

# Older Person's Bus Pass Application



If you are of pensionable age and resident in Bristol complete this form to apply for