

# Blue Badge application form Risk in Traffic criteria

Use this form to make an application for a Blue Badge where, because of a mental condition, the applicant lacks awareness of danger from traffic and is likely to compromise their safety or the safety of others. You should only use this form if you live in East Dunbartonshire. **You should only apply if a Badge is necessary and other strategies aren't working to manage the risk to the person.**

If you are completing the form on behalf of an applicant who is under 16, or who cannot complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf at the end.

To assist with completing the application, guidance notes are attached to this form. If you would like additional support to complete this application, please contact The Blue Badge Team on 0300 1234510 or call into one of the East Dunbartonshire Community Hubs, see page 3 for locations.

## Section 1 – Information about the applicant

Please complete the following boxes.

<b>Title</b> (Mr, Mrs, Miss, Ms, Dr, Prof, other):		
<b>First names</b> (in full):		
<b>Surname:</b>		
<b>Surname at birth:</b>		
<b>Gender:</b> Male <input type="checkbox"/> Female <input type="checkbox"/>		<b>Date of Birth</b> (DD/MM/YYYY): <input type="text"/> / <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Place of Birth:</b>	Town:	
	Country:	
<b>National Insurance Number or NHS number (if under 16):</b> (see Section 1 of the guidance notes)		
<b>Current address and contact details:</b>	Address:	
	Town:	
	Postcode:	
	Home telephone:	
	Mobile telephone:	
	Email address:	

<b>Previous address, if different in the last three years:</b>		
Postcode:		
<b>School details (if applicant under 16):</b>	Name:	
	Address:	
	Contact telephone:	
<b>If you now hold, or have ever held, a Blue Badge:</b>	Local authority that issued the last badge:	
	Serial number of the last badge:	
	Expiry date of the last badge:	
<b>Proof of your address, dated within the last 12 months:</b>		
We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following options and provide original documentation where relevant:		
<b>Either:</b>	<input type="checkbox"/>	I give consent to the local authority to check my personal details on the local authority's Council Tax database so that I do not need to submit proof of my address.
<b>Or:</b>	<input type="checkbox"/>	I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.
<b>Or:</b>	<input type="checkbox"/>	I do not pay Council Tax, am over the age of 16 and give consent to the local authority to check my address on the electoral register.
<b>Or:</b>	<input type="checkbox"/>	I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to the local authority to check school records to confirm their address.
<b>Proof of your identity:</b>		
We need to check your identity to reduce the risk of fraud. Ideally, please bring an original of one of the following documents to an East Dunbartonshire Community Hub (see page 3 for locations) along with your completed application. If you are unable to attend in person, you must attach a certified photocopy of <b>one</b> of the following as proof of your identity:		
<ul style="list-style-type: none"> <li>• Passport</li> <li>• Birth or adoption certificate</li> <li>• Marriage or divorce certificate</li> <li>• Civil Partnership or dissolution of Civil Partnership certificate</li> </ul>		
To get a photocopy certified, you should get someone other than a family member, who's known you for at least two years and who is over 18 years old, to write on the photocopy that it's a true likeness of the original. They should print their name, occupation and contact details alongside this statement.		
<b>Photographs:</b>		
You will need to provide a recent (not older than 6 months) colour passport-sized photograph of the applicant. The photograph needs to show the applicant's full face so that the holder can be easily identified. No one else should be in the photograph. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle. Please ensure that the applicant's name is on the back of the photograph.		
East Dunbartonshire Council Community Hubs can take the applicant's photograph for free.		

The Hubs are located as follows:-

**Kirkintilloch Community Hub**

William Patrick Library building  
2-4 West High Street  
Kirkintilloch  
G66 1AD

**Bishopbriggs Community Hub**

Bishopbriggs Library  
170 Kirkintilloch Road  
Bishopbriggs  
G64 2LX

**Bearsden Community Hub**

69 Drymen Road  
Bearsden  
G61 3QT

**Lennoxtown Community Hub**

46 Main Street  
Lennoxtown  
G66 7JJ

Tel: 0300 1234510. There is no need to make a prior appointment.

