

# **RESIDENT BLUE BADGE PERMIT APPLICATION GUIDE**

# Resident Blue Badge Permit Application Guide

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# Resident Blue Badge Permit Application Guide

## 1. Parking Permit Home Page

When selecting to apply for a parking permit through the council website<sup>1</sup> it will transfer you to the RingGo homepage for all parking permits.

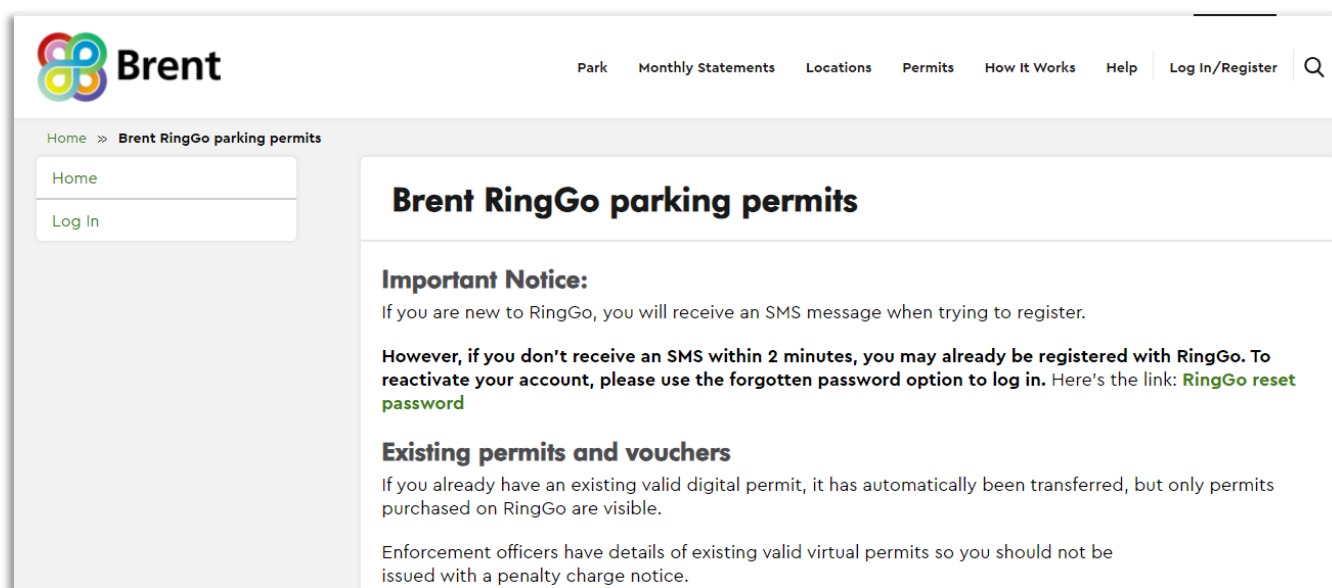


Figure 1 RingGo homepage

## 2. Available Permits

Once you have read the instructions on how to apply and the evidence required, select the apply button at the end of the page to see all permits that are available to your registered address. If you live in a Controlled Parking Zone, you will see the Resident Blue Badge Permit option as shown in Figure 2.

