

Annex C – Example Formal Warning Letter following suspected misuse

Local Authority Address

Phone:

Fax :

**NAME and ADDRESS OF
SUSPECTED OFFENDER**

Our Ref:

Your Ref:

Date:

Dear NAME

Blue Badge – SERIAL NUMBER

I am writing with reference to the misuse of the disabled badge listed above, in **(LOCATION)**. On the **(DATE)** it appeared to an officer of **(ISSUING LOCAL AUTHORITY)** that the disabled badge listed above was not being used in accordance with The Disabled Persons (Badges for Motor Vehicles) Regulations 2000. It was in use by you in the absence of the badge holder in vehicle **(MAKE MODEL REGISTRATION NUMBER)**.

It is therefore alleged that on **(DATE)**, you did park a **(MAKE)** motor vehicle bearing registration number **(YYYYYYYY)**; in **(LOCATION)**; and did, in the absence of the badge holder, display in this vehicle a Blue Badge **(SERIAL NUMBER)**. You were therefore using this vehicle in circumstances where a Blue Badge concession would have been available if that vehicle was being used by the person to whom the badge was issued, contrary to the provisions of Section 117 of the Road Traffic Regulation Act 1984 and/or section 21(4B) of the Chronically Sick and Disabled Persons Act 1970.

This matter has been carefully considered in line with our Enforcement policy to determine what further action should be taken. The maximum fine if found guilty of this offence is **£1000.**

It has been decided on this occasion to discharge the alleged offence by a formal warning. **(ISSUING LOCAL AUTHORITY)** will take no further action in this matter. However the details have been recorded and will be taken into consideration should complaints of a similar nature be received in the future, or future inspections reveal further offences as detailed above.

If you need further advice or assistance regarding disabled badges or the Blue Badge Scheme please contact the **(ISSUING LOCAL AUTHORITY TEAM)** on **(NUMBER)**.

Yours sincerely

NAME

Parking Investigation Officer

ISSUING LOCAL AUTHORITY