



The Blue Badge scheme: rights and responsibilities for organisations that have Blue Badges



Please note that this leaflet refers to England only. The concessions available in Scotland, Wales and Northern Ireland may not be the same and you are advised to check with the relevant authority when travelling outside England.

Please read this leaflet before using, or allowing your employees to use, the badge. Please keep it in case you need to refer to it in future.

Record useful information here so that it is always to hand

Badge serial number

**Issued by (name of your
local authority)**

Issuing office address

**Issuing office
telephone number**

Badge expiry date

Contents

	Page
The Blue Badge scheme	5
Who is eligible for a Blue Badge?	6
1. Your responsibilities as a Blue Badge holder	7
How to display the badge	8
When you need to use a parking clock	8
Power to inspect the badge	9
Renewing the badge	9
Replacing the badge	9
Returning the badge	9
2. Where can I park	11
Where you can park	12
Places you need to check before parking	13
Places where you cannot park	15
Safe and responsible parking	16
3. Travelling in London	18
Travelling in Central London	19
Central London Congestion Charge Scheme	20
4. Travelling abroad	21
5. Toll concessions for Blue Badge holders	23

The Blue Badge scheme

The aim of the scheme is to help disabled people with severe mobility problems to access goods, services and other facilities, by allowing them to park close to their destination.

The scheme provides a national range of on-street parking concessions for Blue Badge holders. The scheme does not apply to off-street car parks such as those provided by local authorities, hospitals and supermarkets. Please check signs in these car parks to see what conditions apply.

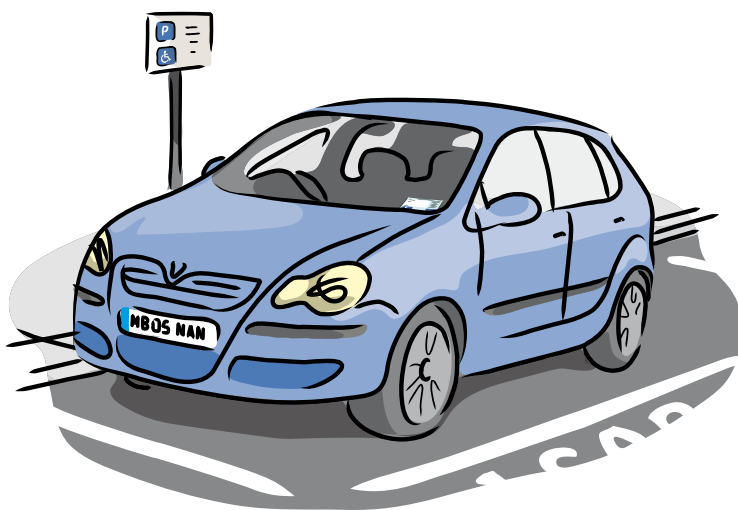
This leaflet provides organisations with information about where they can and cannot park in the on-street environment **only** and how they should use the organisational Blue Badge properly.

Organisational Blue Badges

An organisational Blue Badge can be issued to certain organisations for use in a motor vehicle (or vehicles) when that vehicle (or vehicles) is to be used to transport disabled people who would qualify for a Blue Badge in their own right.

Badges will only be issued to organisations that **both care for and transport** disabled people who would themselves be eligible for an individual Blue Badge.

Please note that when travelling outside England, but within the UK, the concessions may not always be the same. Please check with the relevant authority in Scotland, Wales or Northern Ireland.



Who is eligible for an individual Blue Badge?

People may be eligible for a badge if they are over two years old and:

- receive the Higher Rate of the Mobility Component of the Disability Living Allowance; or
- are registered blind (severely sight impaired); or
- receive a War Pensioner's Mobility Supplement; or
- receive a lump sum benefit under the Armed Forces and Reserved Forces (Compensation) Scheme within tariff levels 1-8 (inclusive) and have been assessed and certified as having a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking; or
- drive a vehicle regularly, have a severe disability in both arms and are unable to operate, or have considerable difficulty in operating, all or some types of parking meter; or
- have a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking.

In addition, children under the age of three may also be eligible for a badge if they fall within either or both of the following descriptions:

- a child who, on account of a condition, must always be accompanied by bulky medical equipment which cannot be carried around with the child without great difficulty;
- a child who, on account of a condition, must always be kept near a motor vehicle so that, if necessary, treatment for that condition can be given in the vehicle or the child can be taken quickly in the vehicle to a place where such treatment can be given.