**Badge issue fee:**

An administration fee of £20 will be charged for each Blue Badge issued, which can be paid as follows:-

- by cheque, postal order, debit card or credit card at any of the four Community Hubs mentioned above. There is no surcharge for paying by credit card.

Cheques and postal orders should be made payable to East Dunbartonshire Council.

The charge applies to all Blue Badge applications, including replacements.

Please note that, for security reasons, your payment will be processed immediately upon receipt. If your application for a Blue Badge is not successful, the fee will be reimbursed to you.

**Please nominate the vehicle registration number(s) for the main vehicles in which you intend to use the Blue Badge:**

(Up to three registration numbers should be nominated, but please remember that other vehicles can be used).


## Section 2 – Information about why you need a Blue Badge

Please complete all the following sections.

### Your diagnosis

To be eligible, you must have a diagnosed mental health, cognitive or behavioural condition. This includes any mental health problem, personality disorder or learning disability, however caused or manifested. Examples are dementia, autism or Down's Syndrome.

What is the condition you have been diagnosed with?

**Proof must be provided from a healthcare professional that you have been diagnosed with this condition. You should attach a letter confirming the diagnosis to this form, unless you are re-applying for a Badge on the basis of the same diagnosis, and the condition is not going to improve, in which case you don't need to send in another letter.**

### Background to your condition and why you require a badge

Providing information about your condition will help the local authority make a full assessment of your application.

#### Please describe:

- Any courses of treatment you have undergone or specialist clinics you have attended in relation to the condition you have mentioned above.
- Please state when you underwent any relevant surgery or treatment or attended specialist clinics.

**Surgeries / courses of treatment / specialist clinics:**

**Dates you received this treatment:**

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**What medication do you currently take in relation to the condition you described above?**

Medication	Dosage	Frequency

**Why do you require a Blue Badge? How is a Blue Badge going to help you?** Please describe what help or assistance you seek to get from having a Badge. You may want to give examples.

**Do you anticipate that your condition will improve in the next three years?**

Yes:  No:  Don't know:

**If you ticked yes, please describe how much you expect your condition to improve.**

## Section 3 – Countersignatory questionnaire

These questions are intended for completion by a healthcare or social work professional or, in the case of a young person of school age, a teaching professional (preferably the class teacher) who has seen the applicant at some time over the last 12 months and who is **NOT** the applicant's GP. You should therefore pass this part onto a healthcare or social work or teaching professional, who should complete the questions, **providing examples to support their answers**, and then sign this section.

<b>Professional contact details:</b>	Name:	
	Job title:	
	Registration number:	
	Organisation:	
	Work telephone:	
	Email address:	

The purpose of this questionnaire is to gather information about whether the applicant meets the Blue Badge criteria **of being someone who, because of a diagnosed mental disorder within the meaning of the Mental Health (Care and Treatment) (Scotland) Act 2003, lacks awareness of danger from traffic and is likely to compromise their safety, or that of others.**

**Can the applicant follow the route of a familiar journey on their own?**

Yes:  No:  Sometimes:

Please explain your answer with reference to examples. In particular, if the answer is no, does the applicant show any evidence of being able to learn this?

**Can the applicant follow the basic instructions such as “slow down”, “stay here” or “stop”?**

Yes:  No:  Sometimes:

Please explain your answer with reference to examples. In particular, please indicate how the applicant responds when given such instructions.

**Has the applicant put themselves at risk as a result of being unaware of the dangers from traffic?**

Yes:  No:  Sometimes:

Please explain your answer with reference to examples. In particular, if the answer is yes, please give an example of what has happened.

**Does the applicant require continual supervision while travelling in the community (and in the case of children, over and above that normally required for children of that age)?**

Yes:  No:  Sometimes:

Please explain your answer with reference to examples. In particular, if the answer is yes, please give an example of what has happened when the applicant did not receive this supervision?

