Blue Badge Process
Royal Borough of Kingston

Blue Badge scheme - www.kingston.gov.uk
www.kingston.gov.uk

KEY

Resident | Concessionary Team | Expert Assessor | Outcome | Review Request - Stage 1 | Panel Appeal - Stage 2

Up to 12 weeks
(Timeline is estimated, from the date of application received to awaiting information from Healthcare service or Resident)

Kingston Resident (applicant)
Applicant is older than 2 years and applying under one or more Eligibility Criteria
(For more information see: https://www.kingston.gov.uk/blue_badge)

Eligibility Criteria

- ..... drives regularly, has a severe disability in both arms and is unable to use/difficulty operating a parking meter
- ...unable to walk
- ....experience considerable difficulty walking, may include psychological distress.
- ...be at risk of serious harm when walking or pose, when walking, a risk of serious harm to any other person
- ....must be accompanied by bulk medical equipment which cannot be carried
- ....must be kept near a vehicle so that treatment for a condition can be given in the vehicle

Initial Desk-based Assessment (DbA)
carried out by trained local authority staff member
(If further documentation is needed to verify the information submitted, a member of the Concessionary Travel (CT) Team will contact the resident.
The resident is required to provide the necessary details within 12 weeks to support their application.)

Outcome 1

Successful

Advise applicant

Blue Badge Approved

End

Outcome 2

Unsuccessful

Option 1

Unsuccessful

Advise applicant

Option 2

Unsuccessful

Resident can reapply after 6 months

End

Outcome 3

Complex DbA
(Case auto-referred to Review Stage 1)

"Eligible subject to further assessment"

Advise applicant

Up to 12 weeks timeline

Up to 4 - 8 weeks
(Timeline is estimated, from the date of Outcome and Request to Review submission)

STAGE 1
Request a review?
Apply within 4 weeks of receiving Initial outcome

YES

Request a Review
(STAGE 1)

Arranged by local authority staff member.
(Applicant may submit further documentations, if applicable)
Residents may be required to attend a face-to-face mobility assessment or a desk-based assessment conducted by external healthcare professionals.
For more information on Stage 1 Review & Stage 2 Appeal see:
https://www.kingston.gov.uk/accessible-travel-transport/blue-badge-scheme/4

Up to 4-8 weeks timeline

Advise applicant

Option 1

Unsuccessful

Resident can reapply after 6 months

End

Successful

Blue Badge Approved

Option 2

Unsuccessful

STAGE 2
Request Appeal?
Appeal **within 4 weeks** of receiving the review outcome

Panel Appeal
(STAGE 2)

Resident apply directly to Democratic Services via email or post.

Panel Appeal Stage 2 ensures correct process has been followed during initial assessment and Stage 1 - Right to Review, and evaluate the grounds for your appeal and any new information you have submitted to the Panel.

Successful

Outcome 1
If the process was NOT correctly followed:

Application will be returned to the CT Team for re-evaluation

Outcome 2
If the process was followed correctly, but new information provided to the Panel Committee could change the application outcome:

Application will be returned to the CT Team for reassessment by an Occupational Therapist, and a new mobility assessment may be needed.

Unsuccessful

If the correct procedures have been followed and the new information does not significantly affect the original assessment.

The appeal will be dismissed.

The applicant must wait six months before submitting another application, unless there has been a significant change in their condition.