

Annex F - Example badge recall letter – expired

Local Authority Address

Phone:

Fax :

NAME and ADDRESS OF BADGE HOLDER

Our Ref:

Your Ref:

Date:

Dear NAME

Blue Badge – SERIAL NUMBER

It has been brought to our attention that your expired disabled badge serial number **(SERIAL NUMBER)** was observed in use on the **(TIME, DAY AND DATE)**. This badge expired on **(DATE)** and was observed displayed in vehicle **(MAKE, MODEL AND REGISTRATION NUMBER)** when parked on a section of road marked by double yellow lines located in **(LOCATION)**.

I point out that as the holder of this badge you are under an obligation to return it to the issuing authority immediately upon the date of expiry in accordance with Regulation 9 (1) (a) of The Disabled Persons (Badges for Motor Vehicles)(Wales) Regulations 2000.

Although this may be an isolated incident the use of an expired disabled badge would constitute an offence contrary to Section 117 of the Road Traffic Regulation Act 1984 and/or section 21 (4BZA) of the Chronically Sick and Disabled Persons Act 1970. I must therefore insist that you return the Blue Badge to us at the above address as soon as possible; as this will permit the badge to be de-registered and our records updated.

As you may be aware, there is considerable abuse of these facilities, which can only be to the disadvantage of those in genuine need. Therefore your co-operation in this matter is much appreciated. If you need any advice or assistance regarding the above legislation or the Blue Badge scheme please do not hesitate to contact me on the number at the top of the letter.

Yours sincerely

NAME

Parking Investigation Officer

ISSUING LOCAL AUTHORITY