

Registering for a Blue Badge discount

Notes to help you fill in this form - This form has been sent to you so that you can register or renew your registration for the 100% Blue Badge holder discount from Congestion Charging.

You must enclose a payment of £10 if this is your initial registration for a discount or your discount has expired by more than 90 days.

If you are renewing your current discount registration within 90 days no payment will be necessary. It is important that you read these notes carefully before you fill in the form.

How Congestion Charging works

If you drive or park a vehicle on public roads in the Central London Congestion Charging zone between 7am and 6.30pm, **Monday to Friday** you must pay the daily Congestion Charge unless you are exempt from the charge or you are entitled to a discount. You can pay the Congestion Charge in advance or on the day you travel.

If you do not pay the Congestion Charge we will send a Penalty Charge Notice of £100 to the registered keeper of the vehicle.

This is reduced to £50 if you pay within 14 days.

When does the charge not apply?

The charge does not apply on the following days.

- Bank holidays.
- The first three charging days that follow the 26th December each year (these do not need to be three days in a row).

Who qualifies for a discount?

Individuals or institutions that have a Blue Badge can apply for the 100% discount from Congestion Charging. This applies to Blue Badge holders throughout the European Union.

You do not need to own a vehicle or drive a vehicle to register for the discount. You may however, register up to two vehicles on this form that you would normally use to travel in to Central London. This could be your vehicle, or a vehicle that you regularly travel in.

If a vehicle that you have nominated travels into the Congestion Charging zone for purposes other than assisting the Blue Badge holder, the standard daily Congestion Charge must be paid.

Once you have received a discount approval letter you can drive into the Congestion Charge zone without having to pay the standard daily charge.

How to fill in this form

Please fill in the form in BLOCK CAPITALS using (black) ink. Please give all the information we ask for. Please make sure that you sign and date the form, or we will return it to you.

If someone signs this form other than the Blue Badge holder (e.g. parent/spouse /carer) they are required to provide the additional information requested in section 4.

Documents we need to see when you register

You will need to send:

- An A4 photocopy of both sides of your Blue Badge.

You will also need to send one A4 photocopy of an identification document. The document you provide must show the same name as the Blue Badge. We will accept the following documents as proof:

- Birth certificate - not a Certificate of Registration of Birth. If it shows the same name and surname as the Blue Badge.
- Marriage certificate - if it shows the same name and surname as the Blue Badge.
- Deed poll certificate - if it shows the same name and surname as the Blue Badge
- DSS benefits book/entitlement letter dated within the last 7 months.
- Valid passport.
- Driver's licence.
- Pension booklet/entitlement letter dated within the last 7 months.
- Bank/credit card statement dated within the last 3 months.

Institutional Blue Badge holders

If you are an Institutional Blue Badge holder the following will be accepted in place of the identification required from an individual Blue Badge holder:

A letter on the institution letter headed paper, stating that they hold Blue Badge serial number XXX which expires on XXXX. The letter should be signed by a senior member of staff and should give their job title.

NOTE - All the photocopies you send us as proof must be clear otherwise we may ask you for more proof. We will not return your proofs to you so please do not send original documents.

Vehicle registration and nomination

1. Registering a vehicle

Long term vehicles - A long-term vehicle is a vehicle that you would use on a regular basis. Please enter in section 2 the details of the vehicle or vehicles that you would use on a regular basis. You can register up to 2 long-term vehicles. TfL will keep the long-term vehicle details on your account for the duration of your discount, unless you arrange to change them.

You can leave section 2 blank if you do not have a vehicle that you use on a regular basis.

2. Nominating a vehicle

Short term vehicles - if you need to use a vehicle that is not registered as a long-term vehicle, you will need to notify TfL of the vehicle details. You may nominate a vehicle in advance or on the day of travel. You may also nominate a short-term vehicle for:

- One or more consecutive days.
- A particular day each week.
- Alternative days.
- For a period of up to 65 charging days from the date of nomination.