**Can the applicant deal with unexpected changes in their journey?**

Yes:  No:  Sometimes:

Please explain your answer with reference to examples. In particular, if the answer is no, please describe any behaviours that are putting the applicant or others at risk as a result of unexpected change.

**Does the applicant wander off when exiting a vehicle, causing danger to themselves or others?**

Yes:  No:  Sometimes:

Please explain your answer. In particular, if the answer is yes, please give an example of what has happened.

**If the applicant is a child, has an NHS buggy been provided?**

Yes:  No:  Not applicable:

If the answer is yes, please give the reasons for receiving it. In particular, was it provided for difficulties in keeping the child safe?

**What coping strategies are currently in place to ensure the applicant's safety?**

Please explain your answer.

**In your professional opinion, having considered the actual risk to this individual applicant, not the potential risk associated with the condition, does the applicant regularly place themselves or others in danger?**

Yes:  No:

Please explain your answer, and provide any other information that might be useful, including if you think the risk will reduce over time.

<b>Your signature:</b>	
<b>Date of signature:</b>	(DD/MM/YYYY): <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> / <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>
<b>Please print your name here:</b>	

## Section 4 – Declarations and signatures

- Please read the following declarations carefully.
- Please tick all relevant boxes to indicate that you have read and understood each declaration.
- Not ticking one of these declarations may mean we are unable to issue you with a Blue Badge.
- Providing fraudulent information may result in prosecution.

All documents relating to this application will be handled in line with the Data Protection Act 1998 and may be shared within the local authority, with other local authorities, the police and parking enforcement officers to detect and prevent fraud.

Any medical information that you have supplied to support this application is 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.

### Declarations to be completed by all applicants

- 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 understand that I must promptly inform my local 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 understand that, if my application is successful, I must not allow any other person to use the badge for their benefit and that I must only use the badge in accordance with the rules of the scheme as set out in the “Blue Badge scheme: Rights and Responsibilities in Scotland” leaflet which will be sent to me with the badge.
- I understand that I must not hold more than one valid Blue Badge at any time.
- I understand that the local authority may contact the NHS, school or social care services 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.

### Optional declaration about using your information

Please read and tick the following optional declaration if you consent to this. **Ticking this box will help to improve the service we can offer you.**

- I agree to the disclosure of the information included in this form to other local authority departments/service providers so that I can be informed about other local authority services that may be of benefit to me.

## Your signature against the declarations that you have ticked above

<b>Your signature:</b>	
<b>Date of application:</b>	(DD/MM/YYYY): <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> / <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
<b>Please print your name here:</b>	
If the applicant is unable to sign themselves and you are their proxy, please sign above and provide the information below.	
<b>Please indicate your relationship to the applicant:</b>	

## Checklist of documents you need to provide

Please ensure you have provided all of the relevant documents for the sections of this application form that you have completed. The checklist below will help remind you of what you need to provide.

- Proof of the applicant's address, dated within the last 12 months, if no consent was given for us to check Council Tax or electoral register or school records.
- Proof of the applicant's identity.
- A passport-sized colour photograph of the applicant with their name on the back (Remember this can be taken free of charge at one of our Hubs).
- An original letter from a healthcare professional confirming applicant's diagnosis, unless they are re-applying and the condition they have will not improve.

## Returning this form

You should return this form to one of our Community Hubs.

### **Kirkintilloch Community Hub**

William Patrick Library building  
2-4 West High Street  
Kirkintilloch  
G66 1AD

Opening Hours:  
Monday to Friday 9am – 5pm

### **Bishopbriggs Community Hub**

Bishopbriggs Library  
170 Kirkintilloch Road  
Bishopbriggs  
G64 2LX

Opening Hours:  
Monday to Friday 9am – 5pm

### **Bearsden Community Hub**

69 Drymen Road  
Bearsden  
G61 3QT

Opening Hours:  
Monday to Friday 9am – 5pm

### **Lennoxtown Community Hub**

46 Main Street  
Lennoxtown  
G66 7JJ

Opening Hours:  
Monday to Friday 9am – 5pm

Tel No for Hub and Blue Badge Team: 0300 1234510  
There is no need to make a prior appointment.

