

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

Your details

Title _____ Surname _____
Forename(s) _____ Date of birth _____
National insurance number _____
Address _____
Town _____ Postcode _____
Email _____
Telephone _____ Mobile _____

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
 - Significant learning disability
 - Without speech
 - Person not permitted to drive on medical grounds
 - Physical disability
 - Wheelchair user applying for taxi vouchers

All applicants

I enclose: (please tick)

- A recent colour passport photo*
- Proof of permanent primary residence
- Proof of age
- Proof of disability (if applicable)

* Please ensure your name and postcode are written on the reverse in block capitals.

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 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 below.

Name _____ Capacity _____

Taxi voucher applicants only

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.

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 _____

Returning your form

Please return the completed application form by post to: Concessionary bus pass, Wiltshire Council, Passenger Transport, County Hall, Bythesea Road, Trowbridge, Wiltshire BA14 8JN.

Please ensure to include the following with your application form:

- A recent colour passport style photo
(with your name and postcode written on the reverse in block capitals)
- Photocopies of proof of age and permanent primary residency in Wiltshire
- Photocopies of proof of disability, if you are applying under this category.

**Do not send your original documents, as they will not be returned to you.
All copies of documents will be securely shredded once checked.**

If you change your address please inform our concessionary bus pass team as soon as possible.

The most up to date information on Wiltshire concessionary travel can be found on our website, visit wiltshire.gov.uk/transport-public-concessionary-fares.

For more information or if you have a query, you can call **0300 456 0100** or email concessionarybuspasses@wiltshire.gov.uk.

Office use only

Information taken by:

Name _____ Date received _____

CSU location _____

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 (pays Council Tax to Wiltshire Council) 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?

Concessionary bus passes are available for older people who have reached State Pension age.

To check when you can get your concessionary bus pass, visit gov.uk/state-pension-age

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.
- Have 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 Significant Learning Disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning.
- Would, if you applied for the grant of a licence to drive a motor vehicle under part three of the Road Traffic Act 1988, have your 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.

What must I include with my application form?

1. All applicants must include a recent colour passport photo with their name and postcode clearly written on the back in block capitals.
2. 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. Suitable evidence includes;
 - 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.)
3. All applicants must include evidence of age. We will accept a photocopy of one of the following:
 - State pension entitlement letter (dated within the last 12 months)
 - Passport
 - Birth certificate
 - UK driving licence. (A driving licence can be used as proof of age or proof of residence, not both.)
4. If you are applying for the standard Wiltshire bus pass because of disability you must include qualifying 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 (dated within the last 12 months).
 - Personal Independence 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 (must also show when dated, your name and address).
 - War Pensioner's Mobility Supplement (WPMS) award letter (dated within the last 12 months).
 - A recently dated 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'.

- A copy of your audio graph showing your hearing is 70 dBHL or above.
- Copy of Certificate of Visual Impairment (CVI) confirming you are registered as partially sighted.
- Current evidence from the DVLA that your UK driving has recently been refused or revoked on grounds of medical fitness. Dated in the last 12 months.
- 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 requested we may consider an explanation from your registered doctor or consultant of how you qualify under the seven categories mentioned previously. This must be on the relevant official headed paper, dated and signed by the doctor or consultant in support of your application. Please contact the concessionary bus pass team to discuss what is appropriate before obtaining such a letter.

5. If you are applying for the Wiltshire bus pass plus companion (C+), you must include evidence of disability, as explained in point four above. The evidence of disability must also show one of the following:

- DLA higher rate mobility component and eligibility dates, dated within the last 12 months.
- PIP decision letter showing a score of eight points and above in the communicating verbally activity or 12 points in the moving around activity.
- Evidence of registration as blind.
- 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 your registered doctor or consultant of why you are unable to travel on the bus unaided. This must be dated and signed by your doctor or consultant, on their official headed paper, in support of your application. Please contact the Wiltshire concessionary bus pass team to discuss what is appropriate before obtaining such a letter.

Charges for replacements and updates

From 1 April 2023 a charge of £15 is required to issue a new bus pass if you change your name and/or you wish to update your photo during the life of the current bus pass. 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.

From 1 April 2023, there is a fee of £15 to replace a lost, stolen or damaged bus pass. You can pay with a valid debit or credit card. Online at wiltshire.gov.uk/transport-public-concessionary-fares or by phone 0300 456 0100 for Wiltshire Council customer services

Disabled person's companion pass (C+)

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, 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', 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.

Wiltshire Council has a duty to protect personal information;

our Passenger Transport team will process this information in accordance with current Data Protection legislation. This information will be stored on computer and manual files. This personal data will only be used for providing the travel concession, or purposes relating to this service.

For more information visit

wiltshire.gov.uk/privacy

or e-mail dataprotection@wiltshire.gov.uk.