Concessionary Bus Pass Application Form

OXFORDSHIRE COUNTY COUNCIL
www.oxfordshire.gov.uk
Working for you

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address and evidence of eligibility. Please ensure you do not submit the originals of your evidence documentation.
You can now apply online for a Concessionary Bus Pass, please visit our website for more details:
http://www.oxfordshire.gov.uk/buspass

Section 1 – Information about you

If you are completing the form on behalf of an applicant who is under 16, or who is unable to complete the form themselves, please provide their details in appropriate sections and sign the form on their behalf.

Title (Mr, Mrs, Miss, Ms, other):	**Gender:** Male ☐ Female ☐
Surname:	**First Name:**
Date of Birth (DD/MM/YYYY): ☐☐/☐☐/☐☐☐☐	**Ethnicity:**
Permanent Oxfordshire address:	
	Postcode:
Resident at this address since (DD/MM/YYYY): ☐☐/☐☐/☐☐☐☐	
Telephone Number:	**Mobile Number:**
Email Address:	
Is this your first application?	Yes: ☐ No: ☐ If no, please note Older Person's Bus Passes are automatically renewed. Your new pass will be automatically sent to you by our system 2 weeks before expiry.
If no, is your card:	Lost: ☐ Stolen: ☐ Damaged: ☐ Faulty: ☐ **If stolen, please provide the Crime Reference Number:** …….

Please note if your card has been lost, is visibly damaged or you cannot provide a valid Crime Reference Number, you will need to pay £10 to cover the cost of the replacement card. Please attach a cheque for £10 payable to Oxfordshire County Council to this application (or you may pay by cash at a main library).

IF YOUR APPLICATION IS TO REPLACE A CARD THAT IS LOST, STOLEN, FAULTY OR DAMAGED PLEASE NOW GO TO SECTION 6

Proof of Oxfordshire Residency, dated within the last 3 months:
We need to check that you live in Oxfordshire before we can process your application. Please select one of the following options and provide us with a photocopy of that document:

Either:	☐	A utility bill or bank / credit card statement dated within the last 3 months showing you live at the address provided in Section 1.
Or:	☐	A council tax bill, dated within the last 12 months bearing your name and address as provided in Section 1.
Or:	☐	Driving Licence (including paper counterpart).
Or:	☐	A DWP pension book or other official letter.
Or:	☐	I am applying on behalf of an applicant who does not pay Council Tax and is under the age of 16. I give my consent to the local authority to check school records to confirm their address.

Please note you will not be entitled to a bus pass if you have a visa limiting your stay in the UK **or** you have no recourse to public funds **or** you receive a council tax second home discount for a property in Oxfordshire.

Section 2 – Age Eligibility

Are you entitled to a bus pass because of your age? ☐

Proof of your Age Eligibility:
We need to check your age to make sure you qualify for a Concessionary Bus Pass. Please select one of the following options and provide a photocopy of the documentation:

☐ Birth certificate (with marriage certificate if your name has changed) ☐ Passport
☐ DWP Pension Letter ☐ Valid driving licence

Section 3 – Disability Eligibility - For disabled bus pass applicants only

Proof of your Disability Eligibility:
We need to check your disability to reduce the potential for fraudulent applications for a Concessionary Bus Pass. Please select one of the following options and provide a photocopy of your proof documentation as shown below:

☐ **I am a Blue Badge holder**

No proof required your information will be checked on the Blue Badge database

☐ **I am blind or partially sighted**

One of the following proofs is required:

- A letter from your GP, the letter must clearly confirm your sight impairment
- Confirmation of registration with Oxfordshire County Council's Visual Impairment Team
- A certificate of vision impairment from a consultant ophthalmologist
- A confirmation letter from The Royal National Institute for the Blind

☐ **I am severely or profoundly deaf**

One of the following proofs is required:

- A letter from your GP, the letter must clearly confirm your hearing level is severe or profound
- Confirmation of registration with Oxfordshire County Council's Hearing Impairment Team
- A letter from an aural specialist

☐ **I am without speech and unable to communicate orally in any language**

One of the following proofs is required:

- A letter from your GP, the letter must clearly state that you are unable to make clear basic oral requests/ask specific questions to clarify instructions
- Letter from an appropriate medical specialist

(Persons whose speech is slow or those with a severe stammer do **not** qualify)

☐ **I do not have arms or I have lost the long-term use of both arms**

One of the following proofs is required:

