

# Travel concession scheme

## New applications

Before completing this form please refer to the guidance notes attached.

### Your details

Title: ..... Forename(s): .....

Surname: ..... Date of birth: .....

National Insurance number:

Address: .....

Town: ..... Postcode: .....

Email: .....

Telephone Number (including STD code) or Mobile phone number: .....

I am applying for: (please tick one of the following)

- Wiltshire Bus Pass
- Wiltshire Bus Pass Plus Companion (see guidance notes)
- Taxi vouchers (see guidance notes)

I confirm that I am applying under the following category: (please tick)

- Senior citizen
- Disabled person: (Please specify)
  - Blind or partially sighted
  - Without arms or long-term loss of use of both arms
  - Profoundly or severely deaf
  - Learning disability
  - Without speech
  - Person not permitted to drive on medical grounds
  - Physical disability
  - Wheelchair user applying for taxi vouchers.

### Declaration for taxi voucher applicants only

I certify that I have to use a wheelchair for most of my day-to-day activities and expect this to continue permanently. I agree to give up my right to a bus pass for the duration of this concession.

Signature: ..... Date: .....

If you are a wheelchair user in residential care you will be eligible for vouchers regardless of age, provided that your package of care, if funded by Wiltshire Council, does not already include transport.

### All applicants

I enclose: (please tick)

- A recent passport style photograph (name and postcode written on the reverse in block capitals)
- Proof of permanent primary residence
- Proof of age
- Proof of disability (if applicable).

## Declaration

I certify that the information given on this form is correct and I am a permanent resident in Wiltshire. I understand that the authority is required by law to protect the public funds it administers. It may also share information provided to it with other bodies responsible for auditing or administering public funds, in order to prevent and detect fraud.

Signature: ..... Date: .....

If you are unable to fill out the form yourself, someone else can do it for you, provided they state in what capacity they are doing so.

## Returning your form

Please return the completed application form to the following address:

**Concessionary Bus Pass Wiltshire Council, Passenger Transport Unit, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN**

**Be sure to attach copies of the following:**

- A passport style photograph with your name and Date of Birth clearly written on the back
- Photocopies of the proof of age and proof of primary permanent residency in Wiltshire
- Photocopies of the proof of disability, if you are applying under this category.

**Do not send the original documents. All copies of documents will be securely shredded.**

Alternatively you can hand in your completed form, plus photograph and copies of evidence, to reception at your local Wiltshire Council office who will forward it for processing.

**If you change your address** please inform us as soon as possible and please go to [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) for all the most up to date information for all Wiltshire concessionary travel

**In case of query you can contact us as follows:**

**Telephone:** 0300 456 0100

**Email:** [concessionarybuspasses@wiltshire.gov.uk](mailto:concessionarybuspasses@wiltshire.gov.uk)

**Web:** [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk)

**Information about our services can be made available on request in other formats such as large print and audio.**

**Please contact us by telephone: 0300 456 0100, or email: [customerservices@wiltshire.gov.uk](mailto:customerservices@wiltshire.gov.uk)**

For office use only

**Information taken by:**

Name: (printed) .....

CSU location: ..... Date received: .....

# Travel concession scheme

## Guidance notes

**Please read these notes before completing your application form.**

### **Who can apply for the Wiltshire Bus Pass?**

A person who is a permanent resident of Wiltshire and has reached the qualifying age or qualifies because of their disability can apply.

People who are living temporarily in Wiltshire do not qualify for a concessionary bus pass. You can apply for a bus pass only at your primary place of residence if you have more than one.

### **What is my qualifying age?**

If you were born on or before 5 April 1950 your qualifying age is 60.

If you were born after 5 April 1950 the qualifying age for concessionary travel for women will be state pension age and for men it will be the state pensionable age of a woman born on the same day.

The state pensionable age for men and women will have harmonised at 65 by 2020. Beyond 2020 the age of eligibility for concessionary travel will continue to increase in line with any future changes to the state pension age.

To see at what age you will be entitled to a bus pass, you can check with the state pension age calculator on the web page: [www.gov.uk/calculate-state-pension](http://www.gov.uk/calculate-state-pension) Alternatively, contact us and we will check for you.

When eligibility is based on age, we will not accept new application forms until two weeks before the date of eligibility. Applications that are sent too early will be returned.

### **Do I qualify because of my disability?**

You qualify if you are within one of the seven categories listed in the Transport Act 2000, as shown below:

- Blind or partially sighted
- Profoundly or severely deaf
- Without speech
- Has a disability, or has suffered an injury, that has a substantial or long-term effect on the ability to walk
- Does not have arms or has long-term loss of use of both arms

- Has a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning
- Would, if they applied for the grant of a licence to drive a motor vehicle under part 3 of the Road Traffic Act 1988, have their application refused on the grounds of medical fitness.

