

BUS PASS REPLACEMENT FORM

Full name:	Date of birth:
Address:	Postcode:
Landline:	Email:
Mobile:	

- The Bus Pass is lost
- The Bus Pass is damaged
- The Bus Pass has been stolen
- The Bus Pass requires a change of details

Police: If stolen, please obtain a crime reference number by calling the Police on the following phone number : **101**

Crime reference :

Name of Police Force & Date Reported :

Brighton & Hove City Council is the Data Controller for the purposes of the Data Protection Act 1998. The purpose(s) for which your data will be processed is for Bus Pass replacement. The information you provide may be used to manage other council services in relation to your parking and travel entitlements. It may also be shared with external organisations to prevent or detect crime or fraud. The information you provide will be treated confidentially at all times. For further information on how we use and protect your information, as well as your rights to access information we hold on you, please contact dataprotection@brighton-hove.gov.uk

- I will return the Bus Pass I have declared lost /stolen (if subsequently found)
- I will return the Bus Pass I have declared as damaged/ requested a change of details
- I have enclosed a fee of **£10** for lost and stolen.

There is no payment due for a damaged card if the card is returned on collection of the new card.

Cheques or Postal Orders should be made payable to Brighton & Hove City Council

Any person knowingly making a false statement for the purpose of obtaining a Bus Pass is liable to a fine not exceeding Level 5 or to imprisonment for not more than six months or to both a fine and imprisonment.

Signed:.....Print Name:..... Date:.....

Please return application to:

**Concessionary Travel
Hove PIC,
Hove Town Hall
Norton Road**

Phone: 01273 291924

Email: buspasses@brighton-hove.gov.uk



Hove
BN3 3BQ

<u>Old Concession No:</u>	<u>Payment Method:</u>	Police Verification Stamp
<u>New Concession No:</u>	<u>Issued by:</u>	
<u>Date Issued:</u>	<u>Resident ID No:</u>	

For Office use only