



**North Tyneside Council**

# Replacement request for a Blue Badge

## For North Tyneside residents

**Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address and identity. We will refuse to issue a badge if you do not fully complete the form. This form is to be used for badges issued by North Tyneside Council only.**

If you require any help completing this form or any further information about your application, please visit a Customer First Centre or call 0345 2000 101. If you are applying on behalf of an organisation that cares for and transports disabled people please complete an Organisational Blue Badge application.

If you are applying for a replacement Blue Badge because your badge is lost or stolen you must report this to the police and receive the relevant recorded reference number before contacting us. North Tyneside Council will be unable to process any application for lost or stolen badges if the police have not been informed.

If you are applying for a replacement Blue Badge because your badge is damaged or there is a mistake with some of the information on the badge you **must** return the badge to us. If you're previous badge is not returned North Tyneside Council will not issue you with another.

**The fee for all Blue Badges is £10.00.** This includes renewals and replacement for lost or stolen badges. The Council can only take payment once your application has been successful. Please do not include payment with your application.

**Please complete the application using a black pen** and return to one of our Customer First Centres:

**Killingworth**

White Swan Centre  
Citadel East  
Killingworth  
NE12 6SS

**North Shields**

Customer First Centre  
Northumberland Square  
North Shields  
NE30 1QU

**Wallsend**

Customer First Centre  
16 The Forum  
Wallsend  
NE28 8JR

**Whitley Bay**

Customer First Centre  
York Road  
Whitley Bay  
NE26 2AB

**Opening Hours:**

Monday – Thursday  
9:00am – 4:30pm  
Friday 9:00 – 4:00pm

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## Acceptable proof checklist

Please ensure you have enclosed all of the relevant documents for the sections of this application Form that are relevant to you. Failure to provide the correct proofs will result in delays and may result in North Tyneside Council being unable to accept your application.

<b>Section 1 – information about you</b>	Proof of your address, dated within the last 3 months
	A certified copy of your proof of identity in the name which you are applying.
	One passport style / quality photograph of yourself with your name printed on the back
<b>Certified Documents</b>	<p>If we have requested certified document from you these <b>must</b> be photocopies and verified by a person who is a professional or a person of good standing in the community. For example, a teacher, social worker, or solicitor etc to verify these documents, the professional or person of good standing should include the text “this copy is a true likeness of the original” alongside their signature written onto the photocopy, they should also print their name, occupation and contact details. Original documents should not be sent directly to us as we cannot guarantee safe return.</p>
<b>Passport photo</b>	<ul style="list-style-type: none"> <li>• <b>Must</b> be a recent photo</li> <li>• Be passport-style/quality photograph that is clear and in sharp focus, with a clear difference between your face and background.</li> <li>• Show your face with a neutral expression and you on your own</li> <li>• Be 45mm high x 35mm wide – this is the standard size when you have a passport photo taken in a photo booth or studio (you should not trim a larger photograph to meet this condition).</li> </ul>
<b>Relevant police reference number</b>	<ul style="list-style-type: none"> <li>• We can <b>only</b> issue a replacement for lost and stolen badges if the you have reported the incident to the police and have received the relevant recorded reference number, such as a crime reference number or a lost property number.</li> </ul>

<b>Reason For request: - £10 fee will be charged</b>	
<b>Change of address:</b> <input type="checkbox"/>	No replacement badge is needed. No fee.
<b>Change of name:</b> <input type="checkbox"/>	You <b>must</b> provide evidence of your name change
<b>Stolen:</b> <input type="checkbox"/>	Crime reference number _____
<b>Lost:</b> <input type="checkbox"/>	Lost property reference number _____
<b>Error on Badge:</b> <input type="checkbox"/>	No fee if due to our error. You <b>must</b> return or original badge to us.
<b>Damaged</b>	You <b>must</b> return or original badge to us.

### Section 1 – Information about you

If you are completing the form on behalf of a child who is under 16 years of age, please provide their details in appropriate sections and sign the form on their behalf.

<b>Title:</b> (Mr, Mrs, Miss, Ms)		<b>Date of Birth:</b> (DD/MM/YYYY)	
<b>First names</b> (in full):			
<b>Surname:</b>			
<b>Previous Names:</b>		<b>Name at birth:</b>	
<b>Gender:</b>	Male: <input type="checkbox"/>	Female: <input type="checkbox"/>	
<b>Place of Birth</b> (Town and Country):			
<b>Current Blue Badge Serial Number</b> (if known):			
<b>Expiry date of current badge</b> (if known):			
<b>National Insurance Number / Child Registration Number:</b> (National Insurance Numbers start with letters, followed by six numbers then another letter. Child Registration Numbers are issued to people under the age of 16)			
<b>Current address and contact details:</b>	Address:		
	Postcode:		
	Home Tel:		Mobile Tel:
	Email:		
<b>Previous address and Contact details</b> (if submitting a change of address request):	Address:		
	Postcode:		
	Home Tel:		Mobile Tel:
	Email:		