How do I use the Blue Badge properly ?

1 Your responsibilities as an organisational Blue Badge holder

It is the responsibility of the organisation to ensure that its employees use the badge properly.

The badge and its concessions can **only** be used by employees of the organisation for the purpose of transporting disabled people who would themselves be eligible for an individual Blue Badge (see above). Employees must never use the badge for their own benefit or use it, for example, to carry out errands for the organisation. The badge can only be displayed when disabled people in the care of the organisation are being transported.

All employees of the organisation who are responsible for transporting disabled people should be made aware of the rules of the scheme as set out in this leaflet so that they do not unknowingly misuse the badge.

You must never copy the badge or attempt to alter the details on it. The badge remains the property of the issuing local authority. They can ask for the badge to be returned if it is being misused.

It is a criminal offence for anyone to misuse the badge, and doing so could lead to a £1,000 fine.



You must never give the badge to others outside your organisation to allow them to have the benefit of the parking concessions.

You must never copy the badge or attempt to alter the details.

The badge remains the property of the issuing local authority.

They can ask for the badge to be returned if it is being misused.

How to display the badge

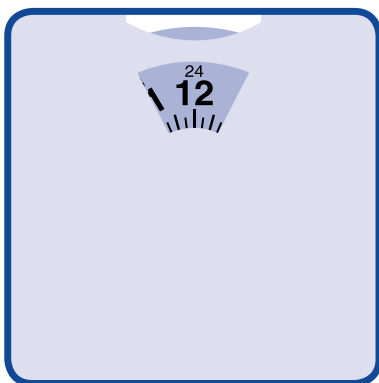


The badge should only be displayed when eligible disabled people are being dropped off at or picked up from the place where the vehicle is parked by an employee of the organisation. The badge should not be displayed at other times.

When using the parking concessions, the badge **must be displayed** on the vehicle's dashboard or fascia panel, where it can be clearly read through the front windscreen. If there is no dashboard or fascia panel in the vehicle, the badge must still be displayed in a place where it can be clearly read from outside the vehicle. The front of the badge should face upwards, showing the wheelchair symbol. **The side showing the stamp or logo of the organisation should not be visible through the windscreen.**

Incorrect display of the badge may result in a parking fine.

When you need to use a parking clock



Blue parking clock

When a vehicle is parked on yellow lines or in other places where there is a time restriction, the parking clock needs to be displayed with the badge to show the time of arrival. The clock should be set to show the quarter hour period during which the vehicle arrived. The clock should be sent to your organisation together with the organisational Blue Badge. If not, contact the issuing authority and ask them to send you one.

Power to inspect the badge

Police officers, traffic wardens, parking attendants and civil enforcement officers have the power to inspect a badge. These people are required to produce an identity card with their photograph on it to prove they are who they say they are. If asked to see the badge, the organisation's employees must not refuse as they will be breaking the law and could be fined up to £1,000.



Renewing the badge

An organisation should reapply for a new badge from their local authority some weeks before its expiry date. You can do this using the Blue Badge Improvement Service that is available via Directgov. **The badge must not be used if it has expired.**

Replacing the badge

The organisation must apply to their local authority for a replacement badge if the badge is lost or stolen. You can also notify your local authority using the Blue Badge Improvement Service that is available on Directgov.

Returning the badge

The badge should be returned securely to the local authority in the following circumstances;

- the organisation has ceased to exist;
- the organisation no longer cares for individuals who would qualify for a Blue Badge in their own right;
- the badge becomes damaged or illegible;
- a replacement badge has been issued for one that is lost or stolen and the original is found/recovered (then the original badge must be returned);
- the badge ceases to be required by the organisation.

Please inform your local authority if the organisation changes address.

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If the badge is displayed when it is not valid (for any of the reasons above) the organisation may be fined up to £1,000.

The Blue Badge scheme is administered and enforced by your local authority and you should always contact them first for further information.

