

Disabled person's parking badge

Your guide to applying for a badge

This guide contains extra information to help explain what you need to know to fill in the application form correctly.



THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

ELIGIBILITY

The application form reflects all the criteria under which people may qualify for a Blue Badge and the same eligibility criteria is applied to the Royal Borough's Purple Badge scheme. Further information on eligibility criteria for Blue Badges can be found on www.gov.uk

You may apply under one of the following criteria:

Eligible without further assessment	Page on application form
Disability Living Allowance: award of higher rate mobility component	5
Personal Independence Payment (PIP): award of 8 points or more under the 'moving around activity'	5
Personal Independence Payment (PIP): award of 10 points under the 'planning and following journeys' activity specifically, because you ' <i>cannot undertake any journey because it would cause them overwhelming psychological distress</i> '	5
Registered blind (severely sight impaired)	5
War pensions mobility supplement	5
You have been awarded both the following: <ul style="list-style-type: none"> • a lump sum benefit at tariffs 1-8 of the Armed Forces and Reserve Forces (Compensation) Scheme AND • certification of having a "permanent and substantial disability which causes inability to walk or very considerable difficulty in walking" 	5
Eligible subject to further assessment	Page on application form
Serious walking disabilities	6 – 9
Hidden (non-physical) disability	10 – 13
People with severe disability in both arms	14
Children under the age of 3	14

PAGE 1 of the application form

Photograph requirements

A photograph is necessary in order to ensure correct use of the badges. It is not a requirement that the photograph is taken in a photo-booth, but it must comply with the requirements for passport photographs, see the following list:

- a colour photograph taken within the last 12 months
- be taken against a plain, light cream or grey background
- show your full head, without any head covering, unless you wear one for religious beliefs or medical reasons
- be taken with your eyes open and clearly visible (no sunglasses or tinted glasses)
- be free from reflection or glare on your glasses, and the frames must not cover your eyes
- not be torn, creased, or marked

If you have difficulties getting a photograph taken in a photo-booth you may take a photograph on a digital camera or mobile phone and email it to **ATS@rbkc.gov.uk**

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Badge details

A resident would normally apply for both a blue and a purple badge. The purple badge allows free parking in the Royal Borough, and the blue badge is to be used when parking outside the borough.

Please note you cannot hold a purple badge for one vehicle and a residents' parking permit for a second vehicle for this or any other local authority which bases eligibility for a badge or permit on residency.

PAGE 3 of the application form

Accepted proof of address:

- current council tax bill
- current home contents insurance policy
- bank or building society statement dated within the last three months
- tenancy agreement that covers the full period of the badges which you are applying for
- council or housing association rent statement dated within the last three months
- a letter confirming that your name is on the list of registered electors
- pension or benefit (for example DLA or PIP, income support) entitlement letter dated within the last three months)

Please do not send original documents as we cannot return them to you. You may scan or take photos of your documents and email them to **ATS@rbkc.gov.uk**

You may qualify for a Purple Badge if:

- Your second home is in the Royal Borough.
- You are over 5 years of age and we have placed you in a residential or educational home outside the Borough, but your main family home is still in the Borough.

Proof of address for children

Parents or guardians need to provide two items of proof of their child's permanent address in the Borough.

If the parent's or guardian's name is on the council tax register or electoral register, and they have given us permission to check, then this will count as one proof of address. Please provide a second proof, in the child's name, from the list below:

- DLA or PIP entitlement letter dated within the last six months
- child benefit letter dated within the last six months
- bank or building society statement dated within the last three months

PAGE 4 of the application form

Complete this section if you do not live in the Borough, but study or work here.

Although you may hold a blue badge from another local authority you will not automatically be eligible for a purple badge and you may be asked to attend an eligibility assessment.

Please note the Council may contact your employer / educational establishment to verify employment / course.

PAGE 5 of the application form

ELIGIBLE WITHOUT FURTHER ASSESSMENT

Questions 1, 2 and 3

You don't need to provide proof of your DLA or PIP benefits as we will check the DWP records to confirm your award.

Question 4

The formal notification required to register as blind (severely sight impaired) is a Certificate of Vision Impairment (CVI), signed by a Consultant Ophthalmologist. We would also accept a copy of your BD8 form. Registration is voluntary; however, we would encourage you to register if you have not already done so as you may also be entitled to various other benefits.

Question 5

If you receive a War Pensioners Mobility Supplement you need to provide a copy of your award letter from the Service Personnel and Veterans Agency. They can be contacted via the free-phone enquiry number:

0808 1914 218.

Question 6

If you have been awarded both a lump sum benefit at tariffs 1-8 of the Armed Forces and Reserve Forces (Compensation) Scheme and certification of having a “permanent and substantial disability which causes inability to walk or very considerable difficulty in walking” you need to provide a copy of your award letter from the Service Personnel and Veterans Agency. They can be contacted via the free-phone enquiry number: **0808 1914 218**.

If you meet one of the above criteria you do not need to fill in pages 6 to 14.

