

# Organisation Applications Policy Support Document

## Hampshire County Council

This document is to run alongside the current legislation governing the Blue Badge Scheme, and the latest version of the Local Authority Guidance issued by the Department for Transport (Dated September 2019). This policy document relates specifically to Hampshire County Council's (HCC) process for Blue Badges requested by Organisations.

### To be Eligible for an Organisational Blue Badge, the Organisation must:

- Be able to demonstrate that they provide both Care AND Transport for people who will in themselves be eligible for a badge. (If an organisation is a voluntary driver scheme whose main objective is to provide transport for disabled members of our community, then they will be considered by HCC)
- HCC will not issue a badge to a commercial company which has transport as its primary function
- Must have an appropriate number of Service Users for badges requested. As a guide, ratio of badges to Service Users should not exceed 1 badge to every 7 service users. This can be appealed on a case-by-case basis in agreement with the Blue badge Team manager or Head of Service. (N.B. When considering a smaller ratio, impact on service users should be considered and the frequency of changing service users, as well as the suitability of Individual Badges in place of an organisational one)
- Be encouraged to obtain and use individual badges to encourage independence where appropriate instead of using Organisational Applications.
- Have clear signing in and out procedures for badges within their possession to help eliminate misuse. These procedures must be able to be audited by HCC if requested. This must also include Driver Rota if multiple drivers drive the organisation vehicles.
- Have a named person or role taking responsibility for the following of procedures if a badge is issued.
- Have enough vehicles for the number of badges registered to the organisation, or be able to demonstrate use of suitable personal, hired or leased vehicles. These vehicles must be deemed as suitable disabled passenger vehicles by HCC. *N.B. Unsuitable passenger vehicles for Organisations include: Most 2 seat Vehicles (unless they are 2 seater because they are adapted vehicles), Vehicles which sit low to the ground, Vehicles which require a step to reach the vehicle (unless there is an adaptation to assist access), Motorcycle or Trikes.*
- Be able to be verified by an open source web search or by searching the charity commission register at <https://www.gov.uk/find-charity-information>
- Each location can only be issued with a maximum of 9 badges. Large organisations who have multiple sites should make an application for each site should more than 9 badges be needed for the organisation. These will be recorded as "SITE NAME" – "ORGANISATION NAME", and it will appear this way on the badge. Issuing organisation badges to multiple sites will need to be agreed by the Blue Badge Team manager or Head of Service.
- Voluntary Driver organisations may be issued with multiple badges in relation to the area they cover but a full list of drivers must be provided, and a declaration must be signed by the organisation confirming that all drivers are held accountable
- Badges remain the property of HCC.

- All drivers who use an Organisational Blue Badge must read the Rights and Responsibilities booklet before using the Blue Badge. It is the responsibility of the Organisation's Named Person to ensure that this is completed.
- HCC reserve the right to remove badges from organisations that are not used in an appropriate manner.

HCC reserve the right to refuse any application made by an organisation who does not meet any of the above conditions.

Version Controls

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