

# Blue Badge Scheme – Organisational Application Form

Please complete all parts of this form in **BLOCK CAPITALS**.

Tick  relevant boxes, as appropriate.

This is to be completed if you are representing an organisation applying for an organisational badge. An organisational badge will be issued to organisations whose responsibility includes transportation of disabled people who would meet the eligibility criteria for a badge should they apply individually.

In all circumstances, badges will be supplied to organisations or departments (e.g. Department of Adult Services) rather than to individual staff members.

## Section A

### Organisational Details

Name of organisation

Main contact name

Address

Postcode

Tel:

Email:

Does your organisation care for disabled people?

Yes

No

If yes, please give details below:

**As part of that care, does your organisation provide them will transport?**

Yes

No

If yes, give details of the type of vehicles used, registration numbers and how often they are used to transport disabled people.

**Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?**

Yes

No

If yes, give details and attach a photocopy of the tax disc(s) to this application.

**Number of people in organisation**

**Number of qualifying people (ie would meet one or more of the criteria set out below – read the following page before completing this section of the form)**

**Automatic Eligibility without Further Assessment**

- registered as severely sight impaired (blind) under the National Assistance Act 1948;
- receive Disability Living Allowance at the Higher Rate for mobility;
- receive War Pensioners' Mobility Supplement;
- is over two years of age and has a severe disability affecting both arms, drives regularly and cannot use or finds it hard to use parking meters;
- is over two years of age and is unable to walk or has considerable difficulty walking due to a permanent and substantial disability;
- is a child under the age of two, who has a medical condition requiring bulky medical equipment or immediate access to a vehicle for treatment;
- is over two years of age and has a severe disability affecting both arms, drives regularly and cannot use or finds it hard to use parking meters;
- is over two years of age and is unable to walk or has considerable difficulty walking due to a permanent and substantial disability.

**Eligible subject to further assessment**

- has a severe disability in both arms and drives regularly, has a severe congenital disability in both arms and is unable to operate or have considerable difficulty operating all or some types of parking meter;
- is unable to walk or experiences considerable difficulty in walking due to a permanent and substantial disability.

**Eligibility for transportation of children under the age of 2**

- has a condition requiring transportation of **bulky** medical equipment at all times;
- has a condition that requires that they must be kept near a motor vehicle at all times in order to be treated for that condition in the vehicle, or to allow the child to be taken immediately to a place where they can be treated.

**Charity Number (if applicable)**

**Renewals Only**

Badge Number

Expiry Date of Current  
Badge

**Section B**

**Confirmation of Address**

Please supply a copy of one of the following as proof that your organisation is based within Wigan borough – please tick which one you are providing.

A utility bill to your company address

Council tax bill

Whichever one you provide, it must contain a date within the last **three** months to show that you are currently operating within Wigan borough.

**Confirmation of Identity**

You must attach this as proof of your identity:

2 organisational letterheads – these must be original documents as one will be attached to your badge and one kept on file.

**Fee**

**Are you paying by:**

Cash

Cheque

Please enclose a crossed cheque/postal order for **£2.00** made payable to **Wigan Council**. Cash must **not** be sent through the post. If you wish to pay in cash please tick the CASH box and we will contact you to come into the office to make the payment when your badge is processed.

## Section C

Please use this space to tell us anything else you think we should know about your claim that is not covered above:

**Declaration (to be completed by all applicants)**

I declare that, to the best of my belief, all the statements I have made on this form are true.

I understand that I must promptly inform the local issuing authority of any changes that may affect entitlement to a badge and return the badge if it is no longer required.

I agree to Wigan Council sharing information in this form with other local authorities responsible for the Blue Badge Scheme and with parking enforcement agencies for the purpose of prevention and detection of crime

**Data Protection Act 1998**

I understand that in order to protect public funds, Wigan Council may make use of the information I have provided on this form.

(Wigan Council advises claimants that the data held by the council in respect of your application may be used for cross-system and cross-authority comparison purposes for the prevention and detection of fraud. For further information, visit the council's website at [www.wigan.gov.uk/nfi](http://www.wigan.gov.uk/nfi) or contact the Data Protection Officer on 01942 488354.)

**Signed**

**Date**  
(DD/MM/YEAR)

**Name and position**

**Checklist**

Please enclose all the relevant documents.

**Completed**      **Section A**     

**Section B**     

**Section C**     

**Declaration**     

**I have enclosed: Confirmation Address**     

**2 Original Letterheads**     

Enclosed a crossed cheque/postal order for £2.00 made payable to Wigan Council  
**Cash must not be sent through the post.**     

**You should now return ALL pages of this application form to:**

The Blue Badge Team, Wigan Council, Department of Adult Services,  
Civic Centre, Millgate, Wigan, WN1 1AZ.

For queries, phone: 01942 827819      Fax: 01942 827796

Email: [DasBlueBadgeTeam@wigan.gov.uk](mailto:DasBlueBadgeTeam@wigan.gov.uk)