

# Concessionary travel scheme application form

## Section 1 (All fields marked with \* are mandatory)

### Your personal details (please print in block capitals)

Title\* Mr  Mrs  Ms  Miss  Other:

First name\*

Surname\*

Full postal address\*

Post Code\*

Date of birth\*

National Insurance Number

Phone number

Mobile number

Email

## Section 2 (You can apply for one bus pass or one rail card but not both)

2.1 **Senior bus pass** ..... Yes  No

If you live in England, you will be entitled to a bus pass giving free off-peak travel on local buses when you reach 'eligible age'.

If you were born after 5 April 1950, the age at which you become eligible is tied to changes in the state pension age for women. This affects both men and women.

If you are not sure whether you are eligible, please check with your local District or Borough Council.

Continued over >

### This section is for office use only

Date form received:	Date form processed:
Proof of eligibility confirmed (signature):	Date:
Date application processed:	Temporary pass: yes <input type="checkbox"/> no <input type="checkbox"/>
Pass number:	Rail Warrant number:
Card start date:	Card expiry date:

2.2 **Senior citizen rail voucher** ..... Yes  No

West Sussex County Council also offers a **one** year free senior citizen rail voucher instead of a concessionary bus pass, which you can re-apply for after a year.

Please take the voucher to your nearest railway station where you will be issued with a senior citizen rail card which offers a third off standard and first class fares across the UK.

2.3 **Disabled person's bus pass** ..... Yes  No

You have a disability, are over 5 years of age, live in West Sussex, and are eligible as follows:

- you are blind or have severe sight loss
- you are profoundly or severely deaf
- you are without speech
- you have a disability, or have suffered an injury, which has a substantial and long-term effect on your ability to walk
- you don't have arms or have long-term loss of the use of both arms
- you have a learning disability

2.4 **Disabled person's bus pass with companion** ..... Yes  No

There is no automatic entitlement to a companion's pass – it must be applied for. If you are in receipt of **higher rate mobility component of disability living allowance** or **higher rate attendance allowance**, no further evidence is required. In all other cases, you must supply a report from a General Practitioner (GP) or medical specialist confirming that they need a companion to travel.

2.5 **Disabled person's rail card** ..... Yes  No

West Sussex County Council offers a **one** year free disabled persons rail card instead of a bus pass. You can reapply for this rail card on an annual basis. Eligibility for this rail card is the same as for the disabled bus pass.

If you are eligible for a free disabled persons rail card, this will entitle you and any companion to a third off standard and first class rail travel across the UK.

As well as completing this form, please complete your name and address on the disabled rail card application form attached. You will need to sign and return it to your local District or Borough Council, together with this completed application form.

This is because we will send the forms to the Association of Train Operating Companies (ATOC) on your behalf. Your rail card will then be sent to the home address given in section 1.

**Section 3 (To be completed by all applicants)**

**Identity confirmation**

- 3.1 **Photograph** .....
- 3.2 **Proof of address** Please attach a copy of only one of the following.
  - Council tax bill from the current financial year .....
  - Recent utility bill from the last three months .....
  - Current television licence stating your name and address .....
  - Letter from the local authority confirming that you are resident at an address within that council area .....
- 3.3 **Proof of age** Please attach a copy of only one of the following.
  - Valid passport .....
  - Driving licence .....
  - Birth certificate .....
  - Other government document that shows your date of birth .....

**Section 4**

**Eligibility confirmation for disabled pass**

- 4.1 **We will not require further evidence if you produce a copy of one of the following documents. In all other cases you must supply a report from a medical specialist. We will not accept a letter from your GP on its own.**
  - Evidence you are in receipt of war pensioners mobility supplement .....
  - A copy of your entry in a local authority register of disabled people .....
  - Evidence of registration as blind or sight impaired .....
  - An award letter for guarantee income payment for tariff levels 1 to 8 under 2005 armed forces compensation scheme .....
  - A letter, assessment, or report from an independent health or social care specialist such as an Optometrist, Audiologist or a specialist in learning disabilities. ....
  - A certificate showing you are receiving the higher rate component of mobility allowance of the disability living allowance, or higher rate attendance allowance .....
  - A letter from the Department of Transport stating that under Part III of the Road Traffic Act 1988, you have been refused or had your licence withdrawn on medical grounds pursuant to section 92 of that Act. Or a letter from a medical specialist stating that an application for a driving licence would be refused on these grounds. This does not apply if your licence was withdrawn or refused due to the persistent misuse of drink or drugs .....