**Misuse of the badge is a criminal offence and can lead to a fine**

## PRIVACY NOTICE – BLUE BADGE SCHEME ADULT SOCIAL WORK SERVICES

Who will process?

The personal information you provide to East Dunbartonshire Council (“**the Council**”) or which we collect about you (“**Your Information**”) will be processed by the Council.

You can contact the Council at:  
12 Strathkelvin Place, Kirkintilloch, G66 1TJ  
0300 123 4510  
[customerservices@eastdunbarton.gov.uk](mailto:customerservices@eastdunbarton.gov.uk)

Why will it be processed?

Your Information will be processed by the Council for the purposes of assessing and determining your application for a disabled person’s parking badge (“**Blue Badge**”). The Council provide the Blue Badge scheme to disabled persons in conjunction with Transport Scotland and Northgate Public Services Ltd (“**Northgate**”).

Your Information will also be processed to:

- check the information the Council holds is accurate;
- prevent and/or detect crime; and
- protect public funds.

What information will be processed?

As well as identifying information, such as your name, age and contact details, the Council will also process information which is sensitive in nature. This is called “**Special Category Information**”. This will include information about your health. The Council are required to do this in order to process your application for a Blue Badge.

Who will Your Information be shared with?

Your Information will be accessed by employees of the Council who are involved in assessing and issuing Blue Badges. This includes Council employees based in the Contact Centre and Hubs within the Council area in addition to those in East Dunbartonshire Health and Social Care Partnership’s Occupational Therapy Team.

The Council is also required to ensure proper administration of its funds so details will be checked internally for fraud prevention and verification purposes. Information is also analysed internally in order to provide management information, inform service delivery reform and similar purposes.

Who will Your Information be shared with?

Your Information will also be shared with Northgate, who administer the Blue Badge scheme on behalf of Transport Scotland and other organisations including bodies responsible for auditing or administering public funds, bodies carrying out data matching exercises, other councils, public sector agencies, governmental departments, regulatory and law enforcement bodies and other private companies or entities (such as the Council's service providers/contractors and/or partner bodies).

The Council will also generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and appropriate.

Set out below are examples of who the Council share your information with and why:

**Example 1:**

- Audit Scotland may require the Council to take part in data matching exercises to assist in the prevention and detection of fraud and other crime under the terms of section 26C the Public Finance and Accountability (Scotland) Act 2000. Data matching involves comparing sets of data held by one body, against other records held by another body. Your Information may therefore be used as part of a data matching exercise

**Example 2:**

- The Council's accounts are required to be audited by the Accounts Commission. Your Information may be shared with the Accounts Commission or any auditors they appoint as part of the audit under section 97B of the Local Government (Scotland) Act 1973.

What is the Council's lawful basis for processing Your Information?

The processing of your Information is necessary for the Council to comply with the legal obligations under:

- S.21 of the Chronically Sick and Disabled Person's (Scotland) Act 1970 (Badges for display on motor vehicles used by disabled persons);
- the Local Government (Scotland) Act 1973 (to ensure proper administration of the Council's financial affairs) (including the detection and/or prevention of fraud)
- the Local Government (Scotland) Act 1973 (furnishing of information and documents to the Commission)
- the Public Finance and Accountability (Scotland) Act 2000 (disclosure of data to Audit Scotland for data matching)

Do I have to provide the Information?

Without the correct information about you the Council may not be able to assess your eligibility for a Blue Badge. You may not therefore receive a Blue Badge, which you could be entitled to.

How long will  
Your  
Information  
be held for?

The Council uses the Scottish Council on Archives Records Retention Schedules (SCARRS) to manage the amount of time the Council keeps information. Further information on these can be found here. <http://www.scottisharchives.org.uk/scarrs>

The information you have provided is classed under reference 01.006.018

Your Information will kept for 5 years after you last receive a Blue Badge service from us, or for 3 years after your death. At the end of this period, the information will be deleted or destroyed.

