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 via www.gov.uk/report-lost-stolen-blue-badge

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 has also been updated to reflect that the badge has cancelled. Please be advised that 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 Customer Service Centre on 0845 678 9014.

Shropshire Council
Blue Badge Team
website: www.shropshire.gov.uk
email: customer.service@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.

You can take your completed application to any of the following points during their normal opening hours who will forward to the Blue Badge Team.

The Library
Station Road
ALBRIGHTON

Bridgnorth Customer Service Point & Library,
Listley Street
BRIDGNORTH

Broseley Library & Customer Service Point
The Old School, Bridgnorth Road
BROSELEY

Customer Service Point
& Visitor Information Centre, Church Street
CHURCH STRETTON

Customer Service Point
Ellesmere Library,
Fullwood House, Victoria Street,
ELLESMERE

Customer Service Point & Visitor Centre
7/9 Parkway, 49 Cheshire Street
LUDLOW

MARKET DRAYTON

Community Hub
Oswestry Library, Arthur Street
OSWESTRY

Shifnal Library & Customer Service Point
1A Castle Gates
Broadway, High Street
SHIFNAL

MARKET DRAYTON

Community Hub
Whitchurch Civic Centre
High Street
WHITCHURCH
Shropshire Council Blue Badge Replacement Application Form (Stolen/Lost or Damaged/Faded or a Change of Name(s))

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

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: [insert]

Driving Licence Number: (If you hold a driving licence)

Current address and contact details:

Address:

postcode:

Home Tel: Mobile Tel: Email:

Previous address, if different in the last three years:

Address:

postcode:

Details of your Blue Badge (if known):

Serial Number:

Expiry Date:
Proof of your address, dated within the last 12 months:

We need to check that you are a resident in this local authority area before we can process your application. Please select one of the following options and provide a photocopy where relevant:

<table>
<thead>
<tr>
<th>Either</th>
<th>Or:</th>
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</tr>
</thead>
<tbody>
<tr>
<td>□ I have enclosed a photocopy of my Shropshire Council Tax bill dated within the last 12 months.</td>
<td>□ I give consent to the local authority (LA) to check my personal details on the LA Council Tax database so that I do not need to submit proof of my address.</td>
<td>□ I do not pay Council Tax, am over the age of 16 and give consent to the local authority to check my address on the electoral register.</td>
<td>□ I have enclosed a photocopy of a Department for Works and Pensions (DWP) letter issued within the last 12 months.</td>
<td>□ I have enclosed a photocopy of an award letter issued by SPVA</td>
<td>□ I have enclosed a confirmation letter from Shropshire Social Services</td>
</tr>
<tr>
<td>Or:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>□ I have enclosed a confirmation letter from my child’s Shropshire School</td>
</tr>
<tr>
<td>Or:</td>
<td></td>
<td></td>
<td></td>
<td>□ I have enclosed a photocopy of a Housing Benefit letter</td>
<td>□ I have enclosed a confirmation letter from my child’s Shropshire School</td>
</tr>
<tr>
<td>Or:</td>
<td>□ I have enclosed a photocopy of a Department for Works and Pensions (DWP) letter issued within the last 12 months.</td>
<td>□ I have enclosed a confirmation letter from my child’s Shropshire School</td>
<td>□ I have enclosed a photocopy of a Pensions letter</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Proof of your identity:

We need to check your identity to reduce the potential for fraudulent applications for a Blue Badge. You must attach a photocopy of one of the following as proof of your identity:

- □ Birth certificate / adoption certificate
- □ Marriage / Divorce certificate
- □ Civil Partnership / Dissolution certificate
- □ Marriage / Divorce certificate
- □ Valid Passport
- □ ID Card for Foreign Nationals
- □ HM Forces ID Card
- □ Valid driving licence

Photograph:

Please enclose one recent passport-style colour photograph of the applicant. The photograph needs to show the applicant’s full face so that the holder can be easily identified. No one else should be in the photograph. The photograph will be placed on the back of the badge and will not be visible when the badge is being displayed in the vehicle.

Please ensure that the applicant’s name and date of birth is printed on the back of the photo.

**Badge Issue Fee:** A payment of £10.00 will be required but will only be taken once a replacement badge has been authorised. You will be advised of the methods of payment.

**DO NOT SEND CHEQUES, POSTAL ORDERS OR CASH AS THESE WILL BE RETURNED**

Please nominate the vehicle registration number(s) for the main cars in which you intend to use the Blue Badge:

(Up to 3 registration numbers should be nominated, but please remember that other vehicles can be used).
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

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.

Section 4  Photograph

Your application must be accompanied by ONE recently taken passport-styled colour photograph (head and shoulders) with your name and 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 write your name and date of birth on the back of your photograph.
The photograph needs to be in colour and taken within the last month and be head and shoulders and facing forward and looking straight at the camera so that you can be easily identified. It must be taken with your eyes open and clearly visible (no sunglasses or tinted glasses) and be free from reflection or glare on your glasses.

I have enclosed ONE recently taken passport standard photograph  YES / NO

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**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.

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**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 14 days.

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**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.

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**Section 8**  
Declaration

On the basis of my understanding of the above I am requesting the issue of a replacement Blue Badge.

Signature of Badge Holder / Guardian / Parent  
Date

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Blue Badge Enquiries: 0345 678 9014  customer.service@shropshire.gov.uk