Examples of those who are currently barred are people with epilepsy, severe mental disorder and liability to sudden attacks of giddiness or fainting. This does not include those who have had their licence refused/revoked through misuse of alcohol or drugs.

The disability should be permanent or have lasted at least 12 months, be likely to last 12 months, or be likely to recur, and should have a substantial effect on the person's ability to carry out normal day-to-day activities.

### **Disabled person's companion pass**

If, in the opinion of the council, your disability makes you unable to use public bus services without assistance, the council will issue a Wiltshire Bus Pass Plus Companion that enables the applicant and a helper to travel free within the following areas: Wiltshire, Swindon, Bath and North East Somerset, Bristol, North Somerset, Dorset (not including Bournemouth and Poole), Hampshire and South Gloucestershire.

### **Taxi vouchers**

As an alternative to the Wiltshire Bus Pass, taxi vouchers are available to those who use a wheelchair for most of their day-to-day activities and expect this to continue permanently.

By signing the 'declaration for taxi voucher applicants only' on side one, you will give up your right to a concessionary bus pass until the following 31 March.

The value of the taxi vouchers issued for a full year is £40.

The vouchers are posted to you for use from 1 April each year.

On first application a reduced value of vouchers may be issued for the part year.

## What must I include with my application form?

- All applicants must include a passport style photograph with their name and postcode clearly written on the back in block capitals.**
- All applicants must include current evidence, of permanent primary residence in Wiltshire, showing your name at the address on the application form, dated no more than 12 months prior.**
  - Wiltshire Council tax bill
  - Electoral registration
  - Mooring licence
  - TV licence
  - Landline phone bill
  - UK driving licence. (A driving licence can be used as proof of age or proof of residence, **not both.**)
- All applicants must include evidence of age. We will accept a photocopy of one of the following:**
  - State pension entitlement letter
  - Passport
  - Birth certificate
  - UK driving licence. (A driving licence can be used as proof of age or proof of residence, **not both.**)
- If you are applying for the Wiltshire Bus Pass because of disability you must include evidence of disability. We will accept a photocopy of one of the following:**
  - Disability Living Allowance (DLA) award letter showing the mobility component and eligibility dates.
  - Personal Independents Payment (PIP) decision letter showing a score of eight points or more from the moving around activity or the communicating verbally activity and eligibility dates.
  - War Pensioner's Mobility Supplement (WPMS) award letter
  - A letter from the Service Personnel and Veterans Agency (SPVA) stating that you have been certified to have 'a permanent and substantial disability which causes inability to walk or very considerable difficulty in walking'
  - Copy of your blue badge showing serial number, expiry date, and photograph
  - A copy of your latest audio graph showing your hearing is 70 dBHL or above
  - Evidence of registration with other bodies, such as the RNIB
  - Evidence of registration with social service under the Chronically Sick and Disabled Persons Act
  - Current evidence from the DVLA that your UK driving license has recently been refused or revoked on grounds of medical fitness. Dated no more than 12 months prior.

It is likely that the majority of service personnel and veterans who have received compensation for an injury in tariffs 1– 8 of the Armed Forces Compensation Scheme (AFCS) will be eligible for a Wiltshire Bus Pass because of their disability. Please send a copy of your 'Reason for Decision' letter from the Service Personnel and Veterans Agency so that we can assess your eligibility

If you are unable to provide evidence as above we may consider an explanation from a doctor, a consultant or other qualified health professional of how you qualify under the seven categories mentioned previously. This must be on the relevant official headed paper and signed by the qualified health professional in support of your application. Please contact us to discuss what is appropriate before obtaining such a letter.

- If you are applying for the Wiltshire Bus Pass Plus Companion, you must include evidence of disability, as explained in 4 above.**

The evidence of disability, dated no more than 12 months prior, must show one of the following:

- DLA higher rate mobility component and eligibility dates
- PIP score of 12 points in the moving around activity, or 8 points and above in the communicating verbally activity
- evidence of registration as blind
- PIP score of 12 points in the planning and following journeys activity in addition to separate evidence that you are eligible for a bus pass as per paragraph 4 above
- a copy of your latest audio graph showing your hearing reaches 95+dBHL.

If you are unable to provide evidence of the above we may consider a letter of explanation from a consultant, doctor or other qualified health professional of why you are unable to travel on the bus unaided. This must be on official headed paper signed by the qualified health professional in support of your application. Please contact us to discuss what is appropriate before obtaining such a letter.

- If you are applying for taxi vouchers you must sign the declaration headed 'for taxi voucher applicants only'.**
- From 01 January 2017, there is a fee of £10 to replace a lost or damaged bus pass. Please contact Wiltshire Council for more information.**
- A charge of £10 is required to issue a new bus pass if you change your name and or you wish to update your photograph. However this is free, if you inform us at least two months before the expiry date of your current bus pass. The renewed bus pass will show the new details.

Go to [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) for the most up to date information regarding Wiltshire concessionary travel.