



Application Pack 3

Westminster Disabled Badge Scheme: Applying as an organisation

© Westminster City Council March 2023

Westminster City Council

Westminster City Hall
64 Victoria Street
London SW1E 6QP

westminster.gov.uk



City of Westminster

ORGANISATIONAL BADGE FORM

The national Blue Badge scheme does not apply in Westminster due to traffic congestion and the high demand for parking in Central London. If you are a disabled individual living in Westminster, or if you are a disabled individual working, studying or receiving life-saving medical treatment in Westminster and you currently hold a Blue Badge, or a Westminster based organisation that cares for disabled people, you may be eligible to receive a White Badge.

This form is to be completed if you are representing an organisation applying for a disabled organisational badge.

Please complete this application form in full block capitals and use black ink.

All postal applications must be sent to the following address:

Westminster Parking Services
PO BOX 353
Sheffield
S98 1ER

Please make sure that you have all the proof documents to send with your application or it may be delayed. There are reminders throughout this application form and a checklist at the end of the application to help you remember to enclose any documents required in support of your application.

If you need assistance completing the application, form or have any questions about the Disabled White Badge Scheme, please contact us.

- **Telephone:** 020 7823 4567 (8am – 8pm Mon - Sat).
- **E-mail:** parkingpermits@westminster.gov.uk
- **Website:** <https://www.westminster.gov.uk/disabled-parking>.
- Contact us using a British Sign Language interpreter:
<https://www.westminster.gov.uk/about-council/contact-us/contact-us-using-british-sign-language-interpreter>

A copy of this document is available in large print.

Section 1. CONTACT DETAILS

Name of Organisation	
Main Contact (Name)	
Address	
Postcode	
Telephone Number	
Email Address	
Charity number (if applicable)	

Section 2: I WANT TO

WHICH SECTIONS OF THE APPLICATION FORM SHOULD I COMPLETE?

- Are you applying for a Blue Badge?
- Are you applying for a White Badge?
- Are you applying for a Blue and White Badge?

I wish to:

<input type="checkbox"/>	Apply for a new badge	Complete Section 3 page 7
<input type="checkbox"/>	Apply for a renewal	Go to Question A below
<input type="checkbox"/>	Inform you of a lost or damaged badge	Go to Question B below
<input type="checkbox"/>	Inform you of a stolen badge	Go to Question C below
<input type="checkbox"/>	Inform you of a change of address	Go to Question D below
<input type="checkbox"/>	Inform you of a change of logo	Go to Question E below
<input type="checkbox"/>	Inform you of a change of vehicle	Go to Question F below

A Current Badge Details

Only complete this section if you are re-applying for your organisational White/Blue Badge.

Serial Number of your current organisational WHITE badge	Expiry Date

Serial Number of your current organisational BLUE badge	Expiry Date

Go to **Section 7: Eligibility (page 7)**.

B Lost or Damaged badge

My badge has been Lost Damaged

Please explain briefly how the loss or damage happened.

Go to **Section 6: Declaration (page 11)**.

--

C Stolen Badge

If your badge was stolen, you must provide the following:

Crime reference number	
Name of police station	
Address of police station	
Postcode	

Details of theft:

--

There is no charge to issue you with a duplicate badge as long as you provide a crime reference number. Failure to do so will incur a £30 charge.

Go to **Section 6. Declaration (page 11)**.

D The organisation has moved to an address within Westminster

Old Address

Old Address	
Postcode	

New Address

New Address	
Postcode	

Proof Documents

Please provide an original letterhead document showing the current address and organisation logo.

You do not need to send us your badge.

We will send you a letter confirming the change of address.

If you do not need to make any further changes, go to **Section 6: Declaration (page 11)**.

E The organisation has changed its logo

Please attach 2 copies of the organisation logo to the application.

If you do not need to make any further changes, go to **Section 5: Payment (page 10)**.

F Change of vehicle

Old Vehicle Registration Number	
New Vehicle Registration Number	
Make of New Vehicle	
Model of New Vehicle	
Colour of New Vehicle	

Please enclose your badge with this application There is a charge of £10 to make this change to your badge.

Go to **Section 5: Payment (page 10)**.

Section 3. ELIGIBILITY

To be eligible, your organisation must care for disabled people. If the number of people who receive regular assistance from your organisation is below 12 then the individuals must apply for separate badges.

A Qualifying Criteria

How many regular users of your transport are there in each of the following qualifying categories?

Registered as severely visually impaired (blind) under the National Assistance Act 1948?	
In receipt of Higher Rate Disability Living Allowance (Mobility Component only) or in receipt of 8 or more points for the “moving around” activity of the Mobility Component of a Personal Independent Payment Allowance (PIP) award.	
In receipt of War Pensioner’s Mobility Supplement?	
In receipt of receive 10 or more points in Descriptor E (cannot undertake any journey because it would cause overwhelming psychological distress) in the “planning and following a journey” activity of the Mobility Component of a Personal Independent Payment Allowance (PIP) award	
In receipt of the War Pensioner’s Mobility Supplement (WPMS)	
In receipt of a lump sum benefit at tariffs 1–8 of the Armed Forces and Reserved Forces Compensation Scheme. (Armed Forces Independent Payment (AFIP) awards are not included in the Type 1 eligibility criteria).	
In receipt of a DS1500 (or equivalent letter from your consultant or Hospital confirming the recipient has a terminal illness)	

B How many times per month do you transport disabled people?

