



Application Pack 2

Westminster Disabled Badge Scheme:
Changes, Replacements and Returns

© Westminster City Council March 2023

Westminster City Council

Westminster City Hall
64 Victoria Street
London SW1E 6QP

westminster.gov.uk



City of Westminster

Before you complete this application form, please read the 'Westminster's Disabled Person's Guidance Notes'. This document will tell you what you need to know about Westminster's disabled badge scheme and can be located via the below link:

<https://www.westminster.gov.uk/disabled-parking>

Please complete this application form in full block capitals and use black ink.

All postal applications must be sent to the following address:

Westminster Parking Services
PO BOX 353
Sheffield
S98 1ER

Please make sure that you have all the proof documents to send with your application or it may be delayed. There are reminders throughout this application form and a checklist at the end of the application to help you remember to enclose any documents required in support of your application.

If you need assistance completing the application, form or have any questions about the Disabled White Badge Scheme, please contact us.

- **Telephone:** 020 7823 4567 (Mon to Fri - 8am to 6pm; Sat - 8am to 3pm)
- **E-mail:** parkingpermits@westminster.gov.uk
- **Website:** <https://www.westminster.gov.uk/disabled-parking>.
- Contact us using a British Sign Language interpreter:
<https://www.westminster.gov.uk/about-council/contact-us/contact-us-using-british-sign-language-interpretter>

A copy of this document is available in large print.

Section 1. ABOUT YOU

Section 1A: Personal Information.

Title Mr Mrs Miss Ms Other (please specify) _____

Surname:		First Name:	
Gender:	<input type="checkbox"/> Female <input type="checkbox"/> Male		
Address:			
		Post code:	
Mobile Telephone:		Home Telephone:	
Email:			
National Insurance Number:		Date of Birth:	
Do you have a dedicated disabled bay provided for your own personal use?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, please give the bay number:			
Current White Badge issue number			
Do you have a Blue Badge		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, has your Blue Badge been issued by Westminster City Council?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If yes, what is your Blue Badge issue number?			

I want to inform you of a:

Change of address	<input type="checkbox"/>	Go to section 2 page 5
Change of vehicle	<input type="checkbox"/>	Go to section 3 page 8
Change of name	<input type="checkbox"/>	Go to section 4 page 11
Lost or damaged badge	<input type="checkbox"/>	Go to section 5 page 12
A stolen badge	<input type="checkbox"/>	Go to section 6 page 13

Section 2. CHANGE OF ADDRESS

Where have you moved to?

I have moved to an address within Westminster	<input type="checkbox"/>	Go to section A
I have moved to an address outside Westminster	<input type="checkbox"/>	Go to section B

A. I have moved to an address within Westminster.

What is your old address?

Address	
Post Code	

What is your new address?

Address	
Post Code	

Proof Documents.

Please provide one original of the proof documents listed below showing your name and Westminster address. The document must be dated within the last three months.

I am providing the following original proof documents:

Council Tax Demand	<input type="checkbox"/>
A valid Driving Licence (both parts) drivers only	<input type="checkbox"/>
A utility bill (Electricity, gas, water)	<input type="checkbox"/>
A landline (telephone) or contract mobile phone bill	<input type="checkbox"/>
A personal bank, building society or credit card statement	<input type="checkbox"/>
A valid tenancy agreement or an original letter on headed paper from your solicitor confirming that you are the legal owner and occupier of the property	<input type="checkbox"/>
A valid Disabled Living Allowance certificate, or a valid Personal Independent Payment Allowance (PIP) certificate.	<input type="checkbox"/>
V5C showing the registered keeper of one of the vehicles at the Westminster address	<input type="checkbox"/>
Letter provided by Motability finance	<input type="checkbox"/>

You do not need to send us your old badge as we will not reissue you with a new White Badge. We will send you a letter confirming the change of address.

If you do not need to make any further changes, go to **Section 8: Declaration (page 15)**.

B. I have moved to an address within Westminster.

What is your old address?

Address	
Post Code	

What is your new address?

Address	
Post Code	

If you do not need to make any further changes, go to **Section 8: Declaration (page 15)**.

Section 3. CHANGE OF VEHICLE

I want to add a new vehicle to my badge	<input type="checkbox"/>	Go to Question A
I want to delete a vehicle from my badge	<input type="checkbox"/>	Go to Question B
I want to change the vehicle(s) on my badge	<input type="checkbox"/>	Go to Question C

A. Add a new vehicle to my badge.

New Vehicle Registration			
I drive this vehicle	<input type="checkbox"/>	I am a passenger in this vehicle	<input type="checkbox"/>
Are you the registered keeper of this vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Make of vehicle		Model of Vehicle	
Colour of Vehicle			
Name of Registered Keeper			
Address of Registered Keeper			
Post Code			
Name of Driver (if you are not the driver)			
Address of Driver			
Post Code			

You must enclose your old badge with this application.

There is a charge of £10 to make this change to a badge.