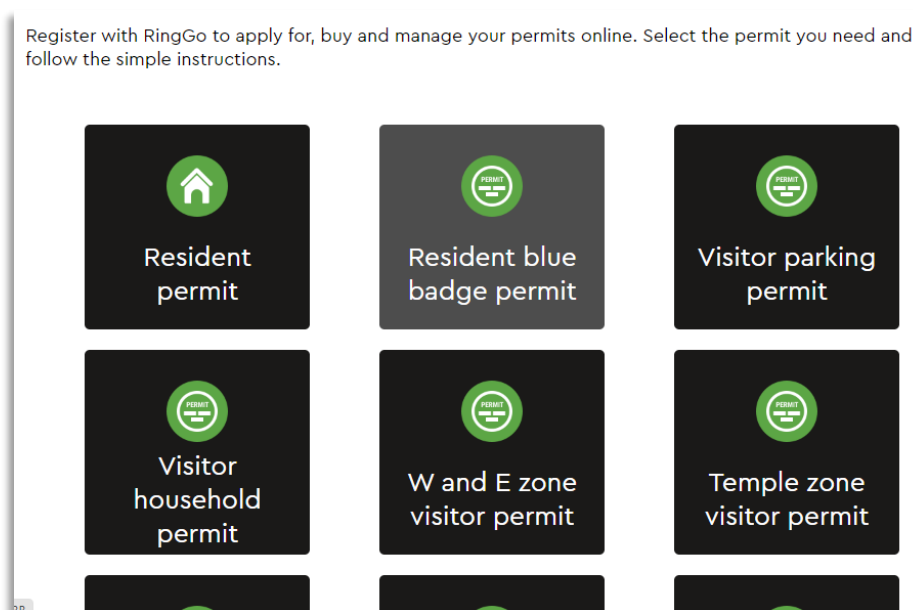


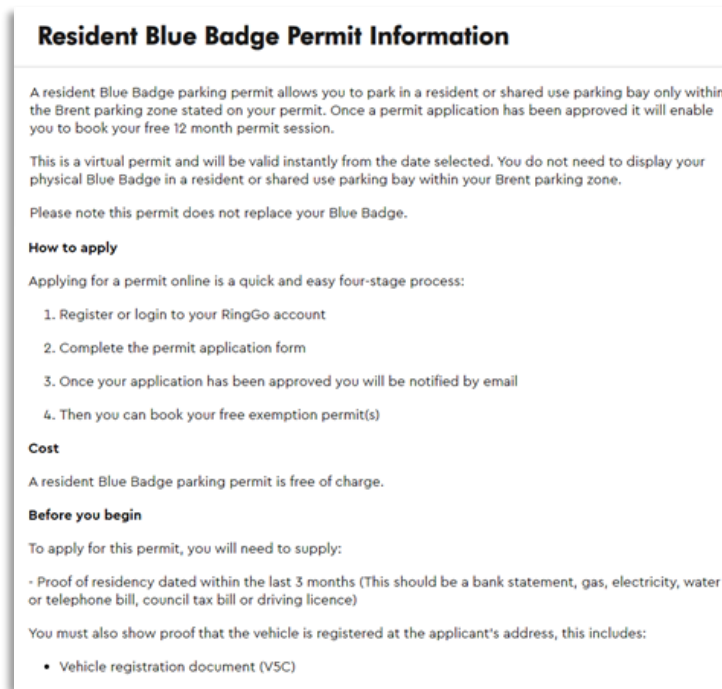
Figure 2 Permit page

<sup>1</sup> <https://www.brent.gov.uk/parking-roads-and-travel/parking/parking-permits/resident-parking-permit>

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## 3. Resident Blue Badge Permit Information Page

The application page for the Resident Blue Badge Permit clearly states how to apply, and what evidence is required before you begin.



**Resident Blue Badge Permit Information**

A resident Blue Badge parking permit allows you to park in a resident or shared use parking bay only within the Brent parking zone stated on your permit. Once a permit application has been approved it will enable you to book your free 12 month permit session.

This is a virtual permit and will be valid instantly from the date selected. You do not need to display your physical Blue Badge in a resident or shared use parking bay within your Brent parking zone.

Please note this permit does not replace your Blue Badge.

**How to apply**

Applying for a permit online is a quick and easy four-stage process:

1. Register or login to your RingGo account
2. Complete the permit application form
3. Once your application has been approved you will be notified by email
4. Then you can book your free exemption permit(s)

**Cost**

A resident Blue Badge parking permit is free of charge.

**Before you begin**

To apply for this permit, you will need to supply:

- Proof of residency dated within the last 3 months (This should be a bank statement, gas, electricity, water or telephone bill, council tax bill or driving licence)

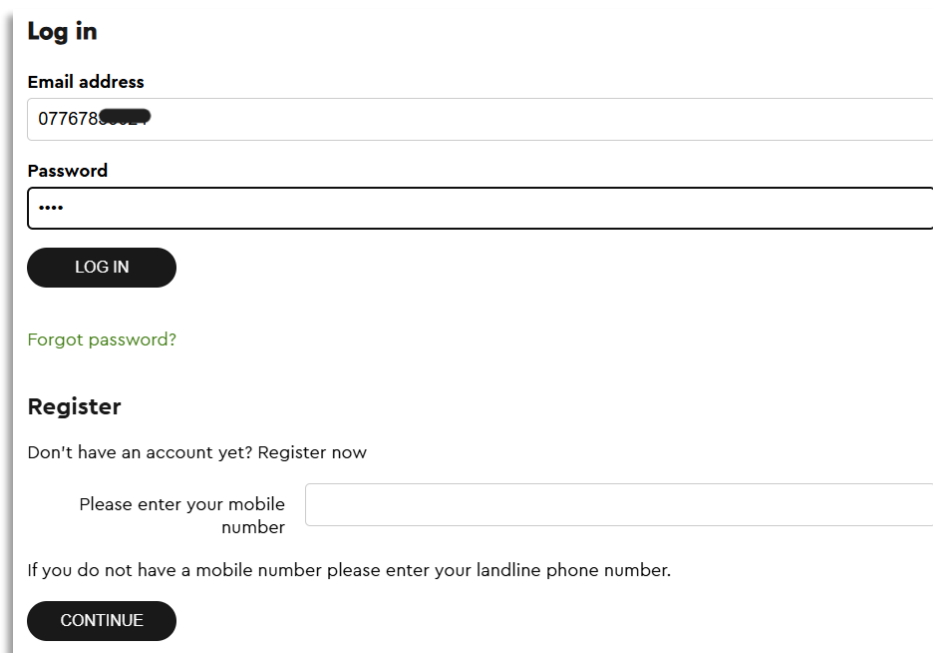
You must also show proof that the vehicle is registered at the applicant's address, this includes:

- Vehicle registration document (V5C)

Figure 3 Permit information

## 4. Login Page

Once you have chosen to proceed the login page will open. Note: you can log in using your email address or the mobile phone number you set up your account with.



