

Blue Badge Application Guidance

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The aim of this guidance is to aid a Blue Badge applicant. The guidance will demonstrate Shropshire Councils approach to determining eligibility of a Blue Badge. This guidance is not an exhaustive list and should be read in conjunction with Section 21 of the Chronically Sick and Disabled Persons Act 1970¹, The Disabled Persons (Badge for Motor Vehicles)(England) Regulations 2000² and the guidance issued by the Department for Transport³.

¹ [Chronically Sick and Disabled Persons Act 1970 \(legislation.gov.uk\)](#)

² [The Disabled Persons \(Badges for Motor Vehicles\) \(England\) Regulations 2000 \(legislation.gov.uk\)](#)

³ [Who can get a Blue Badge - GOV.UK \(www.gov.uk\)](#)

1. Summary

- 1.0** The Blue Badge (Disabled Persons' Parking) Scheme was introduced in 1971 under Section 21 of the Chronically Sick and Disabled Persons Act 1970 ('the 1970 Act'). The aim of the scheme is to help people with severe mobility problems caused by ⁴visible and non-visible ('hidden') disabilities to access goods and services, by allowing them to park close to their destination. The scheme is open to eligible people irrespective of whether they are travelling as a driver or as a passenger.
- 1.1** The scheme provides a national range of on-street parking concessions to Blue Badge holders. It allows them to park without charge or time limit in otherwise restricted on-street parking environments and allows them to park on yellow lines for up to three hours, unless a loading ban is in place. The Rights and Responsibilities of a Blue Badge holder can be found at [The Blue Badge scheme: rights and responsibilities in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-blue-badge-scheme-rights-and-responsibilities-in-england).
- 1.2** Local authorities are responsible for the day-to-day administration and enforcement of the scheme on behalf of Central Governments Department for Transport (DfT). Shropshire Council are responsible for determining and implementing administrative, assessment and enforcement procedures. It is Shropshire Councils responsibility to ensure that badges are only issued to residents who satisfy one or more of the eligibility criteria set out in the legislation that governs the scheme.

2. Eligibility

2.1 Eligibility for the Blue Badge scheme is not solely determined by the presence or absence of any particular diagnosis or condition. An applicant is required to evidence that they have an enduring and substantial disability which causes them to:

- **Be unable to walk; or**
- **Experience very considerable difficulty whilst walking, which may include very considerable psychological distress, and / or;**
- **Be at risk of serious harm when walking; or pose, when walking, a risk of serious harm to any other person during the course of a journey**

2.2 The DfT provide an eligibility checker which is available at [Apply for or renew a Blue Badge - .GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-or-renew-a-blue-badge)

2.3 An applicant will be eligible for a badge 'without further assessment' (Automatic Qualification) if they are more than two years old, can satisfy residency and identity checks, and meet at least one of the eligibility criteria detailed below:

- Registered as severely sight impaired (blind)
- In receipt of the Higher Rate of the Mobility Component of Disability Living Allowance (HRMCDLA).
- In receipt of Personal Independence Payment (PIP) for the 'Moving Around' descriptors within the Mobility Component
 - Can stand and then move unaided more than 20 metres but no more than 50 metres. (8 points)
 - Can stand and then move using an aid, or appliance, more than 20 metres but no more than 50 metres. (10 points)
 - Can stand and then move more than 1 metre but no more than 20 metres. (12 points)
 - Cannot stand or move more than 1 metre. (12 points)
- In receipt of Personal Independence Payment (PIP) for the 'Planning and Following a Journey' descriptors within the Mobility Component:
 - Cannot undertake any journey because it would cause overwhelming psychological distress (10 points)
- In receipt of a War Pensioner's Mobility Supplement (WPMS).

- In receipt of a lump sum benefit under the Armed Forces and Reserve Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and have been assessed and certified by Veterans UK64as having a permanent and substantial disability which causes inability to walk or very considerable difficulty whilst walking.

2.4 An applicant may be eligible for a blue badge 'subject to further assessment' if they do not qualify for the eligibility criteria in section 2.3.