To nominate a short-term vehicle you will need to notify TfL of the vehicle details. You can do this by either calling the call centre on 0845 900 1234 or visiting the web site www.cclondon.com.

Any short-term vehicles nominated will be deleted from our records at midnight on the last day of use.

You may nominate several short-term vehicles on the day of travel, but only the last two vehicles nominated before midnight will be eligible for the discount. Any additional vehicles used will be liable to pay the full Congestion Charge, this includes any long term vehicle(s) replaced by a short term vehicle. Failure to pay the Congestion Charge will result in the registered keeper of the vehicle(s) receiving a Penalty Charge Notice.

Your discount registration will be valid until the expiry date shown on your Blue Badge. You will be asked to affirm your eligibility for the Blue Badge discount one year prior to your Blue Badge expiring.

If at any time during your discounted period you become no longer eligible for your Blue Badge you must notify TfL immediately.

You will be reminded and invited to renew your registration 30 days before your discount registration expires.

How to register

Fill in this form and send it with your relevant registration documents and your £10 registration charge, to:

Congestion Charging
PO Box 2982
Coventry
CV7 8WR

Make your cheque or postal orders payable to 'Congestion Charging London'.

Please allow 10 working days for your cheque to clear with your bank. If your bank returns your payment as unpaid, your registration will not be valid and you will have to pay the Congestion Charge at the full daily rate if you drive in the Congestion Charging zone. You can also pay by credit or debit card by giving your card details in section 5. Do not send cash through the post. We cannot refund discount registration charges.

What happens next?

Please allow 10 working days for us to process your discount registration. If your registration is successful, we will send you a letter telling you that you are entitled to a discount.

Until you receive the conformation letter you will have to pay the Congestion Charge at the standard daily rate if you are driving in the Congestion Charge zone.

Further information

If you need more information on Congestion Charging, you can visit our website at www.cclondon.com or phone us on 0845 900 1234. If you are calling from outside the UK, please dial (+44) 20 7649 9122. If you have hearing difficulties and use minicom, please dial 020 7649 9123.

Caution

TfL take fraud and misuse of all discounts very seriously and will be carrying out verification of the information supplied including on-street inspections and checks. Do not complete this form unless you are eligible to qualify for the 100% discount from Congestion Charging.

TfL will prosecute those found committing fraud.

Data protection statement

Transport for London and its agents will process your information for the operation of the Congestion Charge scheme. Processing will include the use of cameras to record data. Your information may be disclosed to or requested from the Driver and Vehicle Licensing Agency (DVLA), local authorities, law enforcement agencies and other organisations for the administration (including verification of discount entitlement) and enforcement of the scheme, the prevention and detection of crime, and protection of public funds. TfL randomly selects and monitors vehicles subject to a discount to identify possible fraudulent use. If you persistently fail to pay Congestion Charges due or attempt to defraud the scheme, TfL may record your vehicle's movements and may disclose relevant details to local authorities and or law enforcement agencies, to assist in tracing persistent evaders and those committing fraud.

2 Vehicle Details Enter the vehicle details here

Please read guidance notes on vehicle details and vehicle nominations before completing this section.

Vehicle Nominations

	Vehicle 1	Vehicle 2
Vehicle Registration Number	<input type="text"/>	<input type="text"/>
Make (e.g. Ford)	<input type="text"/>	<input type="text"/>
Model (e.g. Focus)	<input type="text"/>	<input type="text"/>

3 Blue Badge Details

Blue Badge Issue Number	<input type="text"/>
Blue Badge Serial Number	<input type="text"/>
Issuing Authority	<input type="text"/>
Expiry Date	<input type="text"/> DD MM YYYY

4 Registration

All photocopies you send as proof must be clear otherwise we may ask you for more proof. We will not return your proofs to you so please do not send original documents.

Blue Badge Proof

Please provide an A4 photocopy of both sides of your Blue Badge. Please tick the box to show us it is provided.

I am providing an A4 photocopy of both sides of the Blue Badge.

