



English National Concessionary Bus Pass Information and application form for a Disabled Person's Bus Pass

Please use this form to apply for a **Disabled Person's Bus Pass**.

- DO NOT use this form if you require an Older Person's Bus Pass.
- DO NOT use this form for a lost, stolen or damaged bus pass. Please contact the East Sussex Bus Pass Information Line on **0300 33 09 471** to order. You will normally need to pay a non-refundable £10 fee, the replacement fees for stolen passes will be waived if you have a valid crime number.
- DO use this form to renew an expiring Bus Pass.

Am I eligible for a Bus Pass?

If you live within the administrative area of East Sussex County Council, for example if you pay your council tax to a district or borough council within East Sussex, and you have a qualifying disability you may be eligible for free travel. The qualifying disabilities are shown on page 2 of this form. All applicants must provide the necessary proof as specified for their particular disability. If you are unable to provide the relevant documentation please ensure a Medical Professional fills in the section on the reverse of the application form. Your application may be refused unless the exact specified proof is presented, so please read carefully.

When can I use my Bus Pass?

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

Location	Weekdays (excluding public holidays)	Weekends and Public Holidays
East Sussex	9.30 a.m. to 11.00 p.m.	Anytime
Any other local authority in England	9.30 a.m. to 11.00 p.m.	Anytime
All buses bearing the Transport for London roundel logo (you cannot use your pass on the Underground, DLR, Trams or non TfL buses)	Anytime	Anytime

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 the operator, the local district, borough, city or county council. Applicants are only permitted one pass per person and this should be provided by the authority responsible for where they live. If you lose your bus pass, it is damaged beyond use or you wish to update your photograph, the cost to replace it is a non-refundable £10 fee. Please contact the East Sussex Bus Pass Information Line on **0300 33 09 471**.

Companion Pass

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) may be entitled to a Companion Pass. A specialist's opinion (someone independent who understands your medical condition) on travel arrangements would be taken into consideration when the application is being assessed. Please submit this in addition to your evidence of disability. **Companion travel is not permitted everywhere in England. You may not be able to use the companion element (if applicable) of a Companion pass outside of East Sussex.**

How long does a Pass last for?

Most bus passes are valid for up to 5 years. The expiry date may vary depending on the disability evidence provided. Up-to-date medical evidence may be required for renewal of your bus pass. The expiry date is printed on the front of your pass. Expired passes may be replaced free of charge but may also be dependent on the renewal evidence.

How do I apply for a bus pass?

To receive the Disabled Person's Bus Pass, which permits free off-peak travel across England, please carefully read the guidance notes and complete the attached application form. This should be posted with your **photocopied** validation documents to: **East Sussex Bus Pass, PO Box 212, Waterlooville, PO7 6ZN.**

Your application **MUST** include:

- the completed application form
- one **photocopy** of a proof of address document from Table 1 (do not send original documents)
- one **photocopy** of a proof of disability document from Table 2 (do not send original documents) OR the reverse section completed by a medical professional.
- one passport style/sized colour photograph of your head and shoulders with a single coloured background placed on the application form as indicated and with your name printed on the reverse. Head wear, unless specified for religious purposes, and tinted glasses are not to be worn.

Photocopiers are available at all East Sussex libraries. East Sussex County Council cannot accept any responsibility for items that are mislaid in the post. Please note that libraries do not provide a "check and send" service for disabled applications.

Table 1

Proof of Address Documents	
VALID Photo Card Driving licence	Proof of Pension entitlement (*)
Recent utility bill (*)	Bank statement (*)
Most recent Council Tax bill	Medical card (*)

* the proof of address must be no more than three months old (with the date clearly visible) and the address must be printed, not hand written.

