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Shropshire Council  
The Shirehall  
Abbey Foregate  
Shrewsbury  
SY2 6ND

Date: As per postmark  
My ref: Replacement Application  
Your ref: Replacement Application

Dear Badge Holder

## **APPLICATION FOR A REPLACEMENT BLUE BADGE**

Please find enclosed an Application Form to replace your Blue Badge. This form should be used if your badge is Lost or Stolen or Damaged or Faded or to change the badge holder's name(s). Failure to complete any relevant parts or to supply the required information will result in the form being returned to you and a delay in issuing you with a replacement.

Alternatively, you can apply for replacement badge that has been lost or stolen by downloading the relevant application via [www.shropshire.gov.uk/parking/blue-badge-parking-scheme](http://www.shropshire.gov.uk/parking/blue-badge-parking-scheme)

Completed applications, a photo and any supporting documents as required should be forwarded to the Blue Badge Team at the above address or handed in at any of the following points or emailed to [ss-bluebadge@shropshire.gov.uk](mailto:ss-bluebadge@shropshire.gov.uk)

The Library, Listley Street, **Bridgnorth**  
The Library, 7/9 Parkway, **Ludlow**  
Raven House, 129 Cheshire Street, **Market Drayton**  
The Library, Arthur Street, **Oswestry**  
1A Castle Gates, **Shrewsbury**  
Civic Centre, High Street, **Whitchurch**

**Please note** that once this completed application has been received your Blue Badge will be immediately cancelled and if found it will no longer be able to be used as a valid parking concession. In addition, the National Database of Blue Badge holders will also be updated to reflect that the badge has cancelled. **Under no circumstances will the badge be re-activated.** Should you require a further badge, you are required to proceed with the attached replacement process.

If you have any further queries regarding this process, then please do not hesitate to call the Blue Badge Team on **0345 678 9014**.

**Shropshire Council Blue Badge Team**  
email: [ss-bluebadge@shropshire.gov.uk](mailto:ss-bluebadge@shropshire.gov.uk)

WHEN RETURNING YOUR APPLICATION PLEASE ENSURE THAT THE CORRECT POSTAGE IS USED. THE WEIGHT, SIZE AND THICKNESS OF THE ENVELOPE MAY ALTER THE ROYAL MAIL COST IN DELIVERING YOUR APPLICATION. INSUFFICIENT POSTAGE WILL RESULT IN YOUR APPLICATION NOT BEING DELIVERED TO SHROPSHIRE COUNCIL. YOU ARE ALSO ADVISED TO PUT YOUR POSTCODE AND HOUSE NUMBER/HOUSE NAME ON THE REVERSE OF YOUR ENVELOPE.

## **Regulations and Legislation**

The Blue Badge Scheme is governed by Regulations approved by Parliament and the Scheme is administered by Local Authorities on behalf of the Central Government Department for Transport (DfT). Shropshire Council has a duty and obligation to abide by Legislation and qualifying National criteria and **has no legal right to alter or issue/re-issue outside of these criteria**. There have been numerous amendments to the Scheme, but the current governing legislation is contained within these documents:

- [The Disabled Persons \(Badges for Motor Vehicles\) \(England\) \(Amendment\) \(No. 2\) Regulations 2011](#)
- [The Disabled Persons \(Badges for Motor Vehicles\) \(England\)\(Amendment\) Regulations 2011 \(SI 2011/1307\)](#)

Shropshire Council administers the Scheme on behalf of the DfT and in accordance with the above Regulations. Shropshire Council has used the DfT Blue Badge Scheme Local Authority Guidance (England) as a framework to put in place administration, assessment and enforcement practices:

- [www.gov.uk/publications/blue-badge-scheme-local-authority-guidance](http://www.gov.uk/publications/blue-badge-scheme-local-authority-guidance)

## **National Qualifying Criteria**

All applications, new or renewal, are subject to the same National qualifying criteria as detailed in the DfT Leaflet 'Can I get a Blue Badge?'

- [www.gov.uk/government/publications/blue-badge-can-i-get-one](http://www.gov.uk/government/publications/blue-badge-can-i-get-one)

## **Blue Badge Applications**

An applicant/badge holder can apply/re-apply for a badge or submit a renewal application:

- Via [www.gov.uk/apply-blue-badge](http://www.gov.uk/apply-blue-badge)
- By requesting an application form by telephoning Shropshire Council Customer Service Centre on 0345 678 9014
- Or downloading the relevant application via [www.shropshire.gov.uk/parking/blue-badge-parking-scheme](http://www.shropshire.gov.uk/parking/blue-badge-parking-scheme)
- Or request an application form via [ss-bluebadge@shropshire.gov.uk](mailto:ss-bluebadge@shropshire.gov.uk)

## **DfT Leaflet 'Blue Badge Holder – Rights and Responsibilities'**

Information on the Scheme, including the rights and responsibilities of a badge holder, will be provided at the time of issue and each time a badge is renewed or re-issued. The leaflet can be accessed via:

- [www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities](http://www.gov.uk/government/publications/the-blue-badge-scheme-rights-and-responsibilities)

# Shropshire Council Blue Badge Replacement Application Form (Stolen/Lost or Damaged/Faded or a Change of Name(s))

## Section 1 – Information about the Badge Holder.

If you are completing the form on behalf of a badge holder 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.

