**PLEASE READ THIS INFORMATION SHEET CAREFULLY**

The Blue Badge Scheme is administered by your local authority. You should contact them;

* If your badge is about to expire and you need another;
* If you move house;
* If your badge needs to be replaced due to damage;
* If your badge needs to be returned because you are no longer entitled to it;
* If you would like to apply for a disabled persons parking bay outside your home; or
* If a badge needs to be returned because the holder has died.

Your Local authority`s contact details are on the letter that accompanied your Badge.

Contact details can also be found at [www.mygov.scot/apply-blue-badge/](http://www.mygov.scot/apply-blue-badge/)

You can also reapply, report any lost or stolen badges and update key information online at

[www.mygov.scot/apply-blue-badge](file:///C%3A%5CUsers%5CJohn%5COneDrive%5CDocuments%5Cwww.mygov.scot%5Capply-blue-badge)

When you get your badge you should check the details are correct and record the following information here so it is always at hand. These details will help you if your badge is lost or stolen or if you need to reapply for a badge.

|  |  |
| --- | --- |
| **BADGE SERIAL NUMBER** |  |
| **ISSUED BY (name of your local authority)** |  |
| **ISSUING OFFICE ADDRESS** |  |
| **ISSUING OFFICE TELEPHONE NUMBER** |  |
| **BADGE EXPIRY DATE** |  |

1. **The Blue Badge Scheme**

 A Blue Badge will help you to park close to your destination, either as a passenger or driver.

 You have been given one Blue Badge. As long as you are travelling in the vehicle with your badge, and you get out of the car when it is parked. You can use it to travel in any vehicle.

 The scheme only applies to on-street parking. Off street car parks, including those provided by local authorities, hospitals or supermarkets are governed by separate rules.

1. **Your responsibility as a Blue Badge holder**

You must use your Blue Badge responsibly, following the rules in the information sheet.

When people don`t use the Blue Badge properly, this harms disabled people. It makes it more difficult for others to benefit from the scheme.

You must make sure that anyone driving is aware of the rules on this information sheet.

1. **Who can use the badge?**

The badge is issued to you. It is for your benefit only.

 It must only be displayed if you are travelling in the vehicle as a driver or passenger.

 If you are a passenger, then someone else can use it to drop you off or pick you up. But once assisted to your destination, the badge must be removed from the vehicle.

 The driver should then park as normal, including moving the vehicle if it`s in a disabled person`s parking space or on yellow lines.

1. **Misuse of a Blue badge**

Misuse of a badge is a crime. Common forms of misuse include;

* Allowing other people to use your badge when you are not with them to do something on your behalf, such as shopping or collecting something for you;
* Allowing others to take benefit from your badge while you sit in the car;
* Displaying a badge so that the details on the front cannot be read;
* Copying or tampering with the badge; and
* Using the badge if it expired or if you are no long eligible.

You may be prosecuted if you misuse a badge

The local authority may also require the badge to be returned if they consider it being misused.

1. **How to Display the Badge**

When you are parking and want to use the benefits of your badge, you must display the badge properly;

* Usually this means placing it on the top of the dashboard of the vehicle, where it can be seen clearly through the front windscreen.
* If there is no dashboard in your vehicle, you must still display the badge in a place where it can be clearly seen and read from the outside of the vehicle.

The front of the badge should face upwards. The photo should not be visible through the windscreen. If your badge becomes unreadable through fading or wear and tear, return the badge to your local authority so that they can issue you with a new one.

1. **Power to Inspect a Badge**

Police officers, local authority attendants and enforcement officers have the power to inspect Blue Badges. This is designed to protect legitimate badge holders.

These enforcement officers should produce an identity card with their photograph on it to prove they are who they say.

If any of these people ask to see the badge, the law says you must show it to them. You can be prosecuted if you fail to allow enforcement officers to inspect your badge

1. **Reapplying for a Badge**

You should apply for a new badge from your local authority some weeks before it runs out.

You can reapply for a badge online at [www.mygov.scot/apply-blue-badge](http://www.mygov.scot/apply-blue-badge). If you don`t have access to a computer, you can visit your local authority. Do not use the badge if it has expired or you may be fined.

1. **If you lose your badge**

 Lost or stolen badges should be reported to the police immediately. You should then contact your local authority to let them know that your badge is lost or stolen and provide them with the police reference number.

