

# Companion Badge Application Form

(In order to qualify for this scheme you must be a Croydon Resident and hold a current valid Blue Badge)

**PLEASE PRINT USING BLOCK CAPITALS**

Existing Permit Number (renewals only)

Blue Badge Number

Expiry Date

Applicants name (Blue Badge Holder) Mr / Mrs / Miss / Ms

Applicants Address

Post Code

Telephone Numbers Daytime

Mobile

Email Address

Vehicle Details:

Registration Number

Vehicle Make

Vehicle Model

Motability Car

Yes

No

Vehicle Owners Name

There is a £40.00 administration charge for all Companion Badges

**Do not send your Blue Badge with this application form**

Please send a photocopy of your blue badge with your application form

Please read the attached information and Conditions of Use before completing the form

I enclose a Cheque/postal order for the sum of £ Made payable to the **London Borough of Croydon**

I enclose a copy of the Vehicle Registration Certificate V5c (\*see below) / Motability Lease Agreement

I declare that I have read, and agree to abide by, the terms and conditions governing the issue and use of Companion Badge Permits in the London Borough of Croydon. In making this application I understand that authorised Officers of the Council may check the statements made in this application against the Croydon Electoral Roll / Council Tax Records and / or with the Driver and Vehicle Licensing Agency.

Applicants Signature

Date

**\*To enable us to process your application, we will require a copy of the vehicle registration document confirming your name and address as shown above.**

Please ensure you have answered the questions fully and enclosed a cheque or postal order.

Return to: **Parking Permit Section, Parking Services, PO Box 1462 Croydon, CR9 1WX**

Date Rec.	E/R	C/Tax	Comp Car Let
Amnt – Chq/Cash/PO	Blue Badge Approved		Other Docs
Chq Details	V5c Correct – Yes / No		Date Issued

# LONDON BOROUGH OF CROYDON

## Companion Badge

### Application Form & General Information

#### ELIGIBILITY

1. The applicant holds a valid Blue Badge
2. The applicant is a resident in the London Borough of Croydon.

#### Residential Qualification

The definition of "resident" for the purposes of obtaining a Companion Badge is a person whose usual place of abode is at premises, the postal address of which is in any street or part of a street is in the London Borough of Croydon.

Authorised Officers of the Council may check the statements made in the application against the Croydon Electoral Roll / Council Tax Records and/or the Driver and Vehicle Licensing Agency.

3. The applicant must own a passenger or goods vehicle or use a company vehicle the overall height of which does not exceed 2.28 metres and the overall length of which does not exceed 5.25 metres or a motor cycle.

#### Vehicle And Residential Details

The form must be completed and signed by the person in whose name the blue badge is registered, and we shall require a photocopy of the Vehicle Registration Document, showing current address within the borough, as proof of ownership. If you do not have this document please email [parkingpermits@croydon.gov.uk](mailto:parkingpermits@croydon.gov.uk) for advice. Failure to comply will result in delay in issuing the permit

#### COMPLETING THE APPLICATION FORM

1. Only one Companion Badge is permitted to each resident holding a Blue Badge.
2. Each question on the application form must be answered fully.
3. Enter the name of the applicant for the companion badge, blue badge number, registration number, make and model of the vehicle (**Do not send your Blue Badge with the application, we only require a copy**)
4. If your name and address does not appear on the London Borough of Croydon Electoral Roll, evidence must be provided of your residence at the address given. (A tenancy agreement or Council Tax letter is usually sufficient, only photo copies should be sent by post.) If you have not yet moved to the address given on the application form then please give your present address, the date that you will be moving, and enclose official confirmation of the new address, (either tenancy agreement or solicitors letter confirming completion date)
5. Parking Services must be informed of any subsequent change of address.
6. A Companion Badge cannot be backdated, but will be dated to expire on the same date as the blue badge.
7. The administration fee payable to the Council will be £38. The onus is on the applicant to ensure that the correct payment is made.