- **Physical Disability** - All applicants are asked to provide as much information as they can about themselves, any difficulties they experience whilst walking as part of a journey, and details of any enduring and substantial disabilities with which they have been diagnosed.
- **Hidden Disability** – All applicants are asked to provide as much information as they can about themselves, the nature of the difficulty you experience whilst walking as part of a journey, and any measures or coping strategies you use to help manage that difficulty.
- **Disabilities in both Arms** – All applicants are asked to show that they drive a vehicle regularly, that they have a severe disability in both arms and that they are unable to operate, or have considerable difficulty operating, all or some types of on-street parking meters
- **Children under the age of 3** – All applicants applying on behalf of a child under 3 must provide sufficient supporting information if:
 - The child has a medical condition which means that they must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty; or
 - The child has a medical condition which means that they must always be kept near a 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.

2.5 A care company may be eligible for an Organisational Blue Badge if they are an organisation whose responsibility includes the care and transportation of disabled people who would themselves meet the eligibility criteria as set in section 2.3 and 2.4.

2.6 An applicant may be eligible for a Blue Badge under the Special Rules criteria if they are able to provide information to support a terminal illness.

- 2.7** Shropshire Council do not determine eligibility solely based on the need to access toilet facilities. In these cases, applicants are advised to apply for a 'Can't Wait' card which is issued through the National Association of Colitis and Crohn's Disease (NACC). The Card is acknowledged by several supermarket chains, shops/stores etc. throughout the country, which allows the holder to use, on production of the card, the toilet facilities within those establishments. Applicants may also want to obtain a RADAR key to access disabled toilets. RADAR keys are widely available.
- 2.8** Shropshire Council do not determine eligibility solely based on the inability to exit/enter a vehicle.

3. Application

- 3.1** Applications are made through The DfT's online service [Apply for or renew a Blue Badge - GOV.UK \(www.gov.uk\)](https://www.gov.uk/apply-for-or-renew-a-blue-badge)
- 3.2** Postal applications are available on request. Please contact the Blue Badge Team directly if you require one of the following applications:
- All criteria form
 - Special Rules
- 3.3** A determination is not made between a New and Re-application. All applications are dealt with in date order from the date they are received, the only exceptions to working in date order are Special Rules applications. Shropshire Council offer a Fast Track application process for terminally ill applicants.
- 3.4** Shropshire Council aim to process a complete application within **12 weeks**.
- 3.5** All applications are to be supported by the required evidence in order for Shropshire Council to determine eligibility. Please see **Appendix A** for supporting evidence criteria.
- 3.6** An organisation is required to complete one application per eligible vehicle.
- 3.7** By failing to provide a complete application including supporting evidence, the application process time may be prolonged.

4. Desk Based Assessment

- 4.1** An eligibility determination of the application will be made by a member of the Blue Badge team. The determination will be made based on the self-reported information provided on your application form, and any supporting evidence provided.
- 4.2** If eligibility cannot be determined based on the information provided as part of an application form, the applicant may be required to provide further evidence to support eligibility. The expectation is that an applicant will be able to provide sufficient eligibility information/evidence within 28 days of the initial application assessment. By failing to do so, the application may be cancelled.
- 4.3** If the evidence provided does not determine eligibility for a Physical Disability the applicant may be requested to attend an Independent Mobility Assessment (IMA). An IMA is a medical assessment performed by Expert Assessors (NHS Physio therapists). The Blue Badge team will refer the applicant to a clinic of their choice (a list of clinics will be provided). The expert assessor will contact the applicant independently to arrange an appointment for attendance at the chosen clinic. On completion of the assessment a recommendation will be made to issue or refuse the application to the Blue Badge team. The Blue Badge team will decide based on the recommendation.
- 4.4** A decision will be made to either issue or refuse. The applicant will be notified accordingly.

5. Successful Blue Badge Application

- 2.9** If a decision has been made to issue a badge, it will be done so with a desk-based assessment determining the application as 'For Re-Assessment' or 'Not for Re-Assessment'.
- For Re-Assessment badges - These are badges that have been issued with the possibility of an individual's condition improving over time. Captured within this criterion are:
 - i. Automatic Qualification Badges based on the determination being made by an external recognised body
 - ii. Organisational badges as the needs of the organisation may be subject to changes.
 - Not for Re-Assessment Badges – These are badges that have been issued on the basis of an individual's condition is unlikely to improve over time.