- A letter from your GP confirming the loss of use of both arms is long term (more than 12 months)
- An award notice letter of Higher Rate Mobility Component of Disability Living Allowance (more than 12 months)
- Confirmation you are in receipt of a War Disablement Pension
- A 'Reasons for Decisions Letter' under the Armed Forces Compensation Scheme (AFCS)

☐ **I have a learning disability that started before adulthood (not a difficulty e.g. dyslexia)**

One of the following proofs is required:

- A Letter from your GP confirming that you have a learning disability which started before adulthood
- An award notice letter for the Higher Rate Mobility Component of Disability Living Allowance (greater than 12 months)

(Your disability **must** have started before adulthood and have a lasting effect on development)

☐ **I have a disability or injury, which seriously impairs my ability to walk**

One of the following proofs is required:

- A letter from your GP, the letter must clearly confirm that you cannot or are virtually unable to walk
- An award notice letter for the Higher Rate Mobility Component of Disability Living Allowance (greater than 12 months)
- An award letter for War Pensioner's Mobility supplement (for at least 12 months)
- A 'Reasons for Decisions Letter' under the Armed Forces Compensation Scheme (AFCS)

☐ **I have been, or would be, refused a driving licence due to my medical fitness (other than for misuse of alcohol or drugs)**

- Please provide a letter from the DVLA, your GP or a medical professional stating the reason(s) why you have been/would be refused a driving license under section 92 of the Road Traffic Act 1998. The letter must be specifically worded to state this.

☐ **Do you hold a current valid driving licence?**

If you **do** hold a current driver's licence, please provide a notification letter from the DVLA revoking your licence for longer than 12 months.

Section 4 – Companion Pass Eligibility - For Companion bus pass applicants only

Proof of your Companion Pass Eligibility:
A combined disabled and companions pass is available to any disabled person who cannot travel independently because of serious disability.

Please note children between the age of 5 and 15 who qualify for a disabled pass will be issued with a companion pass automatically.

☐ **Are you a wheelchair user, sight impaired or unable to use public transport without the assistance of a companion?**

One of the following proofs is required

- Proof that you qualify for Carers Allowance
- Proof that you receive Attendance Allowance/DLA (at the highest rate for a minimum of 12 months)
- A letter from your GP, specialist, Social Services, School Head Teacher or relevant professional organisation. The letter must clearly confirm that your disability means you are unable to use public transport without the assistance of a companion.

Section 5 – Your photograph

You must provide a recent passport style photograph with your application to be added to your pass

☐ Photo attached. If you are unable to supply a photograph of your own please visit one of our main libraries or County Council offices where staff will be happy to help take your picture for you.

Section 6 – Declarations and Signature

This authority is under a duty to protect public funds that it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering their concessionary fares scheme.
I accept that my records, including proof of eligibility will be retained securely on a computer database for up to 6 years for the purposes of administering the bus pass scheme and to meet statutory obligations.

By signing this form I confirm that the details provided are correct and accurate and that I accept the Terms & Conditions of this scheme which can be found at www.oxfordshire.gov.uk/buspass.
Copies of the Terms & Conditions may be downloaded from our website or are available on request from the address below. Terms & Conditions are subject to change.

Please ensure that you sign, date and print your name in the boxes below.
The bus pass cannot be issued if this is not completed.

Your signature:	
Date of application:	(DD/MM/YYYY): ☐ ☐ / ☐ ☐ / ☐ ☐ ☐ ☐
Please print your name here:	

Please turn the page and complete the checklist to ensure your application is complete and you have given us all the required information and relevant proof.

Incomplete applications cannot be processed and will cause a delay in you getting your pass and may result in your application being returned to you.

CHECKLIST: HAVE YOU?

All applications:
(except replacement cards)

- ☐ Attached a copy of your proof of address?
- ☐ Attached a passport style photograph?
- ☐ Attached a copy of your proof of age eligibility?

or

- ☐ Attached a copy of your proof of disability eligibility?

Companion Pass applications:

- ☐ Attached a copy of your proof of companion pass eligibility?

Lost/Damaged Card applications:

- ☐ Attached a cheque for £10 payable to Oxfordshire County Council?

Please send completed application forms and accompanying documentation to:

Oxfordshire County Council
ENCTS
PO Box 842,
Oxford
OX1 9LL

Internal Use Only: For completion by libraries and council offices	
Application sent in from:	
Documents checked?	
Is a cheque attached?	
Has a cash payment been taken?	