To make payment, Go to **Section 7: Payment (page 14)**.

B. Remove an old vehicle from my badge.

Vehicle Registration			
Make of vehicle		Model of Vehicle	
Colour of Vehicle			

You must enclose your old badge with this application.

There is a charge of £10 to make this change to a badge.

To make payment, Go to **Section 7: Payment (page 14)**.

C. Change the vehicle on my badge.

How many vehicles do you want to change?

<input type="checkbox"/>	1 vehicle	<input type="checkbox"/>	2 vehicles
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Vehicle 1

Old Vehicle Registration			
New Vehicle Registration			
I drive this vehicle	<input type="checkbox"/>	I am a passenger in this vehicle	<input type="checkbox"/>
Are you the registered keeper of this vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Registered Keeper			
Address of Registered Keeper			
Post Code			
Name of Driver (if you are not the driver)			
Address of Driver			
Post Code			

Vehicle 2

Old Vehicle Registration			
New Vehicle Registration			
I drive this vehicle	<input type="checkbox"/>	I am a passenger in this vehicle	<input type="checkbox"/>
Are you the registered keeper of this vehicle?	<input type="checkbox"/> Yes <input type="checkbox"/> No		
Name of Registered Keeper			
Address of Registered Keeper			
Post Code			
Name of Driver (if you are not the driver)			
Address of Driver			
Post Code			

You must enclose your old badge with this application.

There is a charge of £10 to make this change to a badge.

To make payment, Go to **Section 7: Payment (page 14)**.

Section 4. CHANGE OF NAME

Your old name

Title Mr Mrs Miss Ms Other (please specify) _____

Surname:		First Name:	
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Your current name

Title Mr Mrs Miss Ms Other (please specify) _____

Surname:		First Name:	

Your signature: _____

Date: _____

Please provide one original of the proof documents listed below showing your name and Westminster address. The document must be dated within the last three months.

I am providing the following original proof documents:

Marriage / Civil Partnership Certificate	<input type="checkbox"/>
Divorce Certificate	<input type="checkbox"/>
Deed of Change of Name	<input type="checkbox"/>

You must enclose your old badge with this application.

There is a charge of £10 to make this change to a badge.

To make payment, Go to **Section 7: Payment (page 14)**.

Section 5. LOST OR DAMAGED BADGE

My badge has been Lost Damaged

Please explain briefly how the loss or damage happened:

If your badge is damaged, please enclose it with this application

I enclose a passport photo with this application

There is a charge of £30 to make this change to a badge.

To make payment, Go to **Section 7: Payment (page 14)**.

Section 6. STOLEN BADGE

If your badge was stolen, you must provide the following:

Your address	
Post Code	
Crime reference number	
Name of police station	
Address of police station	
Post Code	

Details of theft:

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I enclose a passport photo with this application:

There is no charge to issue you with a duplicate badge as long as you provide a Crime Reference Number. Failure to do so will incur a £30 charge.

Go to **Section 8: Declaration (page 15)**.

Section 7. PAYMENT

A summary of all charges

Change of address	No charge
Change of vehicle	£10
Addition, removal or change of vehicle	£10
Lost or damaged badge	£30
A stolen badge (with a crime reference number)	No charge
A stolen badge (without a crime reference number)	£30

We accept the following Debit/Credit card types: Visa, Mastercard, Maestro, Solo, Delta.

Type of Credit/Debit Card you are paying with:

Visa Mastercard Maestro Solo Delta

Card Number

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Issue Date ____/ ____

Expiry Date ____/ ____

Issue Number ____ (Maestro / Solo)

Name on Card _____

Amount (£) _____

If you are unable to make payment by card, you can pay at a Post Office. We also accept cheques by post made payable to 'City of Westminster'. Please note; we do not accept company cheques.

Go to **Section 8: Declaration (page 15)**.

Section 8. DECLARATION

Section 8A: Westminster Residents Only.

Please read this page very carefully before signing your name to the declaration.

1. I live at the address given in section 1A for at least four nights a week. I use the vehicles shown in section 4. If I move out of the City of Westminster, sell, or stop using any of the vehicles my White Badge covers; I will return my badge immediately to Westminster City Council.
2. I understand that the badge remains the property of Westminster City Council. I will return the badge if my circumstances change or my address or vehicles change. I will return the badge within 48 hours if asked to do so by an authorised council officer.
3. I agree that you can ask to inspect the address I have given as my home before or after a badge is issued. If I refuse to give my permission, I understand that you will not give me a badge, or if I already have a badge, you will withdraw it.
4. The photograph I am sending with this application are a true and fair likeness of me. If my appearance changes significantly, I will send you my badge with new photograph. If applying on behalf of someone, I can confirm the photo provided is a true and fair likeness of the badge holder's appearance.
5. I understand and agree to the terms and conditions of using the badges in Westminster. (For White Badge, refer to section F of the 'The White Badge Scheme Guidance Notes'. For the Blue Badge please refer to 'The Blue Badge scheme: rights and responsibilities in England')
6. I understand that the information I have given will only be used for the purposes described in the council's Data Protection Statement accompanying my application.
7. I understand that action may be taken against me if I use, lend or allow a badge to be used with the intention to deceive Westminster City Council (a maximum penalty of £2500; or, if convicted in the Crown Court, there is no limit to the amount of the fine, and I could also be sent to prison for two years).
8. The information I have given on this form is true and accurate. I understand that you may prosecute me if I have knowingly given false information.