 Your local authority will arrange for a replacement badge, with the same expiry date as the original badge, to be sent to you. Your local authority can charge you for a replacement badge.

1. **Returning your Badge**

You must return a badge to your local authority if:

* The badge has expired;
* Your medical condition or mobility improves and you no longer qualify for the badge;
* The badge becomes damaged or faded and cannot be read;
* The badge is no longer needed, for example if the badge holder is confined to the house; and

Please also note that the badge must be returned to the local authority on the death of the badge holder.

If you have been issued with a replacement badge, but you later find the original, you must return the original badge to the local authority.

**Where Can I Park**

If you don`t drive, remember you must share this information with anyone who will be carrying you as a passenger. This section explains the rules in Scotland, the rules for using your badge elsewhere are explained later in this information sheet.

1. **Where you can park**

 The parking concessions that can be available to badge holders in Scotland include;

* Parking free of charge and without time limit at on-street parking meter spaces;
* Parking free of charge and without time limit at on-street pay-and display spaces ;
* Parking free of charge at on street disabled persons parking spaces; and
* Parking free of charge on single or double lines, unless there are loading restrictions in place and as long as it is safe to do so.

In some places time limits and restrictions might apply. There are other places where you must not park. These rules are examined below.

The Blue Badge must be displayed at all times to obtain these parking concessions. Whenever possible, you should park in bays instead of parking on yellow lines.

1. **Restrictions on how long you can park**

In Scotland there is no blanket time restrictions on parking for badge holders, but local authority restrictions may apply. You can check for these on nearby signs or with the local authority.

In the rest of the UK you may only park on yellow lines, or in other places where there is a time restriction, for up to three hours.

When there is a time limit, you will need to use a parking clock. The clock must be displayed on your dashboard beside your badge. The clock should be set to show the quarter hour period during which you arrived. You must wait for at least an 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.

The clock is sent to you together with the Blue Badge.

1. **Places where you cannot park**

The Blue Badge does not entitle the holder to park anywhere and conditions differ in different countries. You cannot park in the following places;

* In loading/unloading bays unless nearby signs specify time limits for badge holders;
* Where there are one or two yellow markings on the kerb. Nearby signs will show times when badge holders can or cannot park in these areas.
* Parking places reserved for specific users such as residents bays or taxi ranks. Always check whether badge holders are exempt from these restrictions
* Pedestrian crossings (including Zebra, Pelican, Toucan and Puffin crossings including areas marked with zigzag lines;
* Clearways (no stopping)
* A bus stop clearway during hours of operation;
* Double or single red lines during their 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 non-stopping plate;
* Bus, tram or cycle lanes, 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; and
* Where temporary parking restrictions are in force along a length of road, e.g. as indicated by no-waiting cones.
1. **Safe and responsible parking**

Never park where it would endanger, inconvenience or obstruct pedestrians or other road users. Examples of dangerous and obstructive parking include parking;

* At school entrances, bus stops, on a bend, or near the brow of a hill or hump bridge;
* 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 make it difficult for others to see clearly. E.g. close to a junction;
* Where it would hold up traffic, such as narrow stretches of the road or blocking vehicle emergencies
* 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 uses;
* On a pavement unless signs permit it.

If you park where it would cause an obstruction or danger to other road users you could be fined or have your vehicle removed.

1. **Where the scheme does not apply**

 The scheme does not apply on private roads and off street car parks. However operators should normally provide spaces for disabled people.

 Check signs to see what concessions are available, and whether badge holders have to pay. Always display your Blue Badge when occupying one of these spaces.

 The scheme does not apply in certain town centres, where access is prohibited or is limited to vehicles with special permits issued locally.

 The scheme does not apply on the road systems at some airports. You should therefore contact the airport concerned in advance to check their car parking arrangements.

 **Organisational Badges**

1. **Who can get an Organisational badge?**

Organisations that both care for and transport disabled people who would qualify for a Blue Badge in their own right may apply for an organisational Blue Badge through their local authority.

 The badge may be used by the organisation when transporting disabled people who would be eligible for a Blue Badge in their own right. The badge is not allowed to be used at other times.