Your rights  
over Your  
Information  
being held by  
the Council

- Right of Access

You have the right to access the personal information the Council holds about you. This right is called a Subject Access Request, often referred to as a SAR.

You can receive a copy of your personal data held by the Council, details on why it is being used, who it has been/ will be shared with, how long it will be held for, the source of the information and if the Council use computer systems profile or take decisions about you. Details on how to submit a Subject Access Request can be found here. <https://www.eastdunbarton.gov.uk/council/data-protection/subject-access-request>

- Right to rectification

You have the right to request the Council correct any information held about you that is inaccurate.

- Right to erasure

You have the right to request that the Council delete the personal information about you. This right is known as the right to be forgotten.

- Right to restrict processing

You have the right to request that the Council stop using your personal information, while retaining a copy of it.

Details on  
how to  
complain to  
the ICO

You have the right to complain to the Information Commissioner's Office should you be unhappy with the way the Council has processed your personal data.

Details on how to report a concern can be found here <https://ico.org.uk/concerns/>

Details on  
how to  
Contact the  
Council's  
Data  
Protection  
Officer

Should you have any questions or concerns about the Council's handling of your personal data you can contact the Council's Data Protection Officer.

Karen Donnelly  
Data Protection Officer  
East Dunbartonshire Council  
12 Strathkelvin Place  
Kirkintilloch  
G66 1TJ  
Tel: 0300 123 4510  
[dpo@eastdunbarton.gov.uk](mailto:dpo@eastdunbarton.gov.uk)

# Blue Badge application form - Guidance Notes

These notes have been produced to help you complete the application form.

## Section 1 - Information about you

- ✓ This section should be completed by all individual applicants for a Blue Badge. All fields should be filled in.
- ✓ The form asks for a National Insurance Number or in the case of children under 16, the NHS number. This can be found on an NHS Medical Card or you can ask the child's GP for it. If an adult applicant does not have a National Insurance Number, an explanation should be provided.
- ✓ While you're asked to provide information about up to three vehicles in which the Blue Badge will be used, you can use a Blue Badge in other vehicles too. This information helps local authorities with enforcing the rules of the Blue Badge Scheme.
- ✓ A local authority may refuse to issue a badge if they have reason to believe that the applicant is not who they claim to be or that the badge would be used by someone other than the person to whom it has been issued. For this reason, the local authority needs to check the applicant's identity, and the form explains how to provide the necessary information. The local authority may ask to see the applicant's identity documents to be sure they are valid.
- ✓ A certified photocopy is a photocopy of a document that has been verified as being true by a person, other than your partner or family member, who has known you for a minimum of two years and is 18 years or over. The individual certifying the documents should include the text: "This copy is a true likeness of the original" alongside their signature. They should also print their name and occupation alongside this information.

## Section 2 – Checking the applicant meets the qualifying criteria

- ✓ This section should be completed by all individual applicants for a Blue Badge. All fields should be filled in.

## Section 3 – Countersignatory questionnaire

- ✓ This section should be completed by a healthcare or social work professional, or in the case of a young person of school age, a teaching professional (preferably class teacher), who has seen the applicant at some time over the last 12 months and is **NOT** the applicant's GP.
- ✓ You should get one of the following kinds of professional to complete the form:

A doctor with a current licence to practice  
An arts therapist  
An occupational therapist  
A practitioner psychologist  
A speech and language therapist  
A nurse who is a specialist practitioner in mental health nursing (SPMH)  
A nurse who is a specialist practitioner in learning disability nursing (SPLD)  
A nurse who is a specialist practitioner in community mental health nursing (SCMH)  
A nurse who is a specialist practitioner in community learning disabilities nursing (SCLD)  
A social worker registered with the Scottish Social Services Council  
A class teacher registered with the General Teaching Council for Scotland

- ✓ If you can't get someone on this list to complete the questionnaire, talk to your council's Blue Badge service – contact details are on page 11 as it may still be possible to apply.