Number of times disabled people transported	
---	--

Please describe the services that you provide:

C Does your organisation provide these disabled people with transportation?

Yes No

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

Yes No

If yes, please list the vehicles below and attach a copy of the tax disc(s) or log book(s) to this application.

You may register up to a maximum of 2 vehicles on your white badge.

VRM	Make	Model

VRM	Make	Model

Extra information:

Please use this space to tell us anything you think we should know about your application that is not covered on the previous page.

Section 4. ORGANISATION LOGO

Please ensure that you enclose the organisation logo with this application, it will form an essential part of your organisation's proof of identity. The badge may not be issued if the logo is not attached. Please attach 2 copies of the organisation logo with this application

Section 5. PAYMENT

A summary of all charges:

Change of address	No charge
Change of vehicle	£10
Addition, removal or change of vehicle	£10
Lost or damaged badge	£30
A stolen badge (with a crime reference number)	No charge
A stolen badge (without a crime reference number)	£30

We accept the following Debit/Credit card types: Visa, Mastercard, Maestro, Solo, Delta.

Type of Credit/Debit Card you are paying with:

Visa Mastercard Maestro Solo Delta

Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Issue Date ____/____

Expiry Date ____/____

Issue Number ____ (Maestro / Solo)

Name on Card _____

Amount (£) _____

If you are unable to make payment by card, you can pay at a Post Office. We also accept cheques by post made payable to 'City of Westminster'. Please note; we do not accept company cheques.

Go to **Section 6: Declaration (page 11)**.

Section 6. DECLARATION

Please read this page very carefully before signing your name to the Declaration.

I confirm that to the best of my knowledge these details are complete and accurate. I realise that action may be taken against me or the organisation if I have provided false information in this application or I use, lend or allow a badge to be used with the intention to deceive Westminster City Council (maximum penalty of £2500 or if you are convicted in the Crown Court, there is no limit to the amount of the fine, and you could be sent to prison for two years).

1. The organisation is based at the address given in section 1. We use the vehicles shown in section 3C. If the organisation moves out of the City of Westminster or sells or stops using any of the vehicles the badge covers, we will return the badge immediately to Westminster City Council.
2. We understand that you will still own the badge. We will return the badge if circumstances change, for example, the organisation address or the vehicles. We will return the badge within 48 hours if asked to do so by an authorised council office.
3. We agree that you can ask to inspect the address we have given before or after a badge is issued. If we refuse to give permission, we understand it is likely that you will not give us a badge, or if we already have a badge you will withdraw it.
4. The information we have given on this form is true and accurate. We understand that you may prosecute if we knowingly given false information.
5. We have read the guidance notes and agree to keep to the conditions of the scheme.
6. We understand that you will hold the information we have given, and you will not give it to anyone outside the council without our permission.

Your signature: _____

Name _____

Position _____

Date: _____

IMPORTANT – DATA PROTECTION

- To find out why the Council needs to collect and store personal data, how this is used and your rights to access your information, please refer to our [Privacy Policy](#) and [Fair Processing Notice](#).
- Westminster City Council will process your information primarily for the purpose of providing parking services to disabled applicants.
- We may also use your information to detect and prevent fraud and protect public funds. This will include the recording of vehicle information and verifying residency status and parking entitlements both within and outside the city. We therefore disclose your information to or request information from the Driver and Vehicle Licensing Authority (DVLA), Law Enforcement Agencies and other organisations such as Local Authorities.
- We will use a number of means to ensure the lawfulness of the use of our parking services. This will include the use of surveillance equipment, Civil Enforcement Officers, auditors and dedicated investigators to record data.
- We will use the information you provide to recover unpaid Penalty Charge Notices issued in Westminster.
- In line with its duty to protect public funds, the council and its agents will undertake investigations involving random auditing of vehicles and users who hold valid parking permits to counter suspected fraudulent use of its parking services. If you wish to complain at the manner in which your personal data has been processed or may be used you should write to the:

Data Protection Officer (Information Services)
Bi-Borough Legal Services
The Town Hall
Hornton Street
London W8 7NX

CAUTION

- The council takes fraud and misuse of the Westminster disabled parking permits very seriously and will be carrying out checks on the information that you provide, including possible home visits, inspections and checks on-street.
- If you want to report potential disabled permit fraud, please call the council's free fraud hotline on 020 7361 2777 or you can report it online at <https://www.westminster.gov.uk/parking/parking-residents/reporting-parking-permit-or-disabled-badge-fraud>. All calls are treated in the strictest of confidence.
- Westminster City Council will prosecute anyone found to be committing fraud.
- If you give false or misleading information, it may result in the council taking action against you.

CHECKLIST

Your disabled badge (only if it is damaged)	Section 2 (page 5)	<input type="checkbox"/>
Proof of address	Section 2 (page 6)	<input type="checkbox"/>
A copy of the vehicle log book(s)	Section 3 (page 8)	<input type="checkbox"/>
Copies of the organisation logo x3	Section 4 (page 9)	<input type="checkbox"/>
Payment (if necessary)	Section 5 (page 10)	<input type="checkbox"/>

**A copy of this document is available in large print.
To request a copy please contact us on 020 7823 4567**

Please ensure you have completed the application form and enclosed all required proof documents.

Applying by Post

**Westminster Parking Services
PO BOX 353
Sheffield
S98 1ER**