



# National Bus Concession Information

## Who can apply?

You are eligible for a National Bus Concession if you are a permanent resident of Uttlesford **and** you are of state pension age **or** you meet one of the following conditions:

- Persons who are blind or partially sighted
- Persons who are profoundly or severely deaf
- Persons who are without speech
- Persons who have a disability or have suffered an injury, which has a substantial and long term adverse effect on their ability to walk
- Persons who do not have arms or have long term loss of the use of both arms
- 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
- Persons who would, if they applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol.

Applicants who are so **severely disabled** as to require assistance when travelling on public transport may be eligible for a Companion pass and should contact the concessionary fares office for further details.

## How do I apply for a National Bus Concession?

Application forms can be obtained from the district council offices at Saffron Walden, Great Dunmow CIC based in the Dunmow Library or by applying to the **Concessionary Fares Office, Uttlesford District Council, Council Offices, London Road, Saffron Walden CB11 4ER**. When applying for a pass for the first time you will need to provide

- One colour passport photograph
- Proof of eligibility (e.g. pension letter, birth certificate, passport, driving licence)
- Proof of residency (e.g. a utility bill)
- Disabled applicants:
  - Proof that you received higher rate mobility component of the Disability Living Allowance
  - War Pensioner's Mobility Supplement
  - Yellow Card issued by Essex County Council (blind/partially sighted)
  - Certificate of Vision Impairment
  - Social services letter - learning disabilities
  - Revocation letter from DVLA
  - Disabled person's parking badge (Blue Badge)

All completed forms are to be sent to the Saffron Walden address shown above, where arrangements will be made for the pass to be processed and posted to you.

## Travel Tokens

As an alternative to the National Bus Concession, National Transport Tokens are available for use on local rail and some taxi services. Tokens cost £15 for £30 of tokens. Tokens can be obtained from the district council offices at Saffron Walden and the Great Dunmow CIC based in the Dunmow Library. If preferred, tokens can be posted to you on receipt of an application form and payment. When applying for tokens for the first time you will need to provide documentary proof as detailed above for the National Bus Concession. It is advisable to check that the taxi firm will accept tokens before booking.

## **Why do I have to pay for tokens and not for the National Bus Concession?**

The National Bus Concession is a statutory obligation set down by central government under the Transport Act 2000. The government has contributed to the passes but not the tokens. However, this council offers the residents of Uttlesford National Transport Tokens as an option to assist their transport needs.

## **Can I have a bus concession and tokens?**

Only one concession is allowed in any one year: bus concession or tokens.

## **When can I use my National Bus Concession?**

National Bus Concession holders are entitled to free off-peak travel across England from 9.30am to 11pm weekdays (from 9am to midnight weekdays within Essex for Uttlesford pass holders). There are no restrictions at weekends or bank holidays. The pass is for local schedule bus services, it does not cover national coach travel or other modes of transport.

## **Conditions of issue and use - please read carefully**

1. The concession is either a free National Bus Concession or £30 (value of tokens).
2. Only one concession of travel tokens can be taken in any one year from 1 April to 31 March the following year.
3. The National Bus Concession and tokens are not transferable and may only be used by the holder.
4. The council reserves the right to check any supporting documentation.
5. Any change in circumstance, i.e. change of address must be notified to the concessionary fares section.
6. Lost or damaged passes may be replaced; a charge of £5 will be made to cover administration costs. Lost tokens cannot be reissued.
7. No receipt will be given for payment. The concession is the receipt.
8. Each bus concession is issued subject to the conditions of the issuing authority. Conditions may vary from time to time.
9. Tokens may be paid for by cheque (made out to Uttlesford District Council) or debit / credit card.

**Important** - Due to the high cost of providing the concessionary fares scheme it is important that all bus passes and tokens which are no longer required are returned to the council offices. Refunds will be given for unused tokens.

## **Fair Processing Statement**

- Information you submit, or have submitted, in all correspondence to the council will be processed in accordance with the provisions of the Data Protection Act 1998 and relevant legislation.
- The council will use the information you provide or provided for the purpose of performing any of its statutory enforcement duties. It will make any disclosures required by law and may also share this information, both across council departments and with other government organisations.
- If you give or gave information that is incorrect or incomplete, the council may take action against you.



### UTTLESFORD DISTRICT COUNCIL

### National Bus Concession application form 2010/2011 for disabled persons under state pension age

The National Bus Concession enables eligible users to get free off-peak travel on local scheduled bus services anywhere in England. Please provide evidence that you live in Uttlesford (e.g. council tax bill, utility bill etc.) and documentary evidence confirming your disability (e.g. higher rate mobility component of Disability Living Allowance etc). **Please note that we only require photocopies of documents - not originals.**

One recent colour passport size photograph must also be provided for the National Bus Concession.

You may hand in your application form and have your documents verified by the customer service centres in the council offices at Saffron Walden and the CIC in the library at Great Dunmow if you are unable to provide photocopies. Your travel pass will then be processed and posted out to you. If you require any further assistance please telephone 01799 510608.

Please complete the following in full to obtain your travel concession:

Surname: .....	Title: Mr/Mrs/Ms .....
Forename: .....	Date of birth: .....
Address: .....	
.....	
Postcode: .....	Telephone No: .....
<b><i>I have a permanent disability which has a substantial effect on my mobility (please tick relevant box overleaf). I hereby apply for a (please tick which concession you are applying for)</i></b>	
<input type="checkbox"/> Free National Travel Pass (cost free)	<input type="checkbox"/> Replacement travel pass (cost £5)
<input type="checkbox"/> Companion Pass	<input type="checkbox"/> Travel tokens (cost £15 value £30)
Should we need to write to your doctor for confirmation of eligibility please give your doctor's details:	
Doctor's name: .....	
Doctor's address: .....	
.....	

#### Declaration

I declare that I reside permanently in the Uttlesford District Council area and have not already taken up either concession in 2010/2011. I understand that in the event of my being unable to use the pass this must be returned to the council. Any change of circumstances affecting the validity of this concession must be notified to the Concessionary Fares Office, Uttlesford District Council, London Road, Saffron Walden, Essex CB11 4ER. Furthermore I have read and understood the conditions of issue and declare the information supplied to be correct.

Signed: ..... Date: .....

Disabling conditions which would enable a person to claim the statutory concession are those which are permanent or which have lasted at least 12 months - or which are likely to last at least 12 months and have a substantial effect on a person's ability to carry out normal day-to-day activities.

		Please Tick
A	Persons who are blind or partially sighted. <i>Please provide documentary evidence.</i>	
B	Persons who are profoundly or severely deaf. <i>Please provide documentary evidence.</i>	
C	Persons who are without speech. <i>Please provide documentary evidence.</i>	
D	Persons who have a disability or have suffered an injury, which has a substantial and long term adverse effect on their ability to walk. <i>Please provide documentary evidence of high rate mobility Disability Living Allowance (low rate mobility is not a qualifying criteria) or War Pensioner's Mobility Supplement</i>	
E	Persons who do not have arms or have long term loss of the use of both.	
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 (does not include mental illness). <i>Please provide documentary evidence to support this.</i>	
G	Persons who would, if they applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have their application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol. <i>Please provide documentary evidence that your driving licence has either been refused or revoked or documentary evidence to confirm that a driving licence is likely to be refused.</i>	

Applicants who are so **severely disabled** as to require assistance when travelling on public transport may be eligible for a Companion pass and should contact the Concessionary Fares office for details.

**For official use only**

Documents seen

Signed .....

If you require this form in an alternative format and/or language please contact us on 01799 510510.