



Request for Replacement Blue Badge Form

Please use this form if your badge has been lost, stolen, is damaged/illegible or you have changed your name.

Section A – Information about the badge holder (Individual Badge)

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

First names (in full):

Surname:

Surname at birth:

Date of Birth (DD/MM/YYYY):

Place of Birth: Town:

Country:

National Insurance Number:

Current Address:

Post code

Home Tel:

Mobile Tel:

Email:

Section B – Information about Organisation (Organisational Badge):

Name of Organisation:

Main contact name:

Address:

Post code

Tel:

Email:

Section C – Details of Badge:

Serial Number:

Expiry Date:

Section D – Lost badge (£10 fee):

Loss Report Reference Number (obtained from www.reportmyloss.com or telephone 101):

Details of how your badge was lost (for example, date, location etc):

Section E – Stolen badge (no fee payable):

Crime Reference Number:

Detail of theft (for example house or car break in etc):

Section F – Damaged/illegible (£10 fee):

Attach damaged/illegible badge to this application. We are unable to issue a replacement badge unless your current badge is returned to Parking Services, Permits Team (address on back of form).

Section G –Change of name (£10 fee):

Please confirm why your name has changed, and enclose evidence (for example marriage certificate, divorce certificate, copy of Deed Poll):

Confirm your new name:

Attach your current badge to this application. We are unable to issue a replacement badge unless your current badge is returned to Parking Services, Permits Team (address on back of form).

Section H - Photograph (Individual badge):

Please attach a recent photograph. The photograph you supply must be **passport standard**. An unacceptable photograph will delay your application. We are unable to issue a badge if the photograph is not of the required standard. Full specification at <http://www.legislation.gov.uk/ukxi/2011/2675/contents/made>

Section I – Logo (Organisational Badges):

Please attach a coloured logo for your organisation. The logo must be 45mm high by 35mm wide.

Section J – Payment:

If your badge has been lost, damaged/illegible, or you have changed your name we are unable to issue a replacement badge unless you have paid the £10 fee.

Payment Options:

- Enclose a cheque/postal order for **£10** with your request. Please write the badge holder's full name and date of birth on the back of the cheque/postal order. Please make payable to Bristol City Council.

If no payment is enclosed with your request, we will contact you by telephone to request payment.

- Payment can be made by debit or credit card to us over the telephone when we contact you.
- We can provide your reference number which you can use to pay by card online at www.bristol.gov.uk/pay . **You will not be able to pay without your reference number.**
- Or, we will provide you with your reference number that you can use to pay by cash, card or cheque at a Customer Service Point (locations on our website or by calling 0117 922 2600). **You will not be able to pay without your reference number.**

Section K – Declaration:

- I confirm that, as far as I know, the details I have provided are complete and accurate. I realise that you may take action against me if I have provided false information in this request.
- I understand that I must promptly inform Bristol City Council of any changes that may affect my entitlement to a badge
- I confirm that either:
 - The photograph I have submitted with my application is a true likeness (individual). Or,
 - The logo supplied is correct for the organisation I represent (organisational)
- I understand that either:
 - I must not allow any other person to use the badge for their benefit and that I must only use the badge in accordance with the rules of the scheme as set out in the “Blue Badge scheme: rights and responsibilities in England” leaflet which was sent to me with my badge (individual). Or,
 - I understand that the badge must only be used when transporting disabled people and that organisation must use the badge in accordance with the rules of the scheme (organisational).

The Council is under a duty to protect the public funds it administers, and to this end may use the information you have provided on your form for the prevention and detection of fraud. It may also share information with other bodies responsible for auditing or administering public funds for these purposes. For information, see www.bristol.gov.uk/nfi or call 0117 922 2600.

Signed:

Print Name:

Date:

If the badge holder is over 18 and you are not the badge holder, please state your relationship to the badge holder, why they are unable to sign themselves and enclosing a copy of your authorisation to sign on their behalf.

Section L – How to submit your request, and contact details if you need assistance:

Please complete all parts of the form relevant to you, enclosing any evidence, photograph or logo, £10 payment and badge if appropriate. **Failure to complete the form correctly will delay your request.**

Post to: Parking Services Permits Team,
PO Box 485,
Bristol,
BS99 1WD

Email: parking.permits@bristol.gov.uk

Telephone: 0117 922 2600