



EAST RENFREWSHIRE  
COMMUNITY HEALTH AND CARE  
PARTNERSHIP



Date stamp – for official use only

## Replacement - Blue Badge Application Form

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

Before you can apply for a Blue Badge, the theft or loss of your original badge must be reported to your nearest police station. A copy of the confirmation of loss report or crime reference number should be supplied with this application along with a passport size photograph and a payment of £20.00

The local authority may refuse to issue a badge if you do not provide adequate evidence that you meet the eligibility criteria.

### Section 1 – Information about the applicant

If you are completing the form on behalf of an applicant who is under 16 or who is unable to complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf.  
**All categories marked with an asterisk “\*” are mandatory**

\*Title (Mr, Mrs, Miss, Ms, other):

\*First names (in full):

\*Surname:

\*Surname at birth:

\*Gender: Male  Female

\*Date of Birth (DD/MM/YYYY):   /   /

\*Town:

Place of Birth:

\*Country:

\*National Insurance Number /  
Child Registration Number:

Driving Licence Number:  
(If you hold a driving licence)

\*Current address and contact details:

\*Line 1 of Address

\*Line 2 of Address

\*Postcode:

Home Tel:

Mobile Tel:

Email:

\*Previous address, if different in the last three years:

\*Line 1 of address

\*Postcode:

**Proof of your address, dated within the last 12 months:**

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:

- Either:**  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.
- Or:**  I have enclosed a Council Tax bill bearing my name and address, dated within the last 12 months.
- Or:**  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.
- Or:**  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.

Name of school applicant attends.

**Proof of your identity:**

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. You must attach an original document of **one** of the following as proof of your identity:

- Birth certificate / adoption certificate       Marriage / Divorce certificate       Passport
- Civil Partnership / Dissolution certificate       Valid driving licence

**Photograph:**

Please enclose a recent passport-style 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.

**Methods of Payment:**

If you wish to pay by debit or credit card please call Customer First on **0141 577 3001** with your card details prior to submitting your application. (Please note there is a 2% surcharge applied to credit card payments only). One of our Customer Service Officers will give you a case reference number once your payment has been made, please mark this number in the box below.

Please record case reference number given by Customer First:

**Alternatively** please enclose a cheque or postal order made payable to **East Renfrewshire Council**. Your £20.00 will be refunded should your application be unsuccessful.

## Section 2 – Details of your lost/stolen badge

1) When was your current badge lost or stolen?

2) When and where was it issued?

3) What was the badge number?

4) Please state the circumstances surrounding the loss/theft.

5) Name and address of police station where theft or loss was reported

6) Date theft or loss was reported

7) Crime Reference number

8) Have you previously applied for a replacement Blue Badge?

YES

NO

## Declarations and signatures

These questions are intended to be answered by **all** applicants for a Replacement Blue Badge

**Mandatory declarations about the information you have provided and the application process**

- Please read the following declarations thoroughly.
- 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 and a fine.

All documents relating to this application will be dealt with 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 deemed, under the Data Protection Act, to be “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 in Scotland: Rights and responsibilities of a Blue Badge holder” 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 should my lost/stolen badge turn up, it would be a criminal offence to use it subject to a maximum £1,000 fine under s.117 of the 1984 Act or s.21 or s.21(4B) of the 1970 Act.

### Your signature against the declarations

<b>Your signature:</b>	
<b>Date of application:</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>	

## Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents for the sections of this application form that you have completed. We have provided a checklist below to help remind you of what you need to enclose.

### Section 1 – Information about you

- Proof of your address, dated within the last 12 months.  
(if you have not given consent for us to check Council Tax / electoral register / school records).
- An original document as proof of your identity.
- A passport-style photograph of yourself with your name on the back.

I have enclosed the confirmation of loss report or crime reference number.

**Methods of Payment:**

If you wish to pay by debit or credit card please call Customer First on **0141 577 3001** with your card details prior to submitting your application. (Please note there is a 2% surcharge applied to credit card payments only). One of our Customer Service Officers will give you a case reference number once your payment has been made, please mark this number in the box below.

Please record case reference number given by Customer First;  
**Alternatively** please enclose a cheque or postal order made payable to **East Renfrewshire Council**.

Your £20.00 will be refunded should your application be unsuccessful.

### Please return this form, relevant documents and fee to:

#### Customer Services

211 Main Street  
Barrhead  
East Renfrewshire  
G78 1SY

**Alternatively** call into either of the council offices below.  
(Opening Hours: Monday to Friday 8.45am – 4.45pm)

#### Barrhead Council Office

211 Main Street  
Barrhead  
East Renfrewshire  
G78 1SY

#### Council Buildings Council HQ

Eastwood Park  
Rouken Glen Road  
Giffnock  
G46 6UG

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