Your signature: _____

Date: _____

Section 8B: Non-Westminster Residents Only

Please read this page very carefully before signing your name to the declaration.

1. The details I have given in section 2B and 2C of the application are correct. I use the vehicle(s) shown in section 4. If I stop working full time, studying or receiving treatment within the City of Westminster or I sell or stop using any of the vehicles my badge covers, I will return my badge immediately.
2. I understand that you will still own the badge. I will return the badge if my circumstances change, my address or vehicles change from those originally supplied. I will return the badge within 48 hours if asked to do so by an authorised council officer.
3. I agree that you can ask for permission to inspect the address I have given as my place of employment or study before or after a badge is issued. If I refuse to give permission, it is likely that you will not give me a badge, or if I already have a badge you will withdraw it.
4. The photograph I am sending with this application are a true and fair likeness of me. If my appearance changes significantly, I will send you my badge with new photograph. If applying on behalf of someone, I can confirm the photo provided is a true and fair likeness of the badge holder's appearance
5. I understand the terms and conditions of using the badges in Westminster. (For White Badge, refer to section F of the 'The White Badge Scheme Guidance Notes'. For the Blue Badge please refer to 'The Blue Badge scheme: rights and responsibilities in England).
6. I understand that the information I have given, will only be used for the purposes described in the council's Data Protection Statement accompanying my application.
7. I understand that if I use, lend or allow a badge to be used with the intention to deceive Westminster City Council (maximum penalty of £2500; or, if convicted in the Crown Court, there is no limit to the amount of the fine, and I could also be sent to prison for two years).
8. The information I have given on this form is true and accurate. I understand that you may prosecute me if I have knowingly given false information.

Your signature: _____

Date: _____

IMPORTANT – DATA PROTECTION

- To find out why the Council needs to collect and store personal data, how this is used and your rights to access your information, please refer to our [Privacy Policy](#) and [Fair Processing Notice](#).
- Westminster City Council will process your information primarily for the purpose of providing parking services to disabled applicants.
- We may also use your information to detect and prevent fraud and protect public funds. This will include the recording of vehicle information and verifying residency status and parking entitlements both within and outside the city. We therefore disclose your information to or request information from the Driver and Vehicle Licensing Authority (DVLA), Law Enforcement Agencies and other organisations such as Local Authorities.
- We will use a number of means to ensure the lawfulness of the use of our parking services. This will include the use of surveillance equipment, Civil Enforcement Officers, auditors and dedicated investigators to record data.
- We will use the information you provide to recover unpaid Penalty Charge Notices issued in Westminster.
- In line with its duty to protect public funds, the council and its agents will undertake investigations involving random auditing of vehicles and users who hold valid parking permits to counter suspected fraudulent use of its parking services. If you wish to complain at the manner in which your personal data has been processed or may be used you should write to the:

Data Protection Officer (Information Services)
Bi-Borough Legal Services
The Town Hall
Hornton Street
London W8 7NX

CAUTION

- The council takes fraud and misuse of the Westminster disabled parking permits very seriously and will be carrying out checks on the information that you provide, including possible home visits, inspections and checks on-street.
- If you want to report potential disabled permit fraud, please call the council's free fraud hotline on 020 7361 2777 or you can report it online at <https://www.westminster.gov.uk/parking/parking-residents/reporting-parking-permit-or-disabled-badge-fraud>. All calls are treated in the strictest of confidence.
- Westminster City Council will prosecute anyone found to be committing fraud.
- If you give false or misleading information it may result in the council taking action against you.

CHECKLIST

Proof of Residency	Section 2 (page Error! Bookmark not defined.)	<input type="checkbox"/>
Marriage Certificate (or)	Section 4 (page 11)	<input type="checkbox"/>
Divorce Certificate (or)	Section 2B1 (page 8)	<input type="checkbox"/>
Deed of change of name	Section 2B2 (page 9)	<input type="checkbox"/>
Passport Photographs x 2	Section 2B3 (page 10)	<input type="checkbox"/>
Payment	Section 3A1(page 11)	<input type="checkbox"/>
Your Disabled badge	Section 3A2 (page 11)	<input type="checkbox"/>

**A copy of this document is available in large print.
To request a copy please contact us on 020 7823 4567**

Please ensure you have completed the application form and enclosed all required proof documents.

Applying by Post

**Westminster Parking Services
PO BOX 353
Sheffield
S98 1ER**