

## Application form for an Age-Related Free Travel Bus Pass

Please use this form to apply for an Age-Related Free Travel Bus Pass – new applicants only.

- DO NOT use this form if you require a Disabled Free Travel Bus Pass, you must use the relevant application form.
- DO NOT use this form for a lost/stolen Bus Pass. Please contact the Free Travel Bus Pass Information Line on 0345 600 0659 where you can order and pay for a replacement.
- DO NOT use this form to renew your current Bus Pass. If you have any queries regarding renewals, contact the Free Travel Bus Pass Information Line on 0345 600 0659.

### **Am I eligible for a Bus Pass?**

To be eligible for an Age-Related Free Travel Bus Pass you must have a sole or principal residence in the county of Suffolk and be of eligible age, this is tied to the State Pension age.

If you are unsure of your eligibility date, you can check this via [www.suffolkonboard.com](http://www.suffolkonboard.com) or by contacting the Free Travel Bus Pass Information Line on 0345 600 0659.

### **When can I use my Bus Pass?**

The Bus Pass enables free travel throughout England on weekdays (Monday to Friday) for any journey **starting** between 9.30am until 11pm. Pass holders can enjoy free travel throughout England all day on Saturdays & Sundays and Bank holidays. The Council regrets that it is not responsible for, and has no control over, any amendments or alterations of bus services and timetables. Passes remain the property of Suffolk County Council and a replacement fee of £10 will be incurred if spoilt or lost.\*

If you have any questions regarding the completion of your Bus Pass application form, or wish to report a lost pass, please contact the Free Travel Bus Pass Information Line 0345 600 0659.

\* Replacement fee subject to change

## To Obtain a Bus Pass

Passes can only be applied for by post to: **SCC Free Travel Bus Pass , P.O. Box 212, Waterlooville, PO7 6ZN** using the envelope supplied.

Your application **MUST** include:

- the completed **original** application form
- one **copy** of a proof of age document from Table 1 (**do not send original documents**)
- one **copy** of a proof of address document from Table 2 (**do not send original documents**)
- one passport style/sized colour photograph placed on the application form as indicated (**please print your name on the reverse**)

Table 1

Proof of Age Documents
Birth certificate
VALID Driving licence
Proof of Pension entitlement
Medical Card
Passport

Table 2

Proof of Address Documents
VALID Driving licence
Recent utility bill
Most recent Council Tax bill
Proof of Pension entitlement

Any 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.

Please **do not** send original proof documents. Send photocopies only, ensuring that the date of birth and address are printed and not hand written and can be clearly read. Suffolk County Council cannot accept any responsibility for items that are mislaid in the post. No documentation will be returned.

The Application Form you supply must be the original. This (plus photo) will be retained for our files. Please separate the Form along the perforated line and send only the completed sheet. Your Pass will be posted directly to you. It cannot be collected in person.

Please allow at least 10 working days for your application to be considered and if approved the pass to be issued. Please contact the Free Travel Bus Pass Information Line on 0345 600 0659 if you have not received your pass in this time.

This authority is unable to accept responsibility for any items mislaid in the post.

Lost or spoilt bus passes are subject to a replacement fee of £10.\* Should you lose your Pass or if it is stolen, please notify the Free Travel Bus Pass Information Line on 0345 600 0659 as soon as possible. Please do not hesitate to contact the Free Travel Bus Pass Information Line if you have any queries regarding your bus pass, or need help with your application.

\* Replacement fee subject to change

## Application form for an Age-Related Free Travel Bus Pass

**Office use only**

Age	
Address	
Photo	
Sign/Date	

Please ensure you supply:-

- One COPY of a proof of age document *(Table 1)*
- One COPY of a proof of address document *(Table 2)*
- One passport style/sized colour photograph

Title

Surname

Forename

DoB (dd/mm/yyyy)  /  /  Age  Gender (M/F)  NI No.

Address

Postcode

Telephone

email

PLEASE READ THIS DECLARATION CAREFULLY BEFORE SIGNING YOUR FORM :- I certify that the above information is correct, that I am eligible by age and that I am a permanent resident within the County of Suffolk and that I will abide by the conditions of use which I understand may be revised from time to time.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Top of photo

┌──────────┐

└──────────┘

Clearly print your name on the reverse of your photo and then glue it (face up) in the box indicated.

DO NOT USE ADHESIVE TAPE, A PAPER CLIP OR A STAPLE. This will damage the photo.

Bottom of photo

┌──────────┐

└──────────┘

## **How we use your personal information**

**For information about how Suffolk County Council (SCC) collects and uses personal data to provide and manage services please go to <https://www.suffolk.gov.uk/about/privacy-notice/>, or alternatively please contact the Concessionary travel team on 0345 600 0659.**

**SCC is required by law to protect the public funds it administers. To prevent and detect fraud it may share information provided to it with other bodies for these purposes and for auditing or administering public funds. More information about how we collect and use personal data is available at <https://www.suffolk.gov.uk/about/privacy-notice/audit-data-matching-and-national-fraud-initiative-privacy-notice/>, or alternatively contact Internal Audit on 01473 265887.**