Table 2

Summary of Eligible Disability & acceptable supporting documents.		
A	Blind or Partially Sighted.	<ul style="list-style-type: none"> • In receipt of a Blue Badge issued after 1 January 2012 (see the valid from date on the badge). • A certificate of visual impairment which confirms you are severely sight impaired (blind) or sight impaired (partially sighted). • A signed letter or form from a consultant ophthalmologist, that you qualify to be registered as severely sight impaired (blind) or sight impaired (partially sighted).
B	Profoundly or Severely Deaf.	<ul style="list-style-type: none"> • Audiological, or aural specialist report, indicating that hearing loss has reached 70 – 95 dBH
C	Without Speech.	<ul style="list-style-type: none"> • Letter/form from your G.P., Consultant, or Senior Practice Nurse confirming that you are Without Speech. • In receipt of PIP, with a score of at least eight points for the "Communicating verbally" activity for a minimum of 12 months. (**)
D	Disability which has a substantial long term adverse effect on your ability to walk.	<ul style="list-style-type: none"> • In receipt of a Blue Badge issued after 1 January 2012 (see the valid from date on the badge). • In receipt of the Higher Rate Mobility Component of Disability Living Allowance (DLA) for a minimum of 12 months. (**) • In receipt of PIP, with an award of eight points or more for the "Moving around" activity for a minimum of 12 months. (**) • Medical evidence that your walking disability is substantially impaired and long term. Any medical proof must be to a similar level as the above DLA or PIP assessments. (**) • SPVA Notice of Walking Disability. • In receipt of War Pensioners Mobility Supplement for a minimum of 12 months.
E	Long term loss of use of both arms or the loss of both arms.	<ul style="list-style-type: none"> • Letter/form from your G.P., Consultant, a Senior Practice Nurse or occupational therapist confirming your condition.
F	Has a learning disability (a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning)	<ul style="list-style-type: none"> • Letter from your G.P., Consultant, or Senior Practice Nurse confirming that your learning disability meets the eligibility criteria. (**) • A letter from social services or a headteacher at a special needs school confirming your learning disability meets the eligibility criteria. (**)
G	Refusal of Driving Licence/Unable to Drive due to medical reasons. The pass must be returned if the restriction is lifted.	<ul style="list-style-type: none"> • Letter from D.V.L.A. confirming the refusal/revocation of a driving licence for a minimum period of 12 months. (**) • A letter/form from your G.P. or another suitable medical practitioner confirming that you are most likely to be refused a driving licence due to your medical condition. (**) <p>This must not include those who would be excluded from applying for a licence, or have been excluded from holding a licence due to the persistent misuse of drugs and/or alcohol.</p>

** Supporting documents must be no more than 12 months old.

Disabilities should have a **substantial effect on your ability to carry out normal day-to-day activities**. It must be permanent, or have lasted at least 12 months, or be likely to last at least 12 months, or be likely to recur.

Please allow at least 10 working days for your application to be considered and, if approved, the pass to be issued. This may take longer if we need to contact medical professionals, and for companion applications.

The East Sussex Bus Pass Information Line: 0300 33 09 471 (local rate)

Declaration by Medical Professional - This page must only be completed by a Medical Professional

I can confirm that the **details overleaf** are correct and the applicant meets the required eligibility (Refer to 'How to apply' and Table 2 for full details) for a Disabled Bus Pass on the grounds that they: (Please tick one box only)

- | | | |
|--|--|---|
| <input type="checkbox"/> are blind or partially sighted. (A) | <input type="checkbox"/> have a disability or have suffered an injury, which has a substantial and long term adverse effect on their ability to walk. (D) | <input type="checkbox"/> have a significant learning disability. (F) |
| <input type="checkbox"/> are profoundly or severely deaf. (B) | <input type="checkbox"/> do not have arms or have long term loss of use of both arms. (E) | <input type="checkbox"/> would have their application for a driving licence refused on the grounds of medical fitness. (G) |
| <input type="checkbox"/> are without speech. (C) | | |

Does the applicant require a companion pass? Yes No

I can confirm the applicant requires a companion pass because they require:

Please tick applicable statement and put a cross in all that do not apply. NO BOXES TO BE LEFT BLANK.

- | | |
|--|---|
| <input type="checkbox"/> Physical assistance onto or off the bus | <input type="checkbox"/> Assistance in planning or managing the journey |
| <input type="checkbox"/> 24/7 attendance due to their condition | <input type="checkbox"/> Assistance in identifying the correct bus |

Diagnosis
(Sight/audio scores if applicable)

Expected longevity of disability: 1 year 3 years 5 years Life

Your Name and Medical Title

Contact Address

Telephone Number (land line):

Signed Date

Official Surgery Stamp
(Required)

Should you require any further information regarding this form please contact East Sussex Bus Pass Information Line on **0300 33 09 471**
You may be contacted by the card issuer to verify these details. Any declaration you make, knowing it to be false, could lead to prosecution.

Data Protection Act 1998

I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems in accordance with the Data Protection Act 1998 for the purposes of producing my pass and administering the concessionary travel scheme. Further information and guidance is available on request.

The data provided on and with this form, including any photographic image, will be processed by Euclid Limited on behalf of East Sussex 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, except in the prevention of fraud. 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 and taking part in the National Audit Office's National Fraud Initiative.

Send to:
East Sussex Bus Pass
PO Box 212
Waterlooville
PO7 6ZN

Need further help? You can:
Call – 0300 33 09 471
Email – concessionarytravel@eastsussex.gov.uk
Web – www.eastsussex.gov.uk/publictransport

**Peel off and
affix photo
FACE DOWN
to clear
window**