Cheques/Postal Orders made payable to:

**"The London Borough of Croydon"**, must accompany the completed application form.

8. Application forms should be returned by post to:  
Parking Services, P.O. Box 1462, Croydon, CR9 1WX
9. 14 days should be allowed for the issue of a Companion Badge. Applications for badges to be renewed must be received 14 days prior to the date of expiry of a current badge.

#### CONDITIONS OF USE

1. Each Companion Badge must be displayed on the vehicle to which it relates in such a way that the particulars thereon are readily visible from the front, near side of the vehicle. The vehicle is not covered until the companion badge is clearly displayed.

Companion badge holders should consider obtaining a suitable tax disc/permit holder to attach the permit to their windscreen

2. A Companion Badge is only valid for the specific vehicle named on the application form and on the Companion Badge.
3. The Companion Badge is only to be used by the person to which the permit belongs.
4. A resident must be the registered keeper of the motor vehicle to which the Companion Badge relates, and the vehicle must be registered to the current address.

However, he/she may be issued with a Companion Badge for a vehicle which is supplied by his/her employer, but only if the application is accompanied by a letter, on Company headed notepaper, from the Employer, confirming that the applicant has exclusive use of the vehicle.

5. A Companion Badge will enable the holder to use the badge in the place of Blue Badge provided the clock is used at all times.
6. A Companion Badge will not enable a holder to park in parking spaces such as doctor's bays, ambulance bays and taxi ranks, loading bays or on yellow lines where loading restrictions apply.
7. **A Companion Badge is not valid for parking in disabled bays within a red route area.**
8. **The Companion Badge scheme does not apply in private car parks or on private land such as supermarket car parks or non Council owned car parks.**

9. **The Companion Badge is only valid for use within the London Borough of Croydon.**

10. A Companion Badge does not reserve to the holder the right to park outside his/her home or guarantee the availability of a parking space.
11. A Companion Badge must be surrendered if the holder changes address or ceases to own or use the vehicle for which the badge was issued.
12. **A Companion Badge is not transferable from one person to another or from one vehicle to another. It is to be used in place of a Blue Badge, where the badge holder is concerned that their vehicle may be subject to Blue Badge theft. The Blue Badge and Companion Badge must not be used at the same time in different vehicles. Failure to comply will invalidate the Companion Badge and result in the issue of a Penalty Charge Notice.**
13. A new Companion Badge must be obtained in the event of a change of vehicle and will be issued free of charge for the unexpired period of the original badge.
14. Except for the requirement to comply with conditions 2, 3, 4, & 5 (above); a companion badge is valid only if used in accordance with the rules of the Blue Badge Parking Scheme.
15. Any change of vehicle must be notified immediately to Parking Services who will then advise the procedure for obtaining a replacement Companion Badge.
16. If a Companion Badge is lost, stolen or destroyed, the permit holder shall notify the Council immediately and the badge shall cease to be valid. An application form for the issue of a new badge will be sent on request. A new Companion Badge will be issued for the unexpired period of the original badge and an administration charge of £38 will be made.
17. The onus to renew the Companion Badge on its expiry rests with the holder.

#### WARNING

**A person shall be guilty of an offence who, with intent to deceive:**

- a) forges, or alters, or uses, or lends to or allows to be used by any other person, a Companion Badge.
- b) makes or has in his/her possession any document so closely resembling any such Companion Badge as to be calculated to deceive;
- c) knowingly makes a false statement for the purposes of obtaining a Companion Badge.

**Croydon Council takes the issue of Blue Badge and companion badge fraud seriously. Our Civil Enforcement Officers are trained to identify fraudulent badges and if one is located, the vehicle may be removed and the user prosecuted. The vehicle to which this application applies, should have a valid Vehicle Excise Duty disc, motor insurance and MOT certificate (if applicable). The Council reserves the right to withhold or withdraw a Companion Badge.**