 The parking concessions available for users of organisational Blue Badges are the same as those for Blue Badges issued individuals. Please read the rest of this information sheet for information on what parking concessions you are entitled to and how to use the badge.

1. **Special rules that apply to organisations**

An organisational badge will have the stamp or logo of the organisation on the reverse of the badge, rather than the photograph. This side should be hidden from view when the badge is on display. Organisational badges may only be used when people who would qualify for a Blue Badge in their own right are being transported. The badge should only be displayed when staff of the organisation, using registered organisational vehicles, are dropping off or picking eligible people from the place where the vehicle is parked.

 Organisations should be able to demonstrate it being held securely and that the staff with access to the badge understand the rules of the scheme. The badge remains the property of the local authority. They can ask for the badge to be returned if it is being misused, or if there is another reason they consider it inappropriate for the organisation to hold it.

1. **Returning an Organisational badge.**

In addition to the advice contained on this information sheet, an organisational badge must be returned to the local authority if;

* The organisation has ceased to exist; or
* The organisation no longer cares for the people who would qualify for a Blue Badge in their own right.
1. **Transferring your badge**

If you need to transfer a Blue Badge from another part of the UK to Scotland, it's the responsibility of the council that issued your badge to change the address details and inform the new council. You can let your council know about these changes using an online form. You don't need a replacement badge with the new council's name. When the badge expires, you need to [reapply to your new local council](https://www.mygov.scot/apply-blue-badge/apply-for-or-renew-a-blue-badge-in-scotland/).

 **Using your badge outside of Scotland**

1. **Using the badge to park in the rest of the UK**

When travelling outside of Scotland, but within the UK, the concessions may not always be the same. Please check with the relevant authority in England, Wales or Northern Ireland. You can find links to information at [www.mygov.scot](http://www.mygov.scot).

1. **Toll Concessions in the rest of the UK**

 There are no tolls in Scotland, but as a Blue Badge holder you may not have to pay the full fare at some river crossings, bridges and tunnels elsewhere in the UK.

 In most cases, you have to apply in advance to get a concession.

 Full details can be found at [www.gov.uk/toll-concessions](http://www.gov.uk/toll-concessions)

1. **Using the badge in London**

 The Blue Badge scheme does not fully apply in certain parts of Central London. If you are planning to visit Central London, you can get further information about parking before travelling from [www.bluebadgelondon.org.uk](http://www.bluebadgelondon.org.uk)

 As a badge holder you do not have to pay the Congestion Charge. You must first register with Transport for London and pay a registration fee of £10. You need to apply at least 10 days before your journey. Further information can be obtained from [www.tfl.gov.uk](http://www.tfl.gov.uk) or by calling 0845 900 1234

1. **Using the badge abroad**

 While the United Kingdom is a member of the European Union, you can use your badge when travelling in the European Union. The concessions provided in other EU countries vary. You can check on [www.ec.europa.eu](http://www.ec.europa.eu) and on this website you can also get a parking notice. You can place this parking notice next to your Blue Badge that provides an explanation of the badge in the language(s) spoken in the country you are visiting. Information about future arrangements will be published on [www.mygov,scot](http://www.mygov,scot).

There are no arrangements for you to use the badge outside the EU, in countries such as the USA, Canada, Australia or New Zealand, although they may be prepared to recognise the Blue Badge. For further information please visit [www.disabledmotorists.eu](http://www.disabledmotorists.eu)

**Top Ten Tips for Using Your Blue Badge**

1. You must follow the rules of the Blue Badge Scheme, Misuse is a crime
2. Only you can use your Blue Badge as a driver or passenger.
3. No-one else should use your badge if you are not in the vehicle with them.
4. If you are not getting out of the vehicle, you should not use your Blue Badge to get a parking space.
5. You must not let any other people use your badge. It could be taken away from them on the spot. It could be taken away from you and you might not be allowed to apply for another one.
6. Make sure your Blue Badge is displayed the right way up so the number is face up and can be clearly seen and your photo is face down. You could be fined for not doing so.
7. Apply for a new badge before your badge runs out. Your badge can be taken away from you if it is out of date.
8. If your badge is damaged, apply for new one as soon as you can.
9. Keep your badge safe, if it is lost or stolen, you must tell the police and the council.
10. Check signs to make sure that the Blue Badge holders are allowed to park there.