- 2.10** A payment request will be sent to the applicant as a result of a successful application. We ask that payment is not made in advance as this will not ensure an application is prioritised.
- 2.11** The fee for a badge is £10. The fee is applicable to new, re-applications and replacement badges.
Payment will be requested to be made via
- Online payment [Shropshire Council - Internet Payments \(e-paycapita.com\)](https://www.shropshire.gov.uk/paycapita)
 - By Calling customer services on 0345 678 9014
- 2.12** Upon receipt of payment, a badge and time disk will be ordered. The badge and time disk will be posted direct from the manufacturer. Postage times will be Royal Mail dependant, please allow 10 working days.
- 2.13** In accordance with the regulations that govern the scheme most badges will be issued for three years. However, certain exceptions apply:
- In the case for a child under 3, the badge will be issued for a maximum period ending on the day immediately following their third birthday
 - In the case where entitlement for a Blue Badge is linked to an award of the higher rate of the mobility component of Disability Living Allowance (HRMCDLA), War Pensioner's Mobility Supplement (WPMS) or Personal Independence Payment (PIP) the period of issue will be linked to the period of receipt of that allowance, where that period is less than three years.
- 2.14** An individual or organisation that has been awarded a Blue Badge will be expected to adhere to the rights and responsibilities afforded by the concession. The responsibilities as a Blue Badge holder can be found at [The Blue Badge scheme: rights and responsibilities in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-blue-badge-scheme)

6. Unsuccessful Blue Badge Application

2.15 The decision to refuse an application may be made on one or more of the following grounds:

- the applicant holds or has held a badge and misuse has led to a conviction for a relevant offence under section 21(4B) of the Chronically Sick and Disabled Persons Act 1970 and sections 115 and 117 of the Road Traffic Regulation Act 1984
- the applicant fails to provide the local authority with adequate evidence of their eligibility, either as an individual or as an eligible organisation
- the applicant fails to pay the fee chargeable for the issue of a badge,
- the local authority (i) has reasonable grounds for believing that the applicant is not the person they are claiming to be, or (ii) would permit another person to whom the badge was not issued to use the badge,
- the applicant fails to provide evidence of residency,
- the applicant already holds a valid badge issued by another issuing authority,
- a report from an expert assessor confirming an applicant's eligibility has not been made available to that local authority in a form that is satisfactory to them.

2.16 If an application has not been successful, the applicant or the person applying on behalf of the applicant will be notified in writing.

2.17 For all applications regarded as 'subject to further assessment' the applicant will be afforded the option to request an appeal.

2.18 For all applications regarded as 'without further assessment' / automatic qualifications, the applicant will not be afforded the option of an appeal, as the application determination is made on the basis that you have had a pre-determination by an external recognised body. By not qualifying for the pre-determination described in section 2.3, the option of appeal is not applicable.

2.19 You do have the option to re-apply should your circumstances change, or you feel you may qualify for eligibility under a different eligibility criterion.

7. Stage 1 Appeal

- 2.20** Upon written notification of an application refusal, the applicant will be afforded the option to appeal. The appeal is to be submitted to Shropshire Council in the required format within 28 days of the date of the refusal letter. Appeals will not be accepted after this period.
- 2.21** We aim to provide written acknowledgment to the applicant to who is making the appeal within 5 days of receipt.
- 2.22** At this stage an applicant is required to appeal on the basis they have additional supporting information in relation to:
- i. the applicants walking difficulties becoming more difficult and/or serious.
and/or
 - ii. the applicant believes that not all the facts were taken into consideration at the time of the assessment.
- 2.23** Any additional information needs to be current and must be relevant to the national eligibility criteria.
- 2.24** Failure by the applicant to provide additional supporting information may result in a Stage 1 appeal being rejected.
- 2.25** A decision will be made by a senior officer as soon as reasonably practicable. The senior officer will consider the basis of the appeal and the additional information provided. The applicant will be informed in writing of the decision to either:
- a. Uphold the original decision and reject the Stage 1 appeal.
 - b. Overrule the original decision and issue a badge; or
 - c. In order that a decision may be made, require that you attend an Independent Mobility Assessment (IMA) or a further IMA.
- 2.26** Should you be required to attend an IMA; section 4.3 will apply.
- 2.27** If you have previously attended an IMA, the requirement to attend a second IMA will be independent of the first assessment.
- 2.28** In the event of an applicant's Stage 1 appeal has been rejected. The applicant will be afforded the option to submit a Stage 2 appeal.