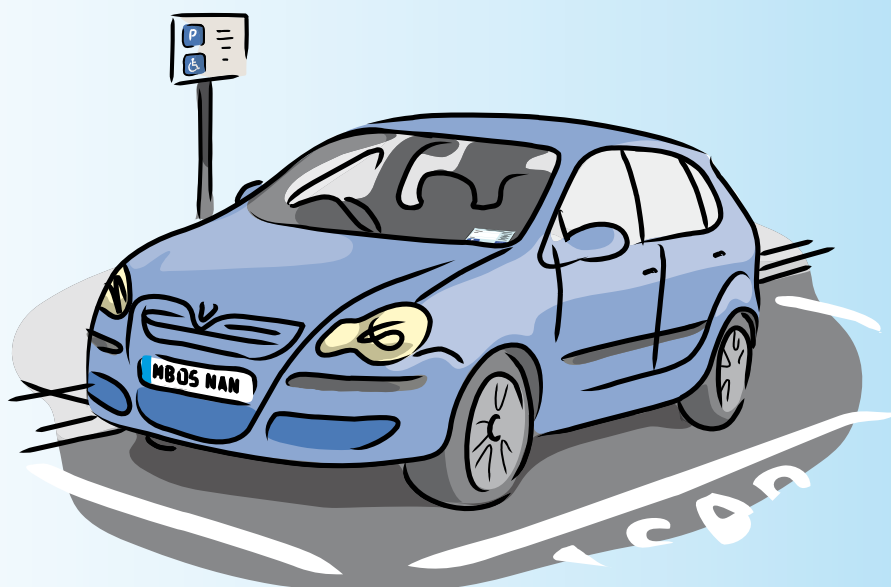
The following link can help you find your local authority

www.direct.gov.uk/en/DI1/Directories/Localcouncils/AToZOfLocalCouncils/index.htm

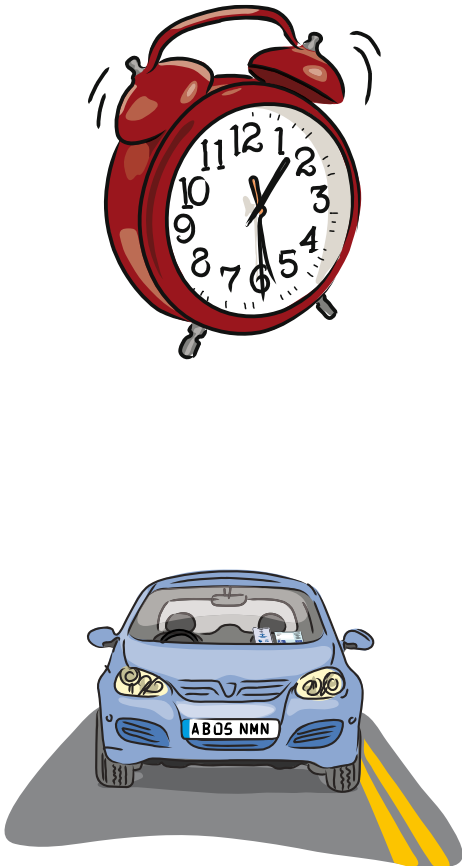
What
are the
rules?

2 Where can I park?

The following table lists the parking concessions available to you as an organisational Blue Badge holder. However, you must always check signs to see what the rules are when parking.



Where you can park

Place	Conditions
<p data-bbox="135 376 331 412">Yellow lines</p>  <p>The illustration shows a red alarm clock with a white face and black numbers, indicating a time of approximately 1:50. Below the clock is a blue car with a white license plate that reads 'AB05 NMN'. The car is parked on a road with two parallel yellow lines on the right side of the road.</p>	<p data-bbox="794 376 1449 958">Badge holders may park on single or double yellow lines for up to three hours but in general not where there are restrictions on loading or unloading – indicated by yellow kerb dashes and/or signs on plates. (You may wish to check whether a particular local authority has chosen to exempt Blue Badge holders from this restriction.) Where local schemes apply, such as those that apply in parts of central London (see page 19), you should check the rules for that area.</p> <p data-bbox="794 987 1461 1070">You are not entitled to park on yellow lines in off-street car parks.</p> <p data-bbox="794 1099 1449 1272">You must display the Blue Badge and the blue parking clock showing the quarter hour period during which you arrived.</p> <p data-bbox="794 1301 1461 1518">You must wait for at least one hour after a previous period of parking before you can park the same vehicle in the same road or part of a road on the same day.</p>
<p data-bbox="135 1579 651 1662">'On-street' parking meters and pay-and-display machines</p>	<p data-bbox="794 1579 1409 1662">Badge holders may park for free and for as long as they need to.</p> <p data-bbox="794 1691 1406 1729">You must display the Blue Badge.</p>