**Log in**

**Email address**

**Password**

**LOG IN**

[Forgot password?](#)

**Register**

Don't have an account yet? Register now

Please enter your mobile number

If you do not have a mobile number please enter your landline phone number.

**CONTINUE**

Figure 4 Log in page

## 5. Entering your details

Once you begin the application process you will be asked to provide information to support your application starting with your address as shown in Figure 5.

The screenshot shows a progress bar at the top with four steps: 'Address Search' (highlighted in black), 'About You', 'Proof', and 'Finish'. Below the progress bar, there is a text instruction: "Please enter the postcode of your property and press the 'Find address' button. After you have confirmed your address, click next to proceed." The form is divided into two sections: 'Find Address' and 'Select Address'. In the 'Find Address' section, there is a 'Postcode \*' field with the text 'GU' and a 'FIND ADDRESS' button. In the 'Select Address' section, there is a 'Select address:' dropdown menu showing '14 Manor Close' and a 'NEXT' button. A 'CANCEL' button is also present at the bottom right. A small note at the bottom left states 'denotes required field \*'.

Figure 5 Address input

By clicking next you will progress to the next section 'About You.' Here you need to provide your name, email, and the vehicle registration for your permit.

The screenshot shows a progress bar at the top with four steps: 'Address Search', 'About You' (highlighted in black), 'Proof', and 'Finish'. Below the progress bar, there is a text instruction: "Please enter (or confirm, if you are renewing) your personal details and the vehicle you wish to register." The form is divided into two sections: 'Your Details' and 'Vehicle'. In the 'Your Details' section, there are five fields: 'Title' (dropdown menu with 'Mr' selected), 'First name \*' (text field with 'St'), 'Surname \*' (text field with 'Ha'), 'Email \*\*' (text field with 'st'), and 'Confirm Email \*' (text field with 'st'). In the 'Vehicle' section, there is a single field: 'Enter number plate \*' (text field with 'ABC123').

Figure 6 About you

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## 6. Uploading Proof

Once you have entered your details and clicked next to progress your application you need to upload proof of the blue badge linked with the permit and your relationship to the Blue Badge holder. Note: the badge could be for a dependent that is too young to hold a driver's license.

The screenshot shows a form titled "Blue Badge Details". It contains three input fields: "Blue Badge Number" with the value "123456ABC", "Blue Badge Holder's Name" with the value "St", and a dropdown menu for "What is your relationship to the Blue Badge Holder?" with the selected option "I am the blue badge holder". Below the form is a "Terms and Conditions" section with a checked checkbox "I agree to the Resident Blue Badge permit terms and conditions". At the bottom, there are three buttons: "PREVIOUS", "NEXT", and "CANCEL". A note at the bottom of the form says "Add noreply@engineering.preprod.ringgo.cloud to your email safe list to ensure you receive permit notifications and reminders from us." and a legend indicates that an asterisk denotes a required field.

Figure 7 Blue Badge details

By clicking next, you will need to upload proof of the Blue Badge, your address, and the vehicle the permit applies to. Note: you must upload the side of your Blue Badge with the reference number, not the photograph.

The screenshot shows a progress bar at the top with four steps: "Address Search", "About You", "Proof" (which is the active step), and "Finish". Below the progress bar is a section titled "Front of Blue Badge" with a plus sign icon. It includes the text "The front of the blue badge is the side with the badge number, not the photograph." and an upload field for "Front of Blue Badge" with an "UPLOAD" button and the filename "Blue badge.docx". A note below states: "Please ensure that the file(s) you wish to upload are no more than 3MB in size each. To check the size of your file before you upload it, right click on the file and select properties. The size will be displayed in KB or MB. There are 1,024KB in 1MB." Below this is another section titled "Proof of Address" with a plus sign icon. It includes the text "So that we can confirm your residency you must prove that you live at the address. Please provide one of the following documents which must not be more than 3 months old (with the exception of driving licence or council tax). NO other form of proof of address will be accepted." and "Select the proof type from the drop down and then press Upload to select the document." Below this is a dropdown menu with "Council Tax Bill" selected and an "UPLOAD" button with the filename "\* Council tax .docx".