8. Stage 2 Appeal

- 2.29** Upon written notification of a Stage 1 appeal rejection, the applicant will be afforded the option to submit a further appeal in the required form, within 28 days. Appeals will not be accepted after this period. At this stage an applicant is required to appeal on the basis they have additional supporting information in relation to:
- I. the applicant believes that not all the facts were taken into consideration as part of the Stage 1 appeal.
Or
 - II. further medical evidence supporting the national qualifying criteria is now available.
- 2.30** A decision will be made by the Service Manager as soon as reasonably practicable. The Service Manager will consider the basis of the appeal and any additional information provided. The applicant will be informed in writing of the decision to either:
- a. Uphold the original decision and reject your Stage 1 appeal.
 - b. Overrule the original decision and issue you a badge; or
 - c. In order that a decision may be made, require that the applicant attend an Independent Mobility Assessment (IMA) or a further IMA.
- 2.31** Should the applicant be required to attend an IMA, section 4.3 will apply.
- 2.32** If the applicant has previously attended an IMA, the requirement to attend a further IMA will be independent of the prior assessment.
- 2.33** In the event of the Stage 2 appeal being rejected. The applicant may request a review of the application by the Local Government Ombudsman (LGO). The LGO will decide on procedural propriety on the Councils behalf. **They will not decide on an applicant's eligibility.**

9. Replacement of damaged/lost and stolen badges

- 2.34** Where a badge has been lost, stolen, or destroyed, or has become so damaged or faded that it is illegible or cannot be identified correctly or distinguished from a forgery, you can apply for a replacement badge via the [Department for Transport](#)

[website](#) or call Shropshire Council's Customer Service Centre who will complete an application with you over the telephone.

- 2.35** In the case of stolen badges, the badge holder is required to report the stolen badge to the police and obtain a Crime Reference Number. The number is to be provided to the Blue Badge team.
- 2.36** If you have lost or damaged your time disc, a replacement can be requested directly from the Blue Badge team.

10. Re-application

- 2.37** It is the responsibility of the applicant to provide their re-application to their local authority within sufficient time. Shropshire Council request that applications are to be received as complete applications, 12 weeks prior to the expiry date of the current badge. Incomplete or applications received after this time may experience a delay. The Department for Transport offer a reminder service in which an email is sent to the applicant 12 weeks prior to the expiry of their current badge. Shropshire Council do not provide a reminder service.
- 2.38** Re-applications can be submitted as detailed in section 3.1 and 3.2
- 2.39** We do not differentiate between a new or a re-application as we cannot prioritise one person's disability over another. Therefore, applications are processed in date order from the date they are received.
- 2.40** Applicants that have previously been determined as 'reassessment required' are to provide the required supporting evidence to support eligibility of their disability. Please see Appendix A.
- 2.41** Applicants that have previously been determined as 'reassessment not required' are to provide an up-to-date passport style picture, proof of identification and proof of residency. Please see Appendix A.
- 2.42** Applications submitted via the DFT online portal will be directed to the evidence required upon submission of the current badge number. For applicants wishing to submit a postal application, they may wish to contact Shropshire Council to confirm if they are regarded as 'reassessment required' or 'reassessment not required'.

11. If your situation changes

- 2.43** If an applicant changes their address, they are required to inform the Blue Badge Team in writing by email or post.
- A change of address within Shropshire – a notification is to be sent to the Blue Badge team in order to update the badge details.
 - A change of address outside Shropshire – a notification is to be sent to the Blue Badge team in order for the Blue Badge team to transfer the badge to the new local authority.
 - Change of address to Shropshire – a notification is to be sent to the issuing authority for the authority to request the badge transfer to Shropshire Council
- 2.44** If an applicant changes their name, they are required to notify the Blue Badge team with supporting proof of identification. Please see Appendix A.
- 2.45** If an applicant changes their email address, they are required to notify the Blue Badge team. The team will ensure the up-to-date email is recorded. The DfT will send a re-application reminder 12 weeks prior to the expiry of the current badge to the email address on record. By failing to provide an up-to-date email address, you will not receive a re-application reminder.