PAGES 6 to 9 of the application form

ELIGIBLE SUBJECT TO FURTHER ASSESSMENT

Part 1 – People with serious walking disabilities

Complete this section if you have any enduring (lasting for at least three years) and substantial physical disability that means you are unable to walk during the course of a journey.

Please describe the nature of your disability and give an estimate of the maximum distance you can walk without assistance or severe discomfort.

We understand how difficult it can be to accurately work out the distance you can walk. There are several things that can help you:

- The average double-decker bus is about 11 metres long.
- A full-size football pitch is about 100 metres long.

If you still find it difficult to work out the distance you can walk in metres, please tell us;

- The number of steps you can take, and how long, in minutes, it would take you to walk this distance
- About your walking speed
- The way that you walk, for example, shuffling or small steps etc.

You may be asked to attend an interview with our eligibility assessor, who is an experienced occupational therapist registered with the Health and Care Professions Council (HCPC). If you provide any medical reports these will be considered, but the final decision regarding your eligibility rests entirely with the Council.

If you have had surgery in the past three to six months (or if you are waiting for surgery in the next three to six months) an eligibility assessment cannot be carried out until after the health professional who is providing your rehabilitation treatment tells you that you have reached your maximum level of mobility and that no further improvement is likely. If your period of recovery will take over twelve months, a mobility assessment can be arranged.

The same applies if you are having physiotherapy treatment to improve your mobility. Please provide a copy of the physiotherapy discharge report once you have completed your course of treatment.

PAGES 10 to 13 of the application form

ELIGIBLE SUBJECT TO FURTHER ASSESSMENT

Part 2 – Hidden (non-physical) disabilities

Complete this section if you have any enduring (lasting for at least three years) and substantial hidden disability that means you are unable to walk during the course of a journey.

Examples of hidden disabilities are:

- ASD and Asperger's Syndrome
- Special educational and additional complex needs
- Crohn's Disease, Ulcerative Colitis, Inflammatory Bowel Diseases
- Paediatric Neurodisability, ADHD, learning problems, behavioural and associated mental health, Amnesia
- Seizures, Epilepsy, neuropathic pain
- Ehlers-Danlos Syndrome, Huntington's Disease, M.E. / CFS, Transverse Myelitis.
- Paediatric rheumatology, pain management, Lupus, general rheumatology, inflammatory arthritis.

This is not considered to reflect an exhaustive list and, in all cases, your eligibility depends on whether your condition:

- causes you, during the course of a journey, to be unable to walk, experience very considerable difficulty whilst walking, which may include very considerable psychological distress.
- in addition, you may be at risk of serious harm when walking - or pose, when walking, a risk of serious harm to any other person.

Please note we may need ask you to provide further medical evidence to confirm your eligibility.

PAGE 14 of the application form

Part 3 – People with severe disability in both arms

This is for drivers with a severe disability affecting both arms. You should satisfy all three conditions in order to obtain a badge, that is:

1. drive regularly
2. have a severe disability in both arms and
3. are unable, or find it hard, to use parking meters.

Part 4 – Children under the age of three

A parent or guardian must apply on behalf of a child under the age of three.

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty
- a child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given.

The list of bulky medical equipment referred to above may include:

- ventilators
- suction machines
- feed pumps
- parenteral equipment
- syringe equipment
- oxygen administration equipment
- continuous oxygen saturation monitoring equipment; and
- casts and associated medical equipment for the correction of hip dysplasia.

Examples of highly unstable medical conditions that mean children who have them may need quick access to transport to hospital or home are:

- children with tracheostomies
- children with severe epilepsy/fitting
- children with highly unstable diabetes
- terminally ill children who can only access brief moments of outside life and need a quick route home

The lists provided above are indicative only and are not intended to be exhaustive in order to allow for new advances in technology and treatment equipment.

Badges will be issued to expire on the day after the child's third birthday.

PAGES 15 and 16 of the application form

Page 15 is to be completed if you (the applicant) are a driver.

Fill in page 16 if you are not able to drive.

Vehicle size

The size of the vehicle you nominate for your purple badge must be within the following dimensions (unless specially adapted): maximum 5.49 metres (18 feet) long, 1.8 metres (5 feet 11 inches) wide, 2.28 metres (7 feet 6 inches) high. Most regular vehicles are within these dimensions.

PAGES 18 and 19 of the application form

Please read each statement and sign and date to confirm that you have understood and agreed with each statement. A representative or guardian may sign the form on your behalf if you are unable to do so.

Unsigned forms will be returned.

ADDITIONAL INFORMATION

Terminally ill applicants

The Council has a fast-track application process for people who have a terminal illness that seriously limits their mobility, in order to make the final weeks of their life easier. These applicants are sometimes in receipt of a DS1500 medical report.

Please contact the Accessible Transport team on telephone **020 7361 2390** or email **ATS@rbkc.gov.uk** for further details.