Figure 8 Blue Badge and proof of address

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For proof of vehicle you must upload the log book (V5C), or other accepted evidence as detailed at the beginning of the application process shown in Figure 3.

**Proof of Vehicle †**

If the vehicle you use is registered to your employer you will need to provide a business/company headed letter from your place of employment, stating your name, application address and vehicle registration.

Select the proof type from the drop down and then press Upload to select the document.

Motability Agreement

**UPLOAD** \* Motability agreement .docx

Please ensure that the file(s) you wish to upload are no more than 3MB in size each.  
To check the size of your file before you upload it, right click on the file and select properties. The size will be displayed in KB or MB. There are 1,024KB in 1MB.

**PREVIOUS** **CONFIRM** **CANCEL**

† You may upload a DOC, DOCX, PDF, GIF, PNG, or JPEG file to support your application.

Figure 9 Proof of vehicle

## 7. Completing your application

Once you are happy with the uploaded documentation and have confirmed the supporting evidence for your application, the finish tab will open which advises of the next steps.

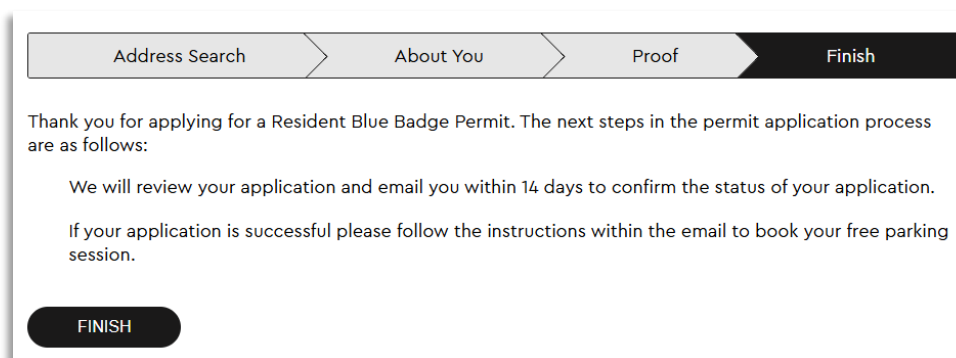


Figure 10 Finish page

Once you have finished your application your permit applications page summary will open showing your pending applications. You can return to this page at any time to see the progress of all your applications.

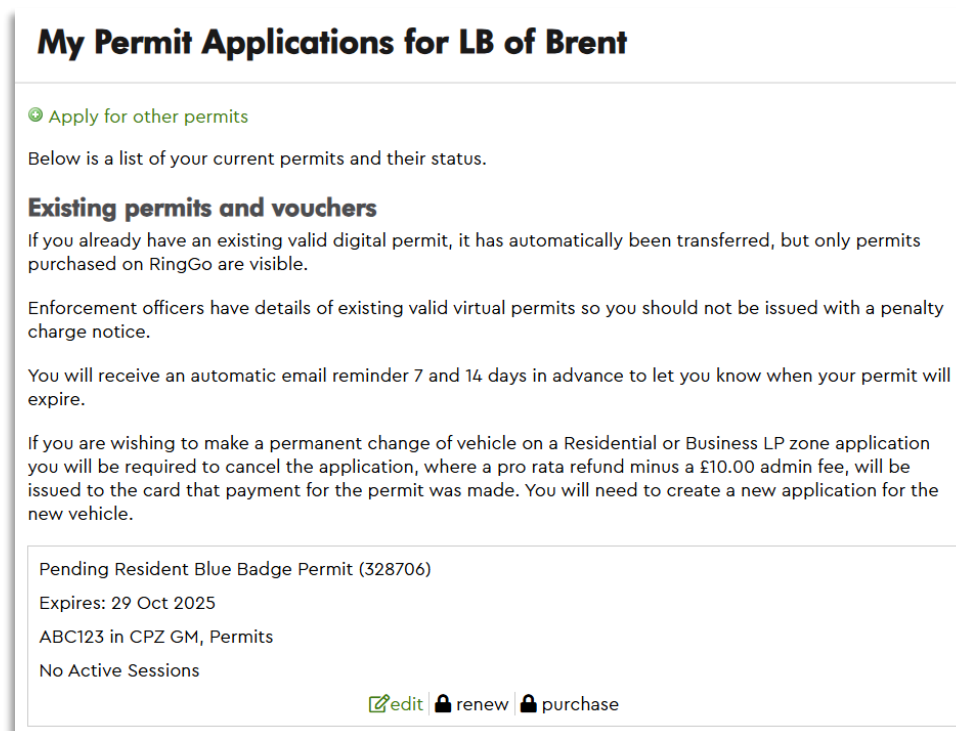


Figure 11 Permit application summary page