Additional Proof

Please also tick one of the following boxes to show us what you are providing as an additional proof. I am also providing an A4 photocopy of:

- | | |
|--|--|
| <input type="checkbox"/> DSS benefit book/entitlement letter. | <input type="checkbox"/> Marriage certificate
(same name and surname as the Blue Badge). |
| <input type="checkbox"/> Current passport. | <input type="checkbox"/> Current bank or credit card statement. |
| <input type="checkbox"/> Drivers licence. | <input type="checkbox"/> Deed poll certificate
(same name and surname as the Blue Badge). |
| <input type="checkbox"/> Birth certificate
(same name and surname as the Blue Badge). | <input type="checkbox"/> Pension book or entitlement letter. |

4 Registration Continued

If you are completing and signing this form on behalf of another individual, please provide the following information:

Your Name

Your Address

Postcode

Contact Telephone Number

Relationship to Applicant
E.g. Parent, Spouse, Carer

5 Congestion Charge Payment

Please note that for new and lapsed applications only -

A £10 registration payment is need in order for your discount registration to be completed

I am enclosing a cheque or postal order for the amount shown in the Total Payment box above or £10 for the registration only. Make your cheque or postal order payable to 'Congestion Charge London'.

OR

I authorise you to charge my credit or debit card with a one off payment of £10 for registration.

By signing section 6 of this form, I authorise payment using the credit or debit card details below.

Visa

MasterCard

Switch

Delta

Amex/Diners

Card Number

Start Date

Expiry Date

Switch Issue Number

Name on Card

Please allow 10 working days for us to process your registration for a discount.

Should your application be successful you will be sent a discount registration approval letter. If your discount registration is rejected you will be sent a letter explaining the reason for this decision.

Please continue to pay the full daily charge until you receive your discount registration approval letter.

6 Declaration

Please read the following declaration very carefully and **tick the box** where indicated to confirm that you have read and understood it. If you do not tick the boxes and/or sign and date this declaration then your application will be rejected.

By signing this form, I certify that I fully understand the criteria for eligibility as set out in the guidance notes and that the details given on this form are to the best of my knowledge true and correct. I understand that filing a false declaration knowingly and wilfully is a criminal offence for which I may be prosecuted.

In accordance with the requirements of the Scheme Order I undertake to notify TfL of any changes in my personal circumstances that may affect the validity of my entitlement to the Blue Badge Holder discount.

By signing this form, I confirm that I am aware of the data protection information provided in the guidance notes with this form. Where TfL requires verification from a third party (relevant third parties are listed in the guidance notes), I request that the appropriate third party provide TfL with the information required to verify that the information I have supplied on this form is correct. I understand that TfL needs to identify possible fraudulent use of discounts. I accept that this may include on-street and residential checks, and the analysis of the movements of randomly selected vehicles in the Congestion Charging zone. I agree that if I have applied for a discount to which I am not entitled TfL may disclose relevant details to Local Authorities and Law Enforcement agencies.

I understand that I am not entitled to use the discount until I have received written confirmation from TfL that the discount is active. If I travel into the Congestion Charging zone before I have been issued with discount status, and do not pay the daily Congestion Charge, I will be issued Penalty Charge Notices for which I will be liable.

I understand and accept that Authorised Officers working on behalf of TfL may ask to inspect my home before or after issue of this discount to make sure I have given correct information. If I refuse I understand that TfL may not issue the discount or the discount may be withdrawn.

If I am signing this form on behalf of someone else, I confirm that I am authorised to act on his or her behalf. If I am signing this form on behalf of an organisation, I confirm that I am authorised to act on its behalf.

TICK ✓

I confirm that I have read and that I understand the above declaration.

Signature

Date

Marketing Notice

Transport for London (TfL) would like to update you on its transport related products and services including Congestion Charging and other transport related issues. Updates may reflect the TfL products and services you have used before and may be by mail, email, and telephone or text message to your mobile telephone. TfL will NOT disclose your details to third parties for marketing purposes.

If you do not want to receive these updates please tick this box