

Application for a National Free Bus Pass on Age Grounds

For office use only

Applicant ID	Photo
Address	ID

Eligibility dates for the National Concessionary Travel Bus Pass are linked to the Government State Pension qualifying age of a woman. If you are unsure of when you qualify, please contact the Concessionary Travel team or check our online eligibility web page.

We may refuse to issue a Bus Pass if you do not provide adequate evidence that you meet the criteria.

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address and identity.

You may apply by post up to a month before your eligibility date, however you will not receive your bus pass until the date you become eligible.

Please note applications may take up to 3 weeks to process.

Section 1 Information about you the Bus Pass applicant

If you are completing the form on behalf of an adult you will need to provide evidence you are entitled to do so. E.g. a power of attorney.

Title	<input type="text"/>
First name(s) (in full)	<input type="text"/>
Surname	<input type="text"/>
Date of Birth	<input type="text"/>
National Insurance Number	<input type="text"/>

Address

Postcode

Home Phone Mobile

Email

Do you currently hold a Bus Pass? Yes No

If yes, which Local Authority issued you with a Bus Pass?

If you currently have a Bus Pass issued by another Local Authority you will need to inform them you have moved and return your Bus Pass to them. You may only be issued with one Bus Pass at a time.

Proof of Your Address

We need to check that you are a resident in this Local Authority area before we can process your application.

Please select one of the following options:

I give consent to the Local Authority to check my personal details on the Local Authority's Council Tax database so that I do not need to submit proof of address

Or,

Please supply a photocopy of **ONE** of the following which is dated within the last three months as proof that you live at the address stated.

<input type="checkbox"/>	Council Tax bill for the <u>current</u> year only
<input type="checkbox"/>	Utility Bill
<input type="checkbox"/>	Mortgage Statement
<input type="checkbox"/>	Signed Tenancy Agreement
<input type="checkbox"/>	Solicitors letter of Completion of Sale
<input type="checkbox"/>	Benefits/Pension Letter
<input type="checkbox"/>	Latest Payslip from current employer IF name, date and address shown
<input type="checkbox"/>	Letter from local Council Tax or Benefits Office
<input type="checkbox"/>	Bank Statement



Photograph

Please provide one recent colour passport-style photograph of you, the Bus Pass applicant, with your name on the back. The photo needs to show the applicant's full face so that the Bus Pass holder can be easily identified and no one else should be in the photograph.

Alternatively this can be emailed to: buspasses@brighton-hove.gov.uk

Please tick here if you are emailing in a photograph

We are also able to take a photograph if you apply in person.

Proof of Your Identity

You must attach a photocopy of the relevant documentation below as proof of your identity. This must show your current name and date of birth.

Photo style Driving Licence (current or expired)

Passport (current or expired)

Birth/Adoption Certificate – **If your birth certificate does not show your current name you will need to also provide a copy of another document listed below.**

Marriage/Divorce Certificate

Civil Partnership/Dissolution Certificate

Change of Name by Deed Poll Certificate

We need to check your identity to reduce the potential for fraudulent applications for a Bus Pass.

Section 2

Further information, declarations and signature

2a. Mandatory declarations about the information you have provided and the application process

I confirm that, as far as I know, the details I have provided are complete and accurate. I realise you may take action against me if I have provided false information in this application form.

I confirm that the photograph I have submitted with my application is a true likeness.

I confirm that I do not currently hold a Bus Pass that has been issued by a different Local Authority.

I understand that I must promptly inform my local issuing authority of any changes that affect my entitlement to a Bus Pass.

I understand that you will deal with all documents relating to this application in line with the Data Protection Act 1998, and you may share them with other Local Authorities, Revenue Protection Officers and the Police to detect and prevent fraud.

I understand that the information I have supplied to support this application is deemed to be “sensitive personal data” and I consent to its disclosure only to a third party who is responsible for the operation and administration of the Concessionary Travel scheme and other Government Departments or agencies, to validate proof of entitlement.

I agree that, if my application is successful, I will not allow any other person to use the Bus Pass for their benefit and I agree that I will use the Bus Pass in accordance with the rules of the scheme.

I understand that my data may be shared with the credit reference agency TransUnion in order to check my identity. Their full privacy notice is available online at: <https://www.transunion.co.uk/legal-information/bureau-privacy-notice>. We can provide paper copies of this on request.

2b. Checklist of documents you may need to enclose

Please ensure you have enclosed all of the relevant documents for the sections of this application form you have completed.

- Proof of your address or consent to check the Local Authority's database
- A photocopy of your proof of identity
- One recent passport style photograph of yourself with your name on the back

2c. Your signature against the declarations in section 2a.

Your signature:*

Date of application:

*If you are signing on behalf of an adult, please provide proof you are able to do so e.g. a power of attorney

Print your name here

Did anyone help you fill in this form? If you are happy for us to contact them with any further questions please provide their details here:

Name

Phone Number

Relationship

Please return this form to:

Concessionary Travel Team
G39
Hove Town Hall
Norton Road
Hove
BN3 3BQ

Email: buspasses@brighton-hove.gov.uk
Phone: 01273 291924
Website: www.brighton-hove.gov.uk

Translation? Tick this box and take to any council office.

ترجمة؟ ضع علامة في المربع وخذها إلى مكتب البلدية. Arabic

অনুবাদ? বক্সে টিক চিহ্ন দিয়ে কাউন্সিল অফিসে নিয়ে যান। Bengali

需要翻譯? 請在這方格內加剔, 並送回任何市議會的辦事處。 Cantonese

ترجمه؟ لطفاً این مربع را علامتگذاری نموده و آن را به هر یک از دفاتر شهرداری ارائه نمایید. Farsi

Traduction? Veuillez cocher la case et apporter au council. French

需要翻译? 请在这方格内划勾, 并送回任何市议会的办事处。 Mandarin

Tłumaczenie? Zaznacz to okienko i zwróć do któregokolwiek biura samorządu lokalnego (council office). Polish

Tradução? Coloque um visto na quadrícula e leve a uma qualquer repartição de poder local (council office). Portuguese

Tercümesi için kareyi işaretleyiniz ve bir semt belediye burosuna veriniz Turkish

other (please state)

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Received on	Date of issue	Start date	Expiry date