



Derby City Council

## Application Form for the replacement of a lost, stolen or damaged Blue Badge

### Application for a replacement Blue Badge:

**Do not use this form if you wish to renew an expiring or expired Blue Badge**

Please complete all relevant sections of the application form and supply the appropriate photocopied documents to confirm your address and identity.

<b>I would like to apply for a replacement Blue Badge because my original has been: (Please indicate as applicable)</b>		
<input type="checkbox"/> Lost	<input type="checkbox"/> Stolen – a replacement badge will not be issued without a Police crime number.  Police Crime Number:	<input type="checkbox"/> Damaged/Faded – please return your current Blue Badge with this form.
<b>Please tell us the date your Blue Badge was lost, stolen or damaged:</b>		

Current Blue Badge Serial Number and Expiry Date.....

### **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: *	<i>Please also state if address has changed since original badge was issued</i>	
Postcode: *		
Email Address:		
Surname at Birth: *		
Town of Birth: *		

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

Date Received:	Category:	Payment Type:	Receipt Number:	Assessment Type:	BBIS Reference:

Contact Telephone Number: *		
If you are unable to speak with us, please nominate someone else and include their details below:		
Title of the person we may contact, if you are unable to speak to us:	Mr / Mrs / Miss / Ms (delete as appropriate)	
Initial and Surname of the person we may contact, if you are unable to speak to us:		
Contact Telephone Number/s of the person we may contact, if you are unable to speak to us:		

Country of Birth: *	
Gender: (Please tick) *	<b>Male</b> <input type="checkbox"/> <b>Female</b> <input type="checkbox"/>
Was the previous Blue Badge issued by Derby City Council?	<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>
If you have answered 'No', please state the name of the issuing local authority.	

## **PART B – PROOF OF APPLICANT’S ADDRESS AND IDENTITY**

### **Confirmation of Address:**

You must supply a PHOTOCOPY of **one** of the following proofs of current 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

## **PART C – 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 I will only hold one Blue Badge at any one time and will return the previous badge if it should be recovered.

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

I agree that if my replacement 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)**

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

## **PAYMENT**

If your application is successful, you will be advised how to make the payment. Please note the fee for a Blue Badge is £10.00. **Please note that we no longer accept payment made by cheque or postal orders.**

## **CHECK LIST**

Please tick the appropriate box:

- All the applicable boxes marked with this symbol \* are completed. **Yes** ☐
- Current Blue Badge Expiry Date and Serial Number provided? **Yes** ☐
- Photocopies provided (not original documents) **Yes** ☐
- Signed and dated application form: **Yes** ☐

**Please send this completed form and supporting documents to:**

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

If you have a query in relation to your 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 by calling the main switchboard and requesting the Blue Badge team during the hours of operation (10:00-12:00 Monday to Friday)

## **COMPLAINTS**

If you are not happy with the 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.