Place	Conditions
<p>'On-street' disabled parking bays (Signs have a blue wheelchair symbol)</p>	<p>You may park free and without time limit unless signs say otherwise (check local signs for information).</p> <p>You must display the organisational Blue Badge.</p> <p>Always try to use these bays instead of parking on yellow lines.</p>

Places you need to check before parking

There are a number of restrictions and local parking schemes which you need to be aware of. Here is a list of those places and the parking restrictions in force. If in doubt, ask the relevant authority before you travel.

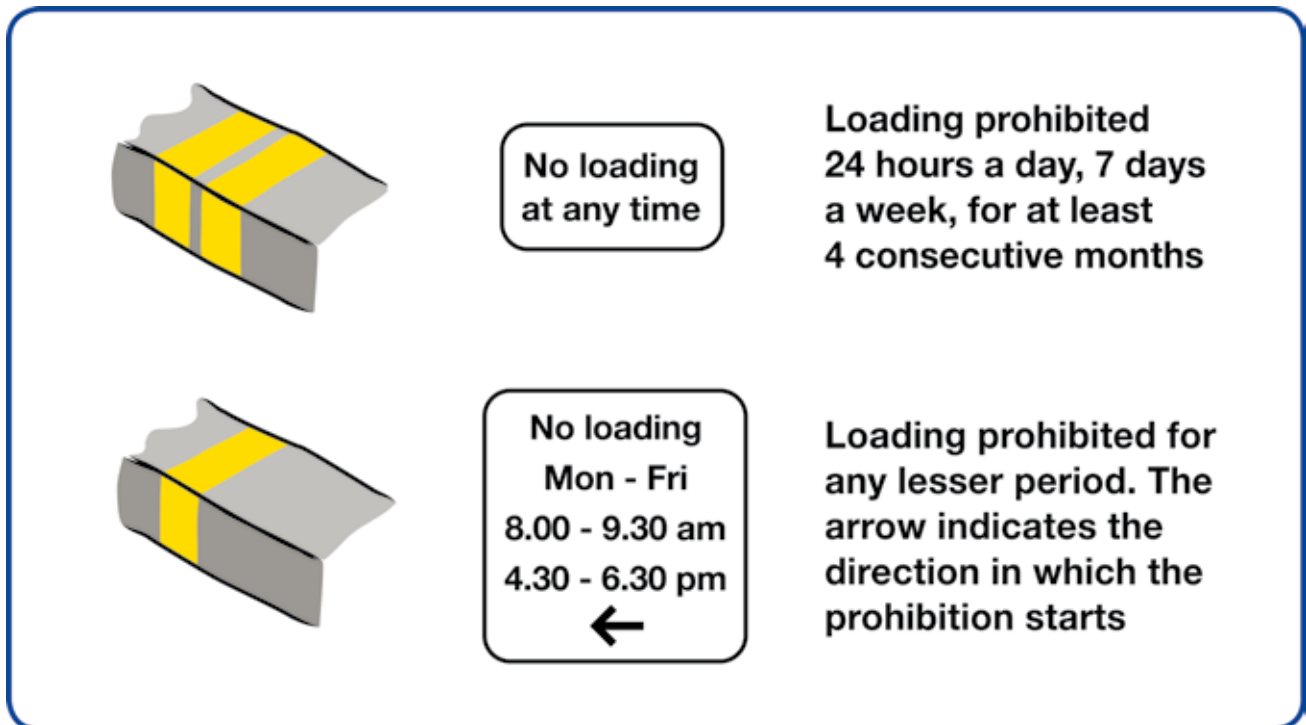
Place	Conditions
<p>Off-street car parks (such as supermarket, hospital or local authority car parks)</p>	<p>Off-street car park operators should provide parking spaces for disabled people. However, it is up to the car park owner to decide whether badge holders can park free of charge.</p> <p>Do not assume you can always park for free.</p>



