

English National Concessionary Bus Pass Information and Application Form

This leaflet contains information about the English National Concessionary Bus Pass, how to apply and how you can use it.

To receive the English National Concessionary Bus Pass which permits free off-peak travel across England, please read the notes on the next few pages and complete the attached application form. This should be returned to your local district or borough council office.

Applicants are only permitted one pass per person and this should be provided by the Authority responsible for where they live. If the applicant loses their pass or wishes to update their photograph, the cost to replace it is £10. The bus pass is valid until the expiry date on the front, when their pass is replaced for free.

You are required to provide a passport type photograph and the proof of entitlement listed in the eligibility section on page 2.

Disabled applicants must also enclose details relating to their disability and any relevant evidence, for example, registration or medical verification (please see the detail shown on page 3).

All applicants must supply one passport photograph unless advised by their local council office.

The Bus Pass

Once you have received your English National Bus Pass, you will be able to travel free on off peak travel on local bus services (excluding tube/DLR, rail, tram, coach, express or excluded Park and Ride services, community transport and local ferry services) throughout England. The pass is valid for use at the following times:

Location	Monday to Friday (excluding public holidays)	Weekends and Public Holidays
Essex, Southend and Thurrock Authorities	09:00 to 24:00	Anytime
Any other local authority in England (including London) (Not all authorities offer earlier discretionary start times)	09:30 to 23:00	Anytime

You cannot use the companion element of a companion pass outside of Essex, Southend and Thurrock.

Companion travel is not permitted everywhere in England.

This is for applicants who would not be able to regularly make a journey without requiring assistance from a travelling companion to either get on and off the bus, or find out information about the journey (such as a route number or when their stop is).

A specialist's opinion on travel arrangements would be taken into consideration when the application is being assessed.

Pass Use

Free travel is only permitted on local bus services in England within the hours shown above on production of a valid bus pass. At all other times a fare must be paid in accordance with the fares charged by individual operators and cannot be reclaimed from either the operator, the local district, borough or County Council.

How long does a pass last for

Your pass is valid for up to 5 years, depending on the type of pass we have issued. The expiry date will be on the front of your pass. Any replacement of expired passes is free.

Who is Eligible

Permanent residents of Essex who are of the pensionable age. If you were aged 60 before 5 April 2010, you can request a bus pass at once. However, if you became 60 on or after 6 April 2010, the date on which you can claim is based on rules issued by the government. This is due to changes to dates on which women can claim their retirement pension, currently at their 60 birthday. This is changing over a period of years to age 65, the date on which men receive their pensions. This is called Pension Equalisation. For the purposes of claiming a bus pass, this will apply to both women and men. You can find out if you are eligible online at www.canigetapass.org.uk or call us on 01992 564373.

Those who are disabled and who qualify under the criteria shown in the Transport Act 2000 (Section 146 of the Act). For information about the accepted criteria please see page 2 of this document.

How can I show I am eligible?

Please choose one from the evidence shown below, and if applicable to you from page 3, is provided with your application form.

The following evidence of eligibility is required for all applicants

Confirmation of residency:

For example, a **copy** of: rent book, council tax bill, pension statement, utility bill, bank/building society statement; Mooring or Site statement (with the site address and mooring/site number)

Confirmation of age:

For example, a **copy** of: birth certificate, valid driving licence, passport, NHS card, marriage certificate (instead of a birth certificate if married) or pension book. Where one piece of evidence confirms both age and residency, it will be accepted for both.

Confirmation of disability:

The following information shows the criteria which will be taken into account to determine eligibility for a free bus pass in England. This information can be found in the Transport Act 2000 (Section 146 of the Act).

Types of disabled applicants able to claim this concession are those who are **permanently disabled**, or have a disability lasting at least 12 months or which are likely to last **at least 12 months** or are likely to recur.

If the applicant is receiving Higher Rate Mobility Disability Allowance or War Pensioners Mobility Supplement or has a Blue Badge issued by Essex County Council for parking purposes, these will be accepted as proof of eligibility. Alternative evidence is listed on page 3. All evidence from a specialist must have their name, address and phone number to enable us to contact them if necessary.

Shown with each of the criteria is the evidence that is to be supplied to prove eligibility. This information should be provided with the application form.

This is with reference to the form on page 4.

Data Protection Act 1998

The data provided on and with this form including any photographic image will be processed by your local District or Borough Council and Euclid Limited on behalf of Essex County Council for the purpose of producing your National Concessionary Bus Pass. The information will be held securely and will not be shared with any third party unless you have consented to this. The information will be used anonymously for statistical purposes.