Travel Expenses

Please note that the Council cannot take responsibility for any travel or legal expenses that you incur whilst your application is being processed, regardless of the outcome of your application.

Should you be found ineligible, and decide to appeal the Council's decision, you will not be reimbursed by the Council for travel or legal expenses incurred during the appeal procedure, regardless of the outcome of the appeal.

Response time – first time applications

We will respond within 12 weeks from when we receive your application form. Applications are processed in date order received.

Please do not ring the Town Hall during this time unless you want to make a major change to your application.

If your application is incomplete and we need to ask for additional documents, please note priority cannot be given to your application once you have provided the documents. Received additional documents are processed in date order received.

Response time – renewal applications

We will respond as soon as possible.

Please note that late or incomplete renewal applications cannot be given special priority.

In the case of late applications to renew parking badges it is the responsibility of vehicle keepers to ensure that their vehicles are parked legally at all times to avoid parking fines.

CONTACT US

If you have any questions about the application form, please contact the Accessible Transport Services team

Telephone: **020 7361 2390**

Email: **ATS@rbkc.gov.uk**

Privacy Notice for Accessible Transport Service

Information about the Council's Privacy Notice for Accessible Transport Service.

The privacy notice is to be read in conjunction with the full Royal Borough of Kensington and Chelsea fair processing notice at: <https://www.rbkc.gov.uk/footer-links/data-protection/fair-processing-notice>

What are the purposes of processing your personal information?

We collect and use your personal information in order to process in order to work out your entitlement for concessionary travel within the Royal Borough of Kensington and Chelsea. We will always explain how this information will be used and why. Where it is appropriate for us to seek your consent to process your information we will always do that.

What type of information is collected?

As part of the concessionary travel (accessible travel) administration process, the Council will collect certain information where appropriate.

This information collected may include:

- Name
- Home address
- Telephone number (including Home and Mobile telephone number)
- Email address
- Date of birth
- National Insurance number
- Medical information
- Health professional information
- Vehicle Registration Mark (VRM)

We also collect some sensitive information such as ethnicity and health information.

Who processes the information?

The Council's Customer Access Department is responsible for processing the information outlined in this notice. All personal data held is processed in accordance with data protection laws.

Abavus Ltd is the company contracted by the council to process concessionary travel information and undertakes this function as the council's Data Processor.

Blue Badge Information Services (BBDS/Valtech) is used by the council to record and order Blue Badges.

Taxicard Case Management System (ESP System/London Councils) is used by the council to record and order Taxicards.

Freedom Pass Case Management System (ESP System/London Councils) is used by the council to record and order Freedom Passes.

Tranzacct Case Management System is used by the council to record concessionary travel information.

How is the information used?

We will use it (where applicable) to:

- Determine who is entitled to receive concessionary travel (Blue Badge, Purple Badge, Taxi Card and Freedom Pass) and for what period(s)
- Comply with legal obligations, for example the prevention and/or detection of crime including fraud
- Protect public funds

Who may we share your information with?

We may share information with other council departments and agencies for the detection, prevention and prosecution of fraud and criminal activity. Examples of such agencies include the Police and HM Revenues and Customs.

We may also share information with other council departments and organisations where necessary for:

- Making any disclosures required by law
- Assisting bodies responsible for: auditing or administering public funds, maintaining public safety, mitigating risk of harm and assisting in emergencies.
- Where it is necessary to allow a third party working on behalf of the Council and/or to provide services to you, this includes Occupational Health professionals.

How long do we keep your records?

We will only keep your information for the minimum period necessary. The information outlined in this privacy notice will be kept for the period required by the council for legal and audit purposes. All information will be held securely and destroyed under confidential conditions.

Your rights

The General Data Protection Rules (GDPR) and Data Protection Act 2018 allows you to find out what information is held about you, on paper and computer records. This is known as 'right of subject access' and applies to your Council Tax records along with all other personal records. Details of how to obtain a copy of your records can be found here:

<https://www.rbkc.gov.uk/council-and-democracy/freedom-information/request-personal-information/subject-access-requests>

You are entitled to receive a copy of your records free of charge, within 30 calendar days. In certain circumstances, access to your records may be limited, for example, if the records you have asked for contain information relating to another person.

The GDPR and Data Protection Act 2018 allows you other rights; for example, if there is an error in your records you have the right to make sure it is rectified or erased. Please contact **ATS@rbkc.gov.uk** with any request or query regarding these rights.

If you are dissatisfied with how the Council has used your personal information you should in the first instance write to the council's Data Protection Officer at **dpo@rbkc.gov.uk**. Should you continue to be dissatisfied with the council's response you have a right to complain to the Information Commissioner's Office at **casework@ico.org.uk**.

Changes in your circumstances

You must notify us immediately if there are any changes in your circumstances and personal details so we can maintain an accurate and up to date record of your information in order to continue to provide services and/or fulfil legal obligations.

Contact details of data controller

Name: Head of Assessments

Address: Customer Delivery, Kensington Town Hall, Hornton Street, London W8 7NX

