

Registering for the 100% Blue Badge holders discount

Please read the guidance notes carefully they will help you complete the attached registration form.

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

If you are renewing your discount registration within 90 days of expiry no payment is necessary.

How Congestion Charging works

If you drive or park a vehicle on public roads in the central London Congestion Charging zone between **7am and 6pm, 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 beforehand, on the day of travel or the following charging day.

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.

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

Your discount registration will be valid until the expiry date shown on your approval letter.

If at any time during your discounted period you are no longer entitled to your Blue Badge you must notify Transport for London (TfL) immediately.

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

How to fill in this form

- Please complete the form in BLOCK CAPITALS using black ink.
- You must give all the information we ask for.
- Make sure that you sign and date the form, or we will return it to you, as we will be unable to process the application.
- Please read the declaration carefully before signing the form.

Section 1 (ABOUT YOU)

This section relates to the details of the Blue Badge holder and is compulsory. Please provide your title, first name, the initial(s) of your middle name (if you have one) and your last name. You must complete your full address including postcode in the space provided. You are also required to tell us your date of birth in the format of day, month and year, e.g. 17 02 2003.

You can indicate your preferred method of contact by ticking the appropriate box on the form.

If you are completing this form on behalf of an Institution you must fill in the name of the Institution, address and postcode details for where the Blue Badge is registered. To operate the discount you will be required to complete section 5 of the application form.

If you are renewing your discount your details will be printed on the front of the attached form. If your details have changed or you would like to advise us of any corrections, please do so in the space provided.

Section 2 (VEHICLE DETAILS)

In this section you can nominate up to two vehicles that you use to travel in or around the central London Congestion Charging zone. It is not compulsory to

nominate any vehicle at this stage. Please ensure that you fill in the correct Vehicle Registration Number.

NOTE: If this section is left blank no vehicles will be nominated on your account.

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.

Any short-term vehicles nominated will expire at midnight on the last day of nomination.

Vehicles can be nominated or changed:

- Online at www.cclondon.com
- By calling 0845 900 1234
- By textphone on 020 7649 9123

Remember the Blue Badge holder does not have to own the vehicle nominated but for the purpose of the discount the journey in the central London Congestion Charging zone should be for the benefit of the Blue Badge holder.

Caution

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.

Section 3 (BLUE BADGE DETAILS)

All the details in this section can be found on the back of your Blue Badge (the side without the photograph). The issue number is at the bottom of the badge. The serial number is above the Blue Badge symbol. The Issuing Authority is the Borough or Council of where you live, you can find this in the “Issued by” box. The expiry date appears in the “Date of expiry” box of the Blue Badge.



Please take care to fill in the correct sequence of numbers and/or letters as they appear on the Blue Badge. Transport for London may contact the Issuing Authority to confirm that the badge details are valid.

Section 4 (DOCUMENTARY PROOFS)

You will need to send an A4 photocopy of both sides of the Blue Badge.

The additional proof that we need to see when you register for the 100% Blue Badge holders discount are listed below. Photocopies should be clear and on A4 paper. You are required to tick the box of the additional proof that you are providing.

NOTE: Only send us additional proofs in the name of the Blue Badge holder.

You will also need to send one A4 photocopy of an additional identification document. The document you provide must show the same name as shown on the Blue Badge.

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

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

- **Letter from the Institution**

A letter on the institutions letter headed paper, stating the Blue Badge issue number and expiry date. The letter should

be signed by a senior member of staff and should give their job title.

Tick the appropriate box and remember to enclose the photocopies when you are posting the application form.

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.

Section 5 (Completing & Signing the Form on Behalf Of A Blue Badge Holder)

If you are completing and signing this form on behalf of a Blue Badge holder or Institution you must provide the following information:

- Your name
- Your address
- Post code
- Your contact telephone number
- Your relationship to the applicant

Section 6 (REGISTRATION PAYMENT)

This section is only for new applications or renewals that expired more than 90 days ago. Select the payment method you wish to use to pay the £10 registration. Remember to tick the box and include the cheque or postal order if you have selected either of these methods of payment.

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

You can also pay by credit or debit card by giving your card details in section 6. Please take care to ensure that you fill in the correct number from your card. Do not send cash through the post. We cannot refund the £10 discount registration.

Section 7 (DECLARATION)

Ensure that you read, sign and date this section before sending it to us, as failure to do so will result in your application being rejected and returned to you.

What Happens Next?

To register for the discount you must send the completed application form with a copy of both sides of your Blue Badge, additional identification documents and £10 registration payment (if required) to:

**Congestion Charging
PO Box 2982
Coventry
CV7 8WR**

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

Until you receive the confirmation letter you will have to pay the Congestion Charge at the standard daily rate, if you are driving in the central London Congestion Charging zone.

Further Information

If you need more information on Congestion Charging, you can:

- Visit our website at www.cclondon.com.
- 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 textphone, 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 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. If this section is left blank no vehicles will be nominated on your account.

Vehicle Nominations

Vehicle	Vehicle 1	Vehicle 2
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
(less than 7 months old) | <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
(Not more than 3 months old) |
| <input type="checkbox"/> Current Drivers license | <input type="checkbox"/> Deed Poll certificate
(Same name and surname as the Blue Badge) |
| <input type="checkbox"/> Pension Book or Entitlement Letter
(less than 7 months old) | <input type="checkbox"/> Birth certificate
(Same name and surname as the Blue Badge) |

5 Completing and signing this form on behalf of a Blue Badge holder

If you are completing and signing this form on behalf of a Blue Badge holder or Institution you must provide the following information.

Your Name

Your Address

Postcode

Contact Telephone
Number

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

6 Registration Payment

A £10 registration payment is required for new applications and renewals where your discount expired more than 90 days ago.

I am enclosing a cheque or postal order for £10. Make your cheque or postal order payable to 'Congestion Charging London'.

OR

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

By signing section 7 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.