12. Misuse

- 2.46** An individual or organisation that has been awarded a Blue Badge will be expected to adhere to the rights and responsibilities afforded by the concession. The responsibilities as a Blue Badge holder can be found at [The Blue Badge scheme: rights and responsibilities in England - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/the-blue-badge-scheme-rights-and-responsibilities-in-england)
- 2.47** By failing to adhere to the Badge holder's rights and responsibilities, the badge may be regarded as being abused or misused. Abuse or misuse of a Blue Badge may happen in a multitude of ways. Below is not exhaustive but does illustrate the types of misuse:

By the badge holder:

- parking in the wrong place or parking for too long where there is a time limit (for example, setting the arrival time on the parking clock to a later time, than when they actually arrived)
- use of a badge that is no longer valid,

- use of a badge that has been reported as ‘lost’ or ‘stolen’,
- letting a friend or relative use the badge
- use of a copied badge
- altering the details on the badge, for example, the expiry date
- making a fraudulent application (for example, providing false information on the application form) or using a badge obtained fraudulently.

By a third party:

- using someone else’s badge (with or without the badge holder’s knowledge) without the badge holder being present in the vehicle at some point during the trip
- using a badge belonging to someone who has died,
- copying, altering, or faking badges
- using a fake badge

2.48 Misuse of a badge may result in a fine of up to £1,000 on conviction or could face a significantly higher penalty if the prosecution is carried out under the Fraud Act 2006. Badges can also be withdrawn after a relevant conviction under section 21(4B) of the Chronically Sick and Disabled Persons Act 1970 and sections 115 and 117 of the Road Traffic Regulation Act 1984. The Council also has the ability to refuse a badge if there are reasonable grounds to believe the badge holder is permitting another to use it.

13. Enforcement

2.49 Reports of blue badge misuse may be brought to Shropshire Council’s attention by various means. This includes but is not limited to reports by members of the public, other departments, and authorised officers of the Council.

2.50 Shropshire Council review each case of alleged misuse on a case-by-case basis in line with Shropshire Councils **Better Regulations and Enforcement Policy**⁵. If considered necessary and proportionate, further investigation may be undertaken by officers., or a badge will be withdrawn and required to be returned.

⁵ [Better regulation and enforcement policy | Shropshire Council](#)

- 2.51** In cases where a badge holder lets a third party use a badge, Shropshire Council has the power to withdraw the badge.
- 2.52** In cases where a person copies, alters, fakes or forges a badge, the person may be guilty of an offence and in doing so, may have the badge withdrawn.
- 2.53** The badge remains the legal property of Shropshire Council, so it is unlawful for a person to sell a badge. Where a badge holder might attempt to sell (or gift) a badge, it will be possible to withdraw the badge, where Shropshire Council are satisfied that the holder “purported to transfer the badge to another person”.
- 2.54** Civil Enforcement Officers and any other authorised officer have the power to inspect a Blue Badge displayed in any motor vehicle. A person who appears to have been in or to be about to get into a vehicle may be required to produce the badge for inspection. A person, who without reasonable excuse, fails to produce a badge when required to do so may be guilty of an offence and liable to a fine not exceeding £1000. If it is deemed that the badge is being misused or the badge should have been returned to the local authority, the authorised officer has the power to retain the badge.

14. Returning the badge

- 2.55** The badge remains the property of Shropshire Council. In certain circumstances the badge is required to be returned. A badge should be returned if:
- the badge has expired,
 - the applicant’s medical condition or mobility improves and are no longer eligible,
 - a replacement badge has been issued for one that is lost or stolen, and the original is found / recovered - then the original badge must be returned,
 - the badge becomes damaged or faded and is illegible,
 - the badge is no longer required, for example should you be confined to the house,
- 2.56** Please also note that the badge should be returned to the issuing council on the death of the badge holder. If the badge is continued to be used when it is no longer needed, the user may be fined up to £1,000.

Contacting the Blue Badge Team

The Blue Badge Team, Guildhall, Frankwell, Shrewsbury, Shropshire, SY3 8HB

Email : bluebadge@shropshire.gov.uk

Telephone: 0345 678 9014

Call lines are open Monday to Friday 9am - 3pm.