Place	Conditions
The London boroughs of Kensington & Chelsea, the City of Westminster, the City of London and part of the London Borough of Camden	Please see page 19 for further details.
Town centres where local schemes are in operation	Please check local signs for information.
On-street parking areas where all motorists can park for free but only for a limited time	Badge holders may park for as long as they wish unless signs say otherwise. Please check with signs before parking. If there is a time limit please display the blue parking clock which should be set to show the quarter hour period during which you arrived.
Road systems at airports	Contact the airport in advance to check the parking arrangements.
Private roads	Do not park unless you have permission from the owner(s).
<p>Red Routes (major roads in Greater London which are marked with a single or double red line)</p> <div> <p>Please note there are a small number of red routes outside of London. Please contact the relevant local authority for advice on parking restrictions on these routes.</p> </div>	<p>Transport for London has general information on concessions for Blue Badge holders on roads that have priority (red) route controls.</p> <p>You can obtain this information by ringing them on 0845 305 1234 or by visiting their website at www.tfl.gov.uk</p>

Places where you cannot park

The Blue Badge is not a licence to park anywhere. Like other road users, you must obey the rules of the road, as laid out in the Highway Code. Here is a list of places where you must not park.



- Places where a ban on loading or unloading is in force, as indicated above by kerb markings. (However you may wish to check whether a particular local authority has, exceptionally, chosen to allow Blue Badge holders to park where there are loading restrictions).
- Parking places reserved for specific users such as resident's bays or loading bays. (However you may wish to check whether a particular local authority has chosen to exempt Blue Badge holders from these restrictions).
- Pedestrian crossings (zebra, pelican, toucan and puffin crossings), including areas marked by zig-zag lines.
- Clearways (no stopping).
- A bus stop clearway during its hours of operation.
- An urban clearway within its hours of operation. You may pick up or drop off passengers. All parking is forbidden.

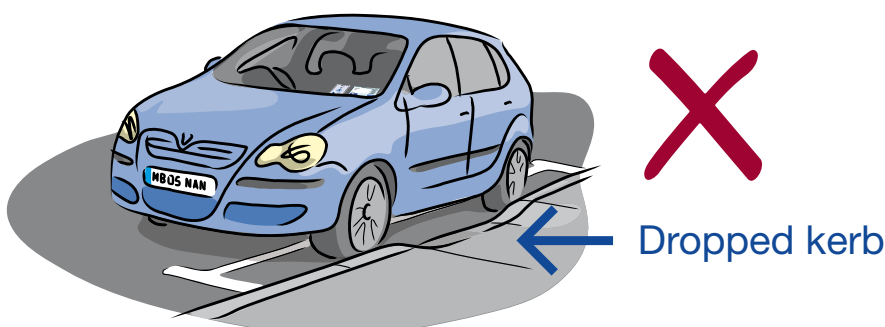


- School 'keep clear' markings during the hours shown on a yellow no-stopping plate.
- Bus, tram or cycle lanes or cycle tracks. Badge holders are not entitled to drive in bus lanes during their hours of operation.
- Where there are double white lines in the centre of the road (even if one of the lines is broken).
- Suspended meter bays or when use of the meter is not allowed.
- Where temporary parking restrictions are in force, as shown for example by no-waiting cones.

Safe and responsible parking

Do **not** park where it would endanger, inconvenience or obstruct pedestrians or other road users. Examples of dangerous or obstructive parking include the following, although there are others:

- school entrances, bus stops, on a bend, or near the brow of a hill or hump bridge;
- parking opposite or within 10 metres (32 feet) of a junction, except in an authorised parking space;
- where it would make the road narrow, such as by a traffic island or roadworks;
- where it would hold up traffic, such as in narrow stretches of road or blocking vehicle entrances;
- where emergency vehicles stop or go in and out, such as hospital entrances;
- where the kerb has been lowered or the road raised to help wheelchair users; and
- on a pavement, unless signs permit it.



**The Blue Badge is not a licence to park anywhere.
If you park where it would cause an obstruction or danger
to other road users you could be fined or have your vehicle
removed.**

