> |
| • Signed and dated application form:                        | Yes <input type="checkbox"/> |
| • Signed /dated Cheque for £10.00 enclosed (if applicable): | Yes <input type="checkbox"/> |

**PLEASE SEND YOUR COMPLETED APPLICATION FORM AND THE APPROPRIATE DOCUMENTS TO:**

**The Blue Badge Administration Team  
The Council House  
Corporation Street  
Derby  
DE1 2FS**

If you have a query in relation to application, please do not visit the postal address.

Please contact the Blue Badge Administration Team by emailing [bluebadge@derby.gov.uk](mailto:bluebadge@derby.gov.uk) or telephone 01332 642982. Minicom: 01332 640666.

To request another application form please phone 0333 200 6981.

## **COMPLAINTS**

If you are not happy with a service we provide please let us know. Then if we've done something wrong, we can either put it right or make changes to stop it happening again.

If you want to discuss a complaint, please contact us on **01332 642982**.

**We can give you this information in any other way, style or language that will help you access it. Please contact us on 01332 642982 Minicom 640666**