## Section 2 - Acceptable proof checklist

<p><b>Proof of your address, dated within the last 3 months:</b> We need to check that you are a North Tyneside resident before we can process your application.</p>	<p>I have enclosed a copy of A Utility Bill or Council Tax Bill</p>	<p>Please √ (tick)</p>
<p><b>Proof of your identity:</b></p> <ul style="list-style-type: none"> <li>You must attach a <b>certified</b> photocopy of <b>one</b> of the following as proof of your identity. <u>Please note ID must be in the name under which the application is made</u></li> </ul>	<ul style="list-style-type: none"> <li>Birth Certificate / adoption certificate</li> </ul>	
	<ul style="list-style-type: none"> <li>Marriage / Divorce certificate</li> <li>Civil partnership/Dissolution certificate</li> </ul>	
	<ul style="list-style-type: none"> <li>Current valid driving licence</li> </ul>	
	<ul style="list-style-type: none"> <li>Current Passport</li> </ul>	
<p><b>Photographs:</b> Please enclose one <b>recent</b> passport quality photograph of yourself or of the person applying for a badge The photograph has to show your full face.</p>	<p><b>I have enclosed one recent passport photograph</b> Please print your name on the back of the photograph and then complete Section 3(a) of the application form to confirm that the photo is a true likeness</p>	
<p><b>Badge issue fee:</b> Payment will only be taken if your application for a Blue Badge is successful. You will only be issued with a Blue Badge once your payment has been received.</p>	<ul style="list-style-type: none"> <li>Make a telephone payment when we call you to confirm your application has been successful.</li> <li>Make a payment at a Customer First Centre using the Payment Kiosk once we have contacted you to confirm your application has been successful.</li> </ul>	
<p><b>Relevant police recorded number:</b></p>	<ul style="list-style-type: none"> <li>You must contact the police as soon as you notice your badge is missing.</li> <li>Contact Northumbria police on <b>101</b> to receive your crime/lost property reference number.</li> </ul>	

### Section 3: Declarations and signatures

These questions are required to be answered by all applicants for a replacement Blue Badge.

#### 3(a) Mandatory declaration about the information you have provided and the application process.

Please ✓ (tick) each one to indicate you have read, understood and agree with each declaration. **NOT** ticking one of these declarations will mean we are unable to issue you with a Blue Badge.

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 application form.	
I confirm that the photographs I have submitted with my application are a true likeness.	
I understand that I must promptly inform my local issuing authority of any changes that may affect my entitlement to a badge.	
I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with or contact other local authorities, the police and parking enforcement officers to help detect and prevent fraud.	
I agree that, if my application is successful, I will not allow any other person to use the badge for their benefit and I agree that I will use the badge in accordance with the rules of the scheme as set out in the "Blue Badge scheme: rights and responsibilities" leaflet which I received when the badge was first issued.	

#### 3(b) Optional declarations about the information you have provided and the application process

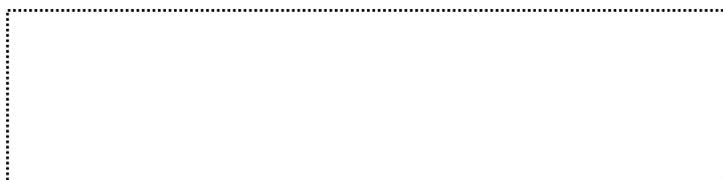
Please ✓ (tick) each one to indicate you have read, understood and agree with each declaration. Ticking these boxes will help to improve the service we can offer you.

I agree to the disclosure of the information included in this form to other council departments/service providers so that I can be informed about other council services that may be of benefit to me.	
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#### 3(c) Your signature against the declarations in section 3(a) and 3(b)

Date: (DD/MM/YYYY) |

**Please ensure you sign within the box. The badge cannot be issued if this box is not signed**



### 3(d) Your passport photograph



Please ensure that your photo shows you with a neutral expression and your mouth closed (no grinning, frowning or raised eyebrows)

- Shows you on your own (babies should not have toys or a dummy, and there shouldn't be other people in the photo)
- Be in colour, not black and white
- Be taken in the last month
- Be 45 millimetres high x 35 millimetres wide - this is the standard size when you have a passport photo taken in a photo booth or studio (you should not trim a larger photograph to meet this condition)
- Be clear and in sharp focus, with a clear difference between your face and the background

#### ***For office use only***

Date application received \_\_\_\_\_ at KIL / NS / WAL / WB

Application checked by \_\_\_\_\_

Lost  Stolen  Change of address  Damaged  Error on badge

Damaged /Error on Badge – Badge returned

#### **Identification provided**

ID seen  proof provided \_\_\_\_\_

Proof of residence seen  proof provided \_\_\_\_\_

Photo provided

**Notes:**