

BUS PASS REPLACEMENT FORM

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

- The Bus Pass is lost
 The Bus Pass has been stolen
 The Bus Pass is damaged
 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 General Data Protection Regulation. 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 a lost or stolen pass

There is no payment due for a card that is not working but we must receive the damaged card before a new one is re-issued. You can return this via post or personally to the address below. Please be aware Brighton & Hove City Council are not responsible for non receipt of the Bus Pass.

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 Hove BN3 3BQ

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



For Office use only

<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>	