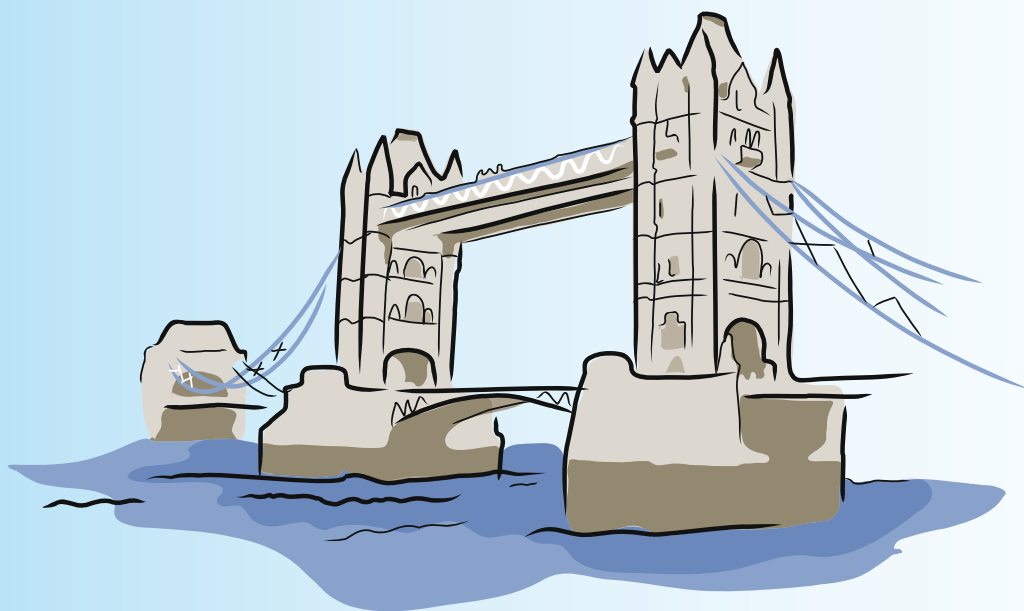
Remember

The organisation's vehicle cannot legally be wheelclamped on the public highway ('on-street') for parking offences, provided the valid organisational Blue Badge is correctly displayed according to the rules of the scheme. Parking in forbidden areas or where it would endanger or obstruct other road users is an offence, which could result in the organisation receiving a parking fine. The organisation could also be prosecuted, have the car towed away and the badge withdrawn.

3 Travelling in London

The Blue Badge scheme does not fully apply in certain parts of Central London. Please check the following information before travelling.

How do I use the organisational Blue Badge when travelling in London ?



Travelling in Central London

The Blue Badge scheme does not fully apply in four central London boroughs due to specific traffic management concerns that exist in these areas. These are the City of Westminster, the City of London, the Royal Borough of Kensington and Chelsea and part of the London Borough of Camden (see map below for boundaries).



These four boroughs offer their own individual parking concessions to disabled people who live or work in their areas. They do, however, provide a number of bays for Blue Badge holders. Information on where these bays are located can be found by contacting the relevant borough at its address below or by viewing the following website **www.bluebadgelondon.org.uk**

If you are planning to visit one of these four Central London boroughs, you may wish to get more information about parking from them first. Please remember that things can change; if in doubt always check locally. The addresses to write to are listed below.

City of London Department of Technical Services, PO Box 270, Guildhall, London EC2P 2EJ Tel: 020 7332 1548
email: parking.administration@cityoflondon.gov.uk
www.cityoflondon.gov.uk

Kensington & Chelsea Parking Operations, The Annexe, Council Offices, Pembroke Road, London W8 6LZ Tel: 020 7361 3004
email: parking@rbkc.gov.uk
www.rbkc.gov.uk

Camden Passenger and Accessible Transport Service Team PO Box 64175, London WC1A 9BY Tel: 0207 974 5919/6435
email: pats@camden.gov.uk
www.camden.gov.uk

Westminster Permits Administration, PO Box 5744, Dingwall IV15 9XB
Tel: 020 7641 5123
email: parkingpermits@westminster.gov.uk
www.westminster.gov.uk

Central London Congestion Charge Scheme



Vehicles used by the organisation for the sole purpose of transporting disabled people who would themselves qualify for an individual Blue Badge, can be registered for the 100% discount from the Congestion Charge.

To qualify for the discount you must first register the organisation with Transport for London and pay a registration fee of £10. You need to apply at least 10 days before your journey.

The organisation can register up to two vehicles that they normally use for travelling in Central London. You can get a registration form by writing to Congestion Charging, PO Box 4782, Worthing BN11 9PS, by visiting the Congestion Charge website at **www.cclondon.com**, or by calling their helpline on 0845 900 1234 (Textphone 020 7649 9123).

