

Affix photo here

Disabled Person's Concessionary Bus Pass Application Form

Complete this form if **applying by post** as a **new** applicant to Hampshire County Council for a disabled person's bus pass or a disabled person's companion bus pass

Part One: Personal details (Mr/Mrs/Miss/Ms/Mx/or leave blank):.....

Surname:..... Forenames:

Address:

..... Postcode:

Date of Birth: NI Number (required).....

Telephone Email:

Part Two: Type of concession required (tick ONE box only)

- A disabled person's bus pass (*If you would prefer to upload a digital ID photograph, please apply online at www.hants.gov.uk/buspass*)
- A disabled person's bus pass + C, which includes a companion

Part Three: Evidence of eligibility (*please tick all that apply*)

<input type="checkbox"/> Blind or partially sighted
<input type="checkbox"/> Profoundly or severely deaf
<input type="checkbox"/> Without speech
<input type="checkbox"/> Disability or injury which has a substantial and long-term effect on my ability to walk
<input type="checkbox"/> Without arms or the long-term loss of the use of both arms
<input type="checkbox"/> Severe learning disability
<input type="checkbox"/> Prevented from holding or would be refused a driving licence on medical grounds
<input type="checkbox"/> Member/Veteran of the Armed Services seriously injured in service

Please continue over...

For official use only: Date on system:

Ref no:

Initial:

Part Four: Evidence of identity and eligibility (Send copies only - NO ORIGINALS)

You must include with your application, evidence of **your Name, Hampshire address and date of birth** to enable Hampshire County Council to confirm your eligibility.

For evidence of name and address:

- A copy of an official letter **within the last twelve months** e.g., gas/electricity/telephone bill will provide evidence of your name and address

For evidence of disability please provide ONE of the following:

- Permission to check your Blue Badge record to confirm your disability.
Please complete: Issuing Authority.....Blue Badge number
- A copy of your award letter for the Higher Rate Mobility Component of Disability Living Allowance
- A copy of your award letter for Personal Independence Payment (PIP) where the applicant has been awarded at least eight points or more for the PIP “Moving around” or “Communicating verbally” or tell us if you receive eight points for any other single component.
- A copy of your award letter for a War Pensioners Mobility Allowance
- A copy of your award letter for guaranteed income payment for tariff levels 1- 8 under the 2005-Armed Forces Compensation Scheme
- A copy of your letter from the DVLA giving notice of long-term refusal or withdrawal of driving licence on medical grounds **Note:** misuse of drugs or alcohol are not covered by the definition of disabled person under the part 3 of the Road Traffic Act 1988
 - If the DVLA letter is not available provide a healthcare professional’s medical evidence which states reasons you are unable to drive
 - Audiology evidence demonstrating severe hearing loss 70-95 dB, profound hearing loss 95+ dB or registered with HCC Deaf Services
 - Certificate of Visual Impairment (CVI)

For a Companion bus pass ONLY

In addition to providing evidence of your disability you will need to provide:

- Full PIP award letter showing 10 or 12 points for moving around OR planning a journey.
- A healthcare professional’s report e.g., physiotherapist, podiatrist, nurse etc. containing their contact details confirming your disabilities and inability to travel alone.

Please refer to the ‘A Guide to Concessionary Travel’ for a full list of documents that can be used as evidence of eligibility.

If you require additional support with your application, contact the Hampshire Bus Pass Team on email: concessionary.fares@hants.gov.uk or telephone: 0300 555 1376 8.30am to 1pm

Part Five: Colour passport photograph

You must include with your application a recent, colour, passport sized photograph of yourself with your name and date of birth printed on the back. Your photograph, which must show your head and shoulders only, should be without head gear (except on religious or medical grounds) and be front facing and alone. This will be printed on your bus pass so you can be identified as the pass holder when travelling. We cannot accept photographs that are obscured or marked.

Part Six: Declarations

I confirm that I am a permanent resident in Hampshire and can only have one concession for my sole use to which I am entitled under the Transport Act 2000 and subsequent amendments.

I understand the concession is not transferable. Any misuse can result in the pass being withdrawn or cancelled and a new application will be required with supporting evidence.

I authorise Hampshire County Council to make any enquiries necessary to verify entitlement for travel concessions.

The information given is correct to the best of my knowledge and belief.

Signed: Dated:

If you are completing this form on behalf of 'the applicant', please provide additional information about yourself. By completing this section, you are confirming that the applicant has given you permission to make an application on their behalf and for Hampshire County Council to speak to you about this application, which may include requests for further information or evidence.

Name (print): Relationship to applicant:

Telephone Email:

Signed: Date:

If you are applying to change concession you must return your current concession and the required evidence of disability as shown in part 3 and 4.

Please return this form, evidence of identity, eligibility (copies only) and photograph to 'Bus Pass Team, PO Box 696, FAREHAM PO14 9PD'

- Check list: Hampshire address evidence enclosed:
Disability evidence enclosed:
Passport style photograph enclosed:

If you require additional support with your application, contact the Hampshire Bus Pass Team on email: concessionary.fares@hants.gov.uk or telephone: 0300 555 1376 8.30am to 1pm

Disabled/Companion Person's Concessionary Bus Pass

Terms and Conditions of use: For a full set of terms and conditions of use please visit our website www.hants.gov.uk/buspass

Please note:

- By accepting the offer of a bus pass, the eligible person indicates his/her acceptance of these terms and conditions.
- Photo ID must be of the applicant. HCC reserves the right not to issue a bus pass or to withdraw a pass if the photo provided is of someone other than the applicant. Providing photo ID other than of the applicant may be considered a fraudulent use of the scheme.
- If the pass is misused during bus travel or if it comes to light that any evidence used to support an application for a pass was inaccurate or fraudulent, HCC reserves the right to withdraw the pass.
- All applicants must notify the HCC Concessionary Travel Team of any changes in personal circumstances. This includes changes to name, address or contact details, eligibility or a significant change in appearance'. Proof of changes in personal circumstances will be required before a new pass can be issued.

T&C's may change over time please visit our website for the current version.

Privacy Notice:

Hampshire County Council collects information about you in order to provide you with a Concessionary Bus Pass. We will use the information for the purposes of providing you with a Concessionary Bus Pass and your information may be used for data matching purposes for the detection and prevention of fraud. We will process your data as necessary to comply with a legal obligation to which the County Council is subject (in accordance with the Transport Act 2000 et seq (C38, part II, mandatory travel concessions for journeys not beginning on the London bus network). Where health-related data is required as part of the application, the legal basis is necessary for reasons of substantial public interest.

Hampshire County Council Concessionary Travel Team will share this information with third-party organisations (Euclid) [Privacy Policy - My Bus Pass](#) only for the purpose of facilitating the Concessionary Travel scheme and providing you with a Concessionary Bus Pass. This data will not be shared with any other third party unless there is a legal obligation to do so.

Your information will be stored electronically for the purposes of facilitating the Concessionary Travel service; this data will be held for the life of the card and then according to statutory guidelines. Your paper application will be retained for 90 days. Your travel data will be stored for two years to facilitate the prevention and detection of fraud. Anonymised travel data will be held for longer for the purpose of monitoring services and to plan for future resources.

You have some legal rights in respect of the personal information we collect from you.

Please see our website, details below, for further details.

<https://www.hants.gov.uk/aboutthecouncil/strategiesplansandpolicies/dataprotection> You can contact the County Council's Data Protection Officer at data.protection@hants.gov.uk .

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

If you require additional support with your application, contact the Hampshire Bus Pass Team on email: concessionary.fares@hants.gov.uk or telephone: 0300 555 1376 8.30am to 1pm