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

**First names** (in full):

**Surname:**

**Surname at birth:**

**Gender:** Male  Female

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

**Place of Birth:**

Town:

Country:

**National Insurance Number /  
Child Registration Number:**

### Current address and contact details:

Address:

Postcode:

Home Tel:

Mobile Tel:

Email:

**Have you moved address since the badge was issued?** Yes  No

If **YES**, please provide details of your previous address:

Address:

Postcode:

**If you have moved address since the badge was issued, we will require proof of your new address. Please provide a photocopy of one of the following showing your new address:**

- Council Tax Bill  DWP Letter  Pensions Letter  SPVA Letter  Housing Benefit Letter  
 Driving Licence

**Details of Blue Badge** *(If unknown this can be obtained from the Blue Badge Team on 0345 678 9014)*

**Serial Number** *(first six digits):*

**Expiry Date:**

**Section 2 Circumstances of loss/theft/damage/faded or change of name(s)**

Please detail the circumstances surrounding the loss/theft/damage of your Blue Badge.

If your Blue Badge has been damaged or is faded or there is a change in the name(s) of the badge holder, then you must enclose the badge and time disc with this application.

For a change of name, you will be required to provide documentary evidence confirming this i.e. a photocopy of a marriage certificate

**Section 3 Reporting of loss/theft**

**Stolen badges.** Blue Badges that have been stolen **MUST** be reported to West Mercia Police on 0300 333 3000 or the Police Force of the area in which the badge was stolen and a Crime Reference/Incident Number must be obtained; or

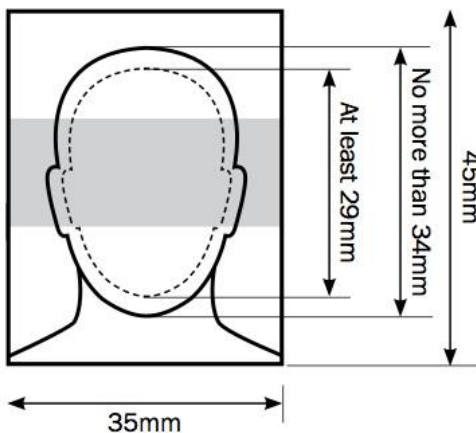
Crime Incident Number

**Lost badges.** Badge holders are advised to contact West Mercia Police on 0300 333 3000 or the Police Force of the area in which the badge was lost, to enquire if the badge has been handed in. Please enter Lost Property Number if provided.

Lost Property Number

**Section 4 Photograph**

Your application must be accompanied by ONE recently taken passport-styled colour photograph (head and shoulders) with your name & date of birth printed on the reverse.



The regulations state that a photograph used for a Blue Badge must be in accordance with passport standards. Photographs which are deemed as unsuitable will be returned. Please print your name and date of birth on the back of your photograph.

I have enclosed ONE recently taken passport standard photograph.

YES / NO

**Section 5****Administration Fee**

From 1 January 2012, the Department for Transport has introduced a maximum £10.00 Fee which English Local Authorities can charge for issuing/re-issuing a Blue Badge. Payment can be made by cheque for £10.00 payable to 'Shropshire Council' or by debit/credit card by telephoning Shropshire Council on 0345 678 9014.

**Section 6****Blue Badge Issue**

Once your application to replace your lost/stolen or damaged badge or faded or a change in name on the badge has been approved and subject to any payment required and received, your replacement badge will be posted to you. Please allow 7 days.

**Section 7****Statement from Shropshire Council**

- **Stolen or Lost Badges.** If your badge is subsequently found, you must undertake to immediately return it to Shropshire Council.
- You are also advised that as the Blue Badge has been cancelled that it is no longer valid, and it can therefore not be used for any concessionary parking, and that any subsequent reported use of the badge will be deemed as misuse and will be subject to the user being liable for prosecution.
- Shropshire Council is under a duty to protect the public funds it administers, and to this end may use the information that you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

By signing below, you are also declaring your understanding that it will be your responsibility as the named badge holder to protect it. Misuse by you, the concession holder or by any family member or friend may result in temporary or permanent withdrawal of the parking concession.

**Section 8****Declaration**

Based on my understanding of the above I am requesting the issue of a replacement Blue Badge.

Signature of Badge Holder / Guardian / Parent

Date

**Blue Badge Enquiries: 0345 678 9014 [customer.service@shropshire.gov.uk](mailto:customer.service@shropshire.gov.uk)**