Fair Processing notice: The Council has a duty to protect the public funds it administers. To prevent and assist in the detection of fraud, the information you provide on any forms may be shared with other public bodies responsible for auditing or administering public funds, including checks on credit reference agencies.

Criteria and Alternative Evidence Required

A Persons who are blind or partially sighted.

Confirmation required from an eye specialist, Optometrist or GP or Essex County Council registration.

B Persons profoundly or severely deaf.

Proof of Registration or confirmation from a specialist of hearing loss at 70-95dBHL or above.

C Persons without Speech.

Medical evidence from a specialist.

D Persons who have a disability, or has suffered an injury, which has a substantial and long term adverse effect on their ability to walk.

Medical evidence from a specialist or a Blue Badge provided by Essex County Council for parking purposes.

For example, a walking aid or artificial leg does not give automatic right to eligibility

E Persons who do not have arms or have long term loss of use of both arms.

Includes deformity, amputation of one or both arms, muscular dystrophy, spinal cord injury, motor neurone disease or a condition of comparable severity reducing the ability to carry out day to day tasks,

Medical evidence will be required from a specialist.

F Persons who have a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning.

Medical evidence from a specialist or GP or confirmation of registration with Social Care, may have had or have special education provision.

G Would have an application refused for a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988 (section 92 - Physical Fitness), other than on the grounds of persistent misuse of drugs or alcohol.

Can include those suffering with Epilepsy which occurs in any 12 month period, severe mental disorder, Insulin dependant diabetes where the person experiences temporary hypoglycemia, sudden attacks of giddiness or fainting as a result of cardiac disorder or otherwise, Kidney or liver function or other debilitating diseases that may reduce the opportunity to gain a driving licence, or would be unable to read a registration plate in good light at 20.5 metres, with corrective lenses.

Medical evidence is required from a specialist or confirmation of refusal to obtain a driving licence.

Additional Eligibility for Disabled Applicants to include a Companion

Essex County Council may permit a companion to travel as an addition to the travel pass holder within Essex if a person is so severely disabled or impaired they require assistance to travel. This additional concession is non statutory and therefore the criteria is set by the Council. This pass is free but will only be issued where it is considered appropriate. Where evidence is not available the applicant may be required to provide information from their doctor or attend an assessor appointed by the Council. Please ask us about applying for a companion pass.

To be completed by all applicants

This form must be completed by individual applicants only. If completed by a parent or guardian on behalf of a child or a carer for disabled person please complete the additional information at the bottom of this page.

Completion of this form must be made in BLOCK CAPITALS and black ink and **enclose a passport style photograph.**

Bus passes are sent by post to the applicant who should normally receive it within 14 days following receipt of the application. Applications requiring additional confirmation of eligibility may be delayed.

Title: Mr/Mrs/Miss/Ms/Other _____

Surname _____ Forename (s) _____

Address _____

_____ Post Code _____

Date of Birth _____ Email: _____

Telephone Number _____ National Insurance Number _____

Please choose the pass category you are applying for: *please tick*

Eligible older person Disabled person Companion Pass

OR: my bus pass was Lost Spoilt Stolen

Police crime reference no. if stolen: _____

OR: is **due to expire** soon Expiry Date if ending soon _____

You must enclose a replacement administration fee of £10 per pass if lost or spoilt.

If disabled, which of the criteria shown on page 3 applies to you (A–G): _____

Certificates and Declarations

I undertake to surrender the pass issued, to Essex County Council, if any changes in my circumstances render me ineligible for the concession. I have enclosed one passport type photograph if this is a new bus pass application.

Warning: The provision of false information on this form or falsifying a verification of eligibility declaration is a criminal offence; Essex County Council have the right to issue a card only when

satisfied that all the requirements have been met.

I certify that I am a permanent resident within the administrative county of Essex.

Disabled Applicants

Should it be considered necessary I give approval for a medical professional to be contacted for confirmation of the nature and extent of my impairment and agree if so required to attend a clinic for an assessment of my disability to prove eligibility.

Signature of Applicant _____ Date _____

If completing this form on behalf of the applicant please state if Parent/Guardian/Carer and complete the information below.

Title: Mr/Mrs/Miss/Ms Surname _____ Forename _____

Address _____

_____ Post Code _____

Please return this to your local district office:

Epping Forest District Council, Civic Offices, High Street, Epping, Essex, CM16 4BZ