What badge do I need to apply for?

Automatic badges are issued to people who:

- Are registered as blind (not partially sighted).
- Receive the higher rate of the mobility component of Disability Living Allowance. Find out more at GOV.UK
- Receive Personal Independence Payments and score 8 points or more in the ‘moving around’ section. Find out more at GOV.UK
  
  Please note: Points for planning and following journeys do not count.
- Receives the mobility component of PIP and has obtained 10 points specifically for Descriptor E under the “planning and following journeys” activity, on the grounds that they are unable to undertake any journey because it would cause them overwhelming psychological distress. Find out more at GOV.UK
- Receive a War Pensioner’s Mobility Supplement.
- Have received a lump sum payment as part of the Armed Forces Compensation scheme. Find out more at GOV.UK

If you think that any of the above apply to you, you can apply for an automatic badge. If none of the above apply to you, you can apply for a discretionary badge.

Discretionary badges are issued to people who are not automatically eligible. You should apply for a discretionary badge if:

- you have long term problems with walking - including problems caused by stress, anxiety or other mental health issues
- you have severe problems using both your arms
- you’re applying on behalf of a child aged over 2 who has problems walking, or a child under 3 who needs to be close to a vehicle

(Re)Applying for a blue badge?

These guidance notes are designed to help you complete a blue badge application online.
What do I need to apply?

When completing your application, you will be asked to provide some proof of your identity and of your disability. It will be useful to have the following documents ready:

- National Insurance number
- A recent colour photograph of the badge applicant
- The number, expiry date and local council on your current badge, if you have one

Your proof of eligibility –

**For automatic applications:**
- Letter from the Department for Work and Pensions – if you’re automatically eligible for a badge

**For discretionary applications:**
- Medical Letters from Hospital or GP’s (Do not send appointment Letters) or prescription
- Any other documents in your possession that would support your application.

Your proof of ID – Examples include

- Birth certificate
- Marriage certificate
- Passport
- ID card
- NHS Medical Card
- Prescription

Your proof of address – Examples include

- Council Tax bill within the last 12 months or utility bill within the last 6 months
- A valid driving licence if you have one
- Prescription

*Only clear, coherent scanned copies should be submitted, you can take photos of documents on a smart phone and upload online or email them to us.* Bluebadge@leicester.gov.uk
The application.

It takes around 20 minutes to complete your blue badge application online. Only apply online through DirectGov – Here is the link to apply from: DirectGov

You will be taken to a webpage that looks like this:
The form will ask questions about:
- You and where you live
- Your medical condition
- Your previous blue badge (if you have one)

You will be asked to include copies of your documentation. This is a normal part of the application. Scanning and submitting your documents online is faster than submitting them via email, in person or post at a later date.

**Submitting your documents at a later date can delay your application.**

Follow the onscreen instructions to complete your blue badge application. If you get stuck at any point, there is help at:

Citizens Advice - [https://www.citizensadvice.org.uk/](https://www.citizensadvice.org.uk/)
Leicester City Council Blue Badges: [Bluebadge@leicester.gov.uk](mailto:Bluebadge@leicester.gov.uk)

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Apply for your blue badge online in **20 minutes**

1. Decide which badge you are eligible for.

2. Get your documentation ready.

3. Complete the application.
What happens after you have applied?

- You should hear back from us within a week.
- You might be asked to attend a mobility assessment or to provide more supporting evidence.

My application has been accepted:

If you are issued with a Blue Badge, you will be contacted to make a Payment of £10 online or over the phone. Leicester City Council does not accept cash or cheque payments for Blue Badges.

You’ll need to renew your badge after 3 years, or when you stop receiving the benefit your badge is linked to - for example DLA or PIP. You will be reminded to do this before the badge expires.

We will write to you when you need to renew your badge. The reminder letter will include:
- When your badge expires
- Instructions for how to return your expired badge
- A unique code to speedup renewing your badge using the online application.

My application has been refused:

You will receive a notification if your application is refused. If you are refused a Blue Badge, you can ask your council to reconsider their decision within 28 days, details of this will be provided when decision is made.

You must return your Blue Badge back to your council one it expires or if you no longer need it, for example if your condition improves.

Misuse of a Blue Badge can lead to £1000 fine.