Blue Badge Application Form – Organisational

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

When completing this form you may find the accompanying guidance notes are helpful.

Section 1 – Applying for an Organisational Blue Badge

These questions are intended for organisations involved in the care of disabled people who are seeking a Blue Badge for a vehicle/vehicles (e.g. minibus, or specially adapted commercial vehicle) which is/are to be used to carry disabled people who would themselves qualify for an individual Blue Badge. Please see accompanying guidance note for a list of the eligibility criteria prescribed in the regulations that govern the scheme. One application form can be used to apply for more than one Organisational Blue Badge.

An ‘organisation’ is defined in legislation as meaning an organisation concerned with the care of disabled persons to which a disabled person’s badge may be issued.

Organisational badges will therefore only be issued to an organisation which:

- Cares for and transports disabled people who would meet one or more of the eligibility criteria for an individual Blue Badge; and
- Has a clear need for an organisational badge rather than using the individual Blue Badges of people it is transporting.

Organisational badges should only be used when transporting disabled people in their care who meet one or more of the eligibility criteria for a badge – and must not be used for the employee’s benefit when they are carrying out other business on behalf of the organisation. Such use may result in prosecution, a fine and the withdrawal of the Blue Badge.

It is unlikely that taxi or private hire operators and community transport operators would be eligible for an organisational Blue Badge as they are not usually concerned with the care of disabled people who would meet one or more of the eligibility criteria for a badge.

If you are unsure about how to answer these questions, then please read the guidance notes enclosed with this application form. Further information can be obtained from your local authority.
BB5 – Organisational
(This form is also available in Welsh)

Name of organisation (maximum of 30 characters)  
Main contact name  
Role in Organisation  
Address  
Postcode  
Telephone  
Email  

Does your organisation care for disabled people who would themselves qualify for an individual Blue Badge? See accompanying guidance note for a list of the eligibility criteria.  
Yes ☐  No ☐

If YES, please give details:

As part of that care, does your organisation provide them with transportation?  
Yes ☐  No ☐

If YES, please give details of the types of vehicles in which you wish to use the badge, their vehicle registration number and how often they are used to transport disabled people:

<table>
<thead>
<tr>
<th>Type of vehicle</th>
<th>Vehicle Registration Number</th>
<th>Frequency used to transport disabled people</th>
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Are any of your vehicles licensed under the Disabled Passenger Vehicle (DPV) taxation class?  
Yes ☐  No ☐

If YES, please give details and attach a photocopy of the tax disc(s) to this application:

How many disabled people are in the care of your organisation?  

How many of these people are already in receipt of a Blue Badge as individuals?  

How many of these people do you estimate would be eligible to receive a Blue Badge if they applied as individuals (see description of eligible disabled people in the accompanying guidance note)?  

Charity Number of your organisation (if applicable)

Please describe why your organisation is applying for a Blue Badge and the types of trips it will be used for:
<table>
<thead>
<tr>
<th>Question</th>
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<tbody>
<tr>
<td>How often do you envisage your organisation will use the Blue Badge?</td>
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<tr>
<td>If you already have an organisational Blue Badge:</td>
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<tr>
<td>What is the serial number and expiry dates on the current badge(s)?</td>
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<tr>
<td>How many organisational badges are you applying for?</td>
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<td>(Please note that your organisation will be required to pay the badge</td>
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<tr>
<td>issue fee for each Organisational Badge that is issued.)</td>
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<tr>
<td>Why do you require more than one Blue Badge?</td>
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**Badge issue fee**

The cost per badge issued is £10.
If a replacement badge is issued because of loss, theft or wear and tear, the cost again will be £10.

Payment will only be taken if your organisation’s application for a Blue Badge is successful. Your organisation will only be issued with a Blue Badge once your payment has been received.
Section 2 – Declarations and signatures

These questions need to be answered to ensure your application is processed.

2a) 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 General Data Protection Regulation 2018 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 General Data Protection Regulation, 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 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 entitlement to a badge.

I confirm that I am authorised to represent the organisation and that the organisation is concerned with the care of disabled people.

I understand that, if the application is successful, the badge(s) will only be used when transporting disabled people and that the organisation must use the badge(s) in accordance with the rules of the scheme.

2b) Your consent to use your information to improve the service you receive

Please read and tick the following optional declarations that you consent to. Ticking these boxes will help to improve the service we can offer you.

I consent to the local authority checking any information already held by the local authority on the basis that:
  • It can help determine eligibility for a Blue Badge;
  • It may speed up the processing of the application;

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 my organisation.
2c) 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

<table>
<thead>
<tr>
<th>Proof of your address, dated within the last 12 months.</th>
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<tbody>
<tr>
<td>A copy of your organisational logo if appropriate.</td>
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<tr>
<td>A photocopy of the tax discs for any vehicles registered under the Disabled Passenger Vehicle (DPV) class.</td>
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</table>

Your signature against the declarations in Section 2a and 2b

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<tr>
<th>Your signature</th>
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<tbody>
<tr>
<td>Your role or position in the organisation</td>
</tr>
<tr>
<td>Date of application (DD/MM/YYYY)</td>
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<tr>
<td>Please print your name here</td>
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</table>

Please complete and return the whole form to:

Blue Badge  
Contact Môn  
Isle of Anglesey County Council  
Council Offices  
LLANGEFNI Anglesey  
LL77 7TW

01248 752155  
CyswlltMon@ynysmon.gov.uk

Further guidance on completing this form can be found in the accompanying guidance notes. Please note that fraudulent applications or misuse of a badge may result in a fine of £1,000 and/or forfeit of the badge.
Isle of Anglesey County Council
Service Corporate Transformation
Team Title Cyswllt Mon

How we use your personal information

You have a right to know about the way information about you is used by us. Please read the following information as it refers to additional rights which you should know about.

Isle of Anglesey County Council is the data controller for your information. This means that the Council protects your information and decides on how it is used. The legal term for using information is processing. Also, the legal term for information about you is **personal data**.

In addition, Allied Publicity Services (Manchester) Limited and Valtech are also a data controllers for the processing of Blue Badges; their addresses are APS Group, Chetham House, Bird Hall Lane, Cheadle Heath, Cheshire, SK30 0ZP and Valtech, 46 Colebrooke Row, London, NY8AF

The Council will use your personal information to:

- Manage housing related enquiries
- Provision of Education
- Administering the assessment and collection of taxes to include Revenue, Benefits and Grants
- Administer and assess licences and registrations
- Administration of disability blue badges
- Managing archived records for historical and research purposes
- Planning, including applications
- Local fraud initiatives
- Use of CCTV
- Payments
- Collect data for the corporate CRM including name, address, date of birth, national insurance number, email, telephone number, transactional history, language choice (for additional information, please refer to the Digital Privacy Notice)
- Accounts may be created on behalf of external organisations, with the customer consent
- Concerns, complaints, compliments and enquires

This is the intended purpose of processing. The information will not be used for purposes that are not compatible with why it is gathered in the first instance.

The Council will not use your information for automated decision making or profiling. Profiling means any form of automated processing of your personal data to evaluate or analyse or predict things about you. This could include your economic situation, health, personal preferences, interests or behaviour.

The Council will transfer your personal information to another country (or countries) only in relation to transfer of details relating to a valid Blue Badge, with prior consent from the individual concerned.

The Council collects and uses your personal information because it has a legal duty or right to do so; or to perform a public interest task; or because you have given your consent. The legal term for this is called **legal basis of processing**.

In this instance the Council is using your personal information because you have given your explicit consent to the processing. Please note, that as you have consented to the processing, you have additional rights, which are explained below.

The Council will collect and share information with public bodies that contains some personal data. Please note that the Council will collect and share data with the Auditor General for Wales’ (AGW’s) in connection with his audit work and studies. Data sharing will also take place pursuant to the duty at Section 33 of the Local Government (Wales) Measure 2009.

The personal information you provide will not be shared with any other organisations unless the transfer of a valid Blue Badge is requested by the badge holder, in this instance the application may be transferred to the Local Authority area of new residence of the badge holder.
The information you supply will be kept for as long as is required or necessary, and will be destroyed securely. The retention periods are set out in the Council’s list of retention periods, known as a retention schedule. For further information please contact the Data Protection Officer.

You have legal rights, and it is important that you know what they are.

**You have the right to obtain confirmation that information about you is being used.** The Council will provide confirmation if you ask for it.

**You have the right to obtain a copy of your personal data.** You will be provided with copies of your personal data within the statutory period of one month (or if providing your personal data is a complex matter, this will be done as soon as is reasonable within 3 months). Your personal data will be provided to you free of charge, however, if your request is deemed *manifestly unfounded or excessive*, a reasonable fee will be charged. You ask to obtain your personal data by contacting the Council’s Data Protection Officer.

**You have the right to have information about you corrected. This is known as the right of rectification.** You have the right to ask that your personal data is rectified if it is incorrect or incomplete. This will be done within 1 month, or if your request is complex, within 3 months.

**The right to have personal data erased.** You have a right to have personal data erased in specific circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected/processed;
- If you withdraw your consent;
- When you object to the Council’s processing and there is no overriding legitimate interest for continuing the processing;
- If the personal data was unlawfully processed;
- When the personal data has to be erased in order to comply with a legal obligation; or
- When the personal data is processed in relation to the offer of information society services to a child, for example an “app” developed specifically for children.

**The right to restrict processing.** Where it is claimed that data is *inaccurate* or the *right to erasure* has been exercised you can require the Council to restrict processing until verification checks have been completed.

**The right to object.** In addition to the right to object to your information being used for direct marketing, you have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), and processing for purposes of scientific/historical research and statistics.

**Rights in relation to automated decision making.** You have the right not to be subject to decisions based solely on automated processing, including profiling, which produces legal effects on you or affects you in a significant way.

**How to contact us**

Please contact our Data Protection Officer by email, post or telephone if you have any queries about this privacy policy or the information we hold about you. The Council’s Data Protection Officer (DPO) can be contacted by email: DPO@anglesey.gov.uk or SDD@ynysmon.gov.uk. We hope that our DPO can resolve any query or concern you may raise about our use of your personal information. The General Data Protection Regulation also gives you the right to lodge a complaint with a supervisory authority where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at [https://ico.org.uk/concerns](https://ico.org.uk/concerns).

Information Commissioner’s Office,
Wycliffe House
Water Lane
Wilmslow
Cheshire SK9 5AF
Email: casework@ico.gov.uk
Telephone: 0303 123 1113.

This Privacy Notice was published on 24/05/2018 and last updated on [May 2018]