## Section 5

### Requirement for a disabled companion pass

We do not require further evidence if the applicant is in receipt of **higher rate mobility component of disability living allowance** or **higher rate attendance allowance**.

We require a letter from a medical specialist or GP to state that you need assistance .....

## Section 6 (To be completed by all applicants)

### Declaration

I declare that I am eligible to apply for concessionary travel and that the address above is my sole or principal residence within the county of West Sussex. I will abide by the 'conditions of use' which may be revised from time to time.

I agree that if I have applied for a rail card or rail card voucher I have waived my rights to apply for a bus pass for one year from the date of this application.

West Sussex County Council is under a duty to protect public funds that it administers, and may use the information you have provided on this form for the prevention and detection of fraud. We may also share this information with other organisations responsible for auditing or administering public funds for this reason.

I accept that my records, including proof of eligibility, will be retained securely by computer database for the purposes of administering the West Sussex concessionary travel scheme and to meet statutory obligations.

I confirm that I will return my concessionary pass or rail card if I move permanently out of the county of West Sussex.

**By signing this form I confirm that the details contained in it are correct.**

Signature
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Print your name
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Date
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Please fix your photograph here

**Please do not staple**

You can take this completed application form, together with the document copies supporting your application and photograph (see page 5), to your nearest local authority (West Sussex County Council, District and Borough Councils, and Parish Councils [Mid Sussex only]).

If you are unable to submit your application in person then please post it to your local District or Borough Council.

Please visit **[www.westsussex.gov.uk](http://www.westsussex.gov.uk)** for guidance notes on how to complete this form. Or email **[buses@westsussex.gov.uk](mailto:buses@westsussex.gov.uk)** and we will email you the notes.

## Specification notes for ID photographs

- The photo must be 35mm wide by 45mm deep
- You must have a light background behind you
- The photo must stand out clearly against the background
- The photos must be undamaged, ie no creases caused by paper clips
- Other people or objects must not be visible in the photo
- The photo must be properly focused and clear
- The person must be facing forwards and looking straight into the camera
- Expression must be neutral
- There must be no hair obscuring your eyes, sunglasses or tinted glasses
- The photo must show the applicant's full head without any covering, unless the covering is worn for religious beliefs or medical reasons and subject to the bullet point immediately below
- The photo must be taken with nothing covering the outline of the applicant's nose, eyes and mouth

## Document checklist

### Identification (required for all applicants)

#### Proof of address Tick one box only

- Council tax bill
- Recent utility bill (such as gas, electricity, water, etc)
- Television licence
- Letter from local authority

#### Proof of identification Tick one box only

- Valid passport
- Current driving licence
- Birth certificate
- Other government documents that show your date of birth

#### Photograph

### Senior concessionary pass

Tick one box only

- Concessionary pass application form
- Senior rail voucher application form

### Disabled concessionary pass

Tick one box only

- Concessionary pass application form
- Disabled rail card application (if required)

### Supporting evidence confirming qualifying benefits

Tick one box only

- War Pensions Mobility Supplement
- Copy of entry in local authority disabled persons register
- Blind or visually impaired registration
- Armed forces compensation scheme (levels 1 to 8)
- Independent health or social care specialist letter/report
- Higher rate mobility disability living allowance
- Higher rate attendance allowance

### Supporting evidence confirming inability to drive

Tick one box only

- Letter from the Department for Transport
- Letter from a medical specialist (not your GP)

### Companion disabled concessionary pass

- Concessionary pass application form

### Supporting evidence for companion pass

Tick one box only

- Evidence confirming qualifying benefits
- Letter supporting companion disabled bus pass

### **Data protection statement**

The data provided on this form including any photographic image (which will be held on computer files and in relevant filing systems) will be used by the Council and its approved card supplier, for the purpose of producing bus passes under the English National Concessionary Travel Scheme.