Further information for Blue Badge holders can be obtained from **www.tfl.gov.uk/assets/downloads/blue-badge-holders-guide.pdf**

Can I use the
organisational
Blue Badge
abroad ?

4 Travelling abroad

The badge can be used when travelling in the European Union but concessions do vary. If in doubt always check locally before travelling somewhere new.



Travelling abroad

The Blue Badge is recognised informally throughout the European Union (EU). This means that the organisation can take advantage of the parking concessions available in all other EU countries. Please note that the concessions provided in other EU countries may not be the same as in the UK. You can download a full list of the EU concessions at **www.direct.gov.uk/bluebadge**

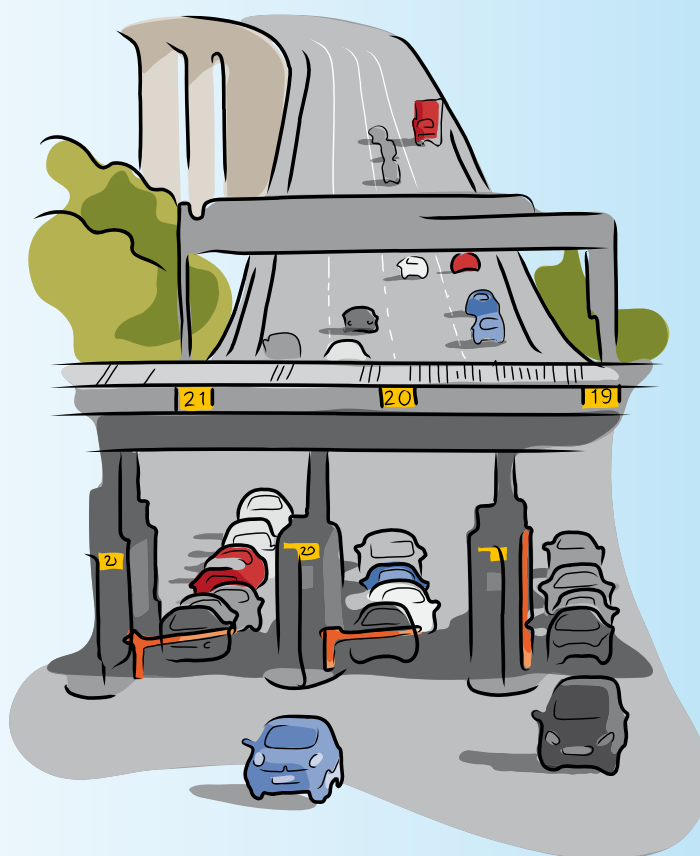
As concessions in other EU countries may change over time, we advise you to check what concessions are available before travelling.

There are no current arrangements for you to use the badge outside the European Union, in countries such as the USA, Canada, Australia or New Zealand, although they may be prepared to recognise the Blue Badge. We advise you to check what concessions are available before travelling to non-EU countries.

Is the
organisation
exempt from
payment of
tolls ?

5 Toll concessions

Organisational Blue Badge holders may be exempt from payment of tolls at certain river crossings. Details on the concessions are available at www.direct.gov.uk/bluebadge

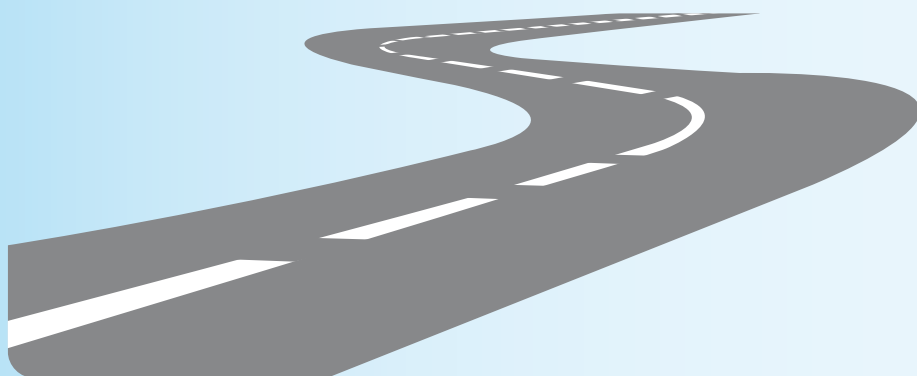


Copies of this leaflet can be downloaded from
www.direct.gov.uk/bluebadge

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Department for
Transport