



Application Pack 3:

**Westminster Disabled Badge Scheme:
Applying as an organisation**

© Westminster City Council, May 2018

Westminster City Council

Westminster City Hall
64 Victoria Street
London SW1E 6QP

westminster.gov.uk



City of Westminster

Application Pack 3:

Westminster Disabled Badge Scheme: 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 organization 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.

A badge will be issued to an organisation whose responsibility includes the care and transportation of disabled people who meet the eligibility criteria.

Before you complete this application form, please read the Westminster's Disabled Organisation Parking Badge Guidance Notes. This document will tell you what you need to know about Westminster's White Badge Scheme.

Please make sure that you have all the proof documents to send with your application or it may be delayed. There is a check list at the end of this application to remind you.

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 (24 hours)
- **Textphone:** 020 7641 8000 (8am - 6pm Mon - Fri)
- **E-mail:** parkingpermits@westminster.gov.uk
- **Website:** www.westminster.gov.uk/parking

A copy of this document is available in large print.

To request a copy please contact us on 020 7823 4567 or visit our website: www.westminster.gov.uk/parking

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:

Are you applying for?

- A White Badge
- A Blue Badge
- Both a White Badge and a Blue Badge

I want to:

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

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 3: **Eligibility**

B. Lost or Damaged badge

My badge has been	Lost <input type="checkbox"/>	Damaged <input type="checkbox"/>
Please explain briefly how the loss or damage happened?		

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.

Please go to **section 7: Declaration**

D. The organisation has moved to an address within Westminster

What is your old address?

Address
Postcode

What is your new address?

Address
Postcode

Proof Documents

Please provide an original letterhead document showing the current address and organisation logo	<input type="checkbox"/>
--	--------------------------

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 7: Declaration**

E. The organisation has changed its logo

Please attach 2 copies of the organisation logo to the application	<input type="checkbox"/>
--	--------------------------

If you do not need to make any further changes go to **section 6: Payment**

F. Change of vehicle

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

Please enclose your badge with this application

There is a charge of £10 to make this change to your badge. Go to **section 6: Payment**

Section 3. ELIGIBILITY CRITERIA

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.

B. 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 Mobility Allowance?	
In receipt of War Pensioner's Mobility Supplement?	

C. How many times per month do you transport disabled people?

Please describe the services that you provide:
--

D. Does your organisation provide these disabled people with transportation?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
Are any of your vehicles licensed under the Disabled Passenger Vehicle (DVP) taxation class?	Yes <input type="checkbox"/>	No <input type="checkbox"/>

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.

A large, empty rectangular box with a thin black border, intended for the applicant to provide additional information not covered in the previous page.

Section 5. ORGANISATION LOGO

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 cannot be issued if the log is not attached. Please attach 3 copies of the organisation logo' to 'Please attach 2 copies of the organisation logo with this application.

Section 6. 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	£10
A stolen badge (with a crime reference)	No charge
A stolen badge (without a crime reference)	£30

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

Type of Credit/Debit Card you are paying with															
<input type="checkbox"/> Visa	<input type="checkbox"/> Mastercard	<input type="checkbox"/> Solo	<input type="checkbox"/> Maestro	<input type="checkbox"/> Delta											
Card Number															
Issue Date			/												
Expiry Date			/												
Issue Number		(Maestro / Solo)													
Name on Card															
Amount (£)															

We accept cheques by post. Please make payable to 'City of Westminster'. Please note; we do not accept company cheques. Go to section 7: Declaration.

Section 7. 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 your 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 ti anyone outside the council without our permission.	
Your signature	Date
Name	Position

IMPORTANT - DATA PROTECTION

- **New data protection laws apply from 25 May 2018. 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 our Fair Processing Notice at www.westminster.gov.uk/data-protection.**

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 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),
5 Strand, London,
WC2N 5HR.

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 0800 028 9888. 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

Proof of address	<input type="checkbox"/>	Section 2 D
Copies of the organisation logo x3	<input type="checkbox"/>	Section 2E and or Section 5
A copy of the vehicle log book(s)	<input type="checkbox"/>	Section 3
Your disabled badge (only if it is damaged)	<input type="checkbox"/>	Section 2 B
Payment (if necessary)	<input type="checkbox"/>	Section 6

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

Applying by Post

Permits Administration Team

PO Box 734

Redhill

RH1 9FP