Blue Badge Fee Payments: Telephone: 0345 678 9014

Online Payments: [Blue Badge Payment - Civica AuthorityICON \(civicaepay.co.uk\)](https://civicaepay.co.uk)

Appendix A – Application Evidence

Application Type	Description	Required Evidence
All (except Organisational)	Proof of Identification	One of the following: • A birth certificate, • A marriage/civil partnership certificate • A divorce/dissolution certificate • A valid driving licence, • A passport
All (except Organisational)	Proof of address	One of the following dated within 12 months • Council Tax Bill • A DWP letter/government letter • A Shropshire Council Social Services letter • A Housing Benefit letter • A confirmation letter from your child's school (Child application)
All (except Special Rules)	Photograph	• In colour • Clear • Passport size • Taken within the month prior to the date of the application, against a light grey or cream background. • Undamaged • Of the full head of the holder (without any other person visible or any covering, unless it is worn for religious beliefs or medical reasons) • Facing forward • With nothing covering the face • Looking straight at the camera

		• With a neutral expression and mouth closed • With eyes open and clearly visible (without sunglasses or tinted spectacles and without hair or spectacle frames obscuring the eyes) • Printed professionally or in digital format (phone or tablet photograph) • A true likeness, without amendment
Organisational Badges	Organisational Badges	• Details of the nature of care provided and what the badge will be used for • The number of disabled people that are in the care of your organisation. • The number of disabled people that are already in receipt of an individual Blue Badge • Vehicle registration number for each vehicle • Proof the vehicle is registered to your organisation – V5 or Lease Agreement • Organisational logo
Automatic Qualifiers	PIP	• DWP have provided Local Authorities digital access to view mobility criteria, therefore there is no requirement to provide supporting documentation. In the instance an error occurs with digital access the applicant will be asked to provide : • The full Statement of Entitlement award letter (showing the point awarded and end date of your award) if dated outside 12 months, you will also be required to provide: • The front page of your PIP uprating Award letter (dated within the last 12 months)
Automatic Qualifiers	DLA	• DWP have provided Local Authorities digital access to view mobility criteria, therefore there is no requirement to provide supporting documentation.

		In the instance an error occurs with digital access the applicant will be asked to provide: • Proof of your receipt of Disability Living Allowance (DLA) at the High Rate of the Mobility Component (dated within the last 12 months).
Automatic Qualifiers	War Pensioners Mobility Supplement	• Official letter from Veterans UK demonstrating receipt of the grant
Automatic Qualifiers	Armed Forces and Reserve Forces (Compensation) Scheme	• Official letter from Veterans UK confirming level of award – must be between tariff levels 1-8 (inclusive) And • Confirming that you have been assessed and certified by Veteran UK as having a permanent and substantial disability which causes inability to walk or very considerable difficulty whilst walking.
Automatic Qualifiers	Registered Blind	• Certificate of Visual Impairment – issued by ophthalmology department, • Proof that they are registered as SSI/Blind. In the absence of the above
Disability in both arms	Disability in both arms	You are required to show: • That they drive a vehicle regularly • Severe disability in both arms • Unable to operate all or some types of on-street parking meters.
Special Rules		• A complete application, completed by a relevant medical professional (i.e. MacMillan nurse /Hospice Nurse) • SR1 form completed by a GP, Consultant, Hospital Doctor, or a Specialist Nurse Or in the absence of an SR1 form • Letter completed by a relevant medical professional (i.e., Macmillan nurse) Examples:

		• A letter of diagnosis, as up to date as possible • Evidence of the progression of your condition over time • Confirmation of ongoing treatments, clinic attendances, or referral for such • Evidence of prescribed medication relevant to your condition • Evidence of specialist consultations or referral for such • Your Patient Summary or Summary Care Record
Walking Difficulties	Walking Difficulties	Documentary evidence from a medical and/or social care professional who has expert knowledge of the condition or disability and is familiar with your experiences and the way your day-to-day life is affected. The more evidence you can provide, the stronger your application will be. Please be advised in respect of supporting evidence form a professional, a letter from your GP will not be accepted. This follows Central Government Department for Transport (DfT) guidance. This could be, but is not limited to: • A letter of diagnosis, as up to date as possible • Evidence of the progression of your condition over time • Confirmation of ongoing treatments, clinic attendances, or referral for such • Evidence of prescribed medication relevant to your condition • Evidence of specialist consultations or referral for such • Your Patient Record held by your GP Surgery. There is no need to make an appointment as a phone call to your GP Surgery should suffice however, there may be a charge set by your Surgery. (Alternatively, if you have access to your patient records via an online service then

		you can get your medical summary there. These services are free). • Education Health and Care Plans (EHCP) • Care plans/mobility assessment form from Social Care Teams • Social housing letters/assessment reports from the local authority • Letters from other professionals involved in your care • Specialist Mobility Equipment provider assessment form • Wheelchair Service assessment Additional evidence in support of the above • Copy of prescriptions • Appointment cards/letters • Copies of medical history documents more than three years old. • Personal statements • X Ray copies Specialist includes but is not limited to • Clinical Psychologist • Consultant • Educational Psychologist • Gastroenterologist • MacMillan or Hospice Nurse • Neurologist • Occupational Therapist • Physiotherapist • Psychiatrist • Rheumatologist • Social Worker • Oncologist
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		• Mobility Equipment Specialists Additional specialist involved with the care of children: • Health visitor • SCHOOL – SENCO, TA /121 SUPPORT • Childminders/nursery • Bee U – formally known as Camhs – • Access team • Children’s Occupational therapist • Social worker from children’s disability team. • Speech and Language therapist • Autism west midlands • Autism team at Louise house • Community children’s doctors at Coral • Specialist Mobility Equipment provider assessment form • Wheelchair Service assessment
Combined Walking Difficulties/Hidden Disabilities	Combined Walking Difficulties/Hidden Disabilities	Documentary evidence from a medical and/or social care professional who has expert knowledge of the condition or disability and is familiar with your experiences and the way your day-to-day life is affected. The more evidence you can provide, the stronger your application will be. Please be advised in respect of supporting evidence form a professional, a letter from your GP will not be accepted. This follows Central Government Department for Transport (DfT) guidance. This could be, but is not limited to: • A letter of diagnosis, as up to date as possible • Evidence of the progression of your condition over time • Confirmation of ongoing treatments, clinic attendances, or referral for such

		• Evidence of prescribed medication relevant to your condition • Evidence of specialist consultations or referral for such • Your Patient Record held by your GP Surgery. There is no need to make an appointment as a phone call to your GP Surgery should suffice however, there may be a charge set by your Surgery. (Alternatively, if you have access to your patient records via an online service then you can get your medical summary there. These services are free). • Education Health and Care Plans (EHCP) • Care plans/mobility assessment form from Social Care Teams • Social housing letters/assessment reports from the local authority • Letters from other professionals involved in your care. Additional evidence in support of the above • Copy of prescriptions • Appointment cards/letters • Copies of medical history documents more than three years old. • Personal statements • X Ray copies Specialist includes but is not limited to • Clinical Psychologist • Consultant • Educational Psychologist • Gastroenterologist • MacMillan or Hospice Nurse • Neurologist
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		• Occupational Therapist • Physiotherapist • Psychiatrist • Rheumatologist • Social Worker • Oncologist • Mobility Equipment Specialists Additional specialist involved with the care of children: • Health visitor • SCHOOL – SENCO, TA /121 SUPPORT • Childminders/nursery • Bee U – formally known as Camhs – • Access team • Children’s Occupational therapist • Social worker from children’s disability team. • Speech and Language therapist • Autism west midlands • Autism team at Louise house • Community children’s doctors at Coral • Specialist Mobility Equipment provider assessment form • Wheelchair Service assessment
Hidden Disabilities	Hidden Disabilities	Documentary evidence from a medical and/or social care professional who has expert knowledge of the condition or disability and is familiar with your experiences and the way your day-to-day life is affected. The more evidence you can provide, the stronger your application will be. Please be advised in respect of supporting evidence form a professional, a letter from your GP will not be accepted. This follows Central Government Department for Transport (DfT) guidance.

		This could be, but is not limited to: • A letter of diagnosis, as up to date as possible • Evidence of the progression of your condition over time • Confirmation of ongoing treatments, clinic attendances, or referral for such • Evidence of prescribed medication relevant to your condition • Evidence of specialist consultations or referral for such • Your Patient Record held by your GP Surgery. There is no need to make an appointment as a phone call to your GP Surgery should suffice however, there may be a charge set by your Surgery. (Alternatively, if you have access to your patient records via an online service then you can get your medical summary there. These services are free). • Education Health and Care Plans (EHCP) • Care plans/mobility assessment form from Social Care Teams • Social housing letters/assessment reports from the local authority • Letters from other professionals involved in your care. Additional evidence in support of the above • Copy of prescriptions • Appointment cards/letters • Copies of medical history documents more than three years old. • Personal statements • X Ray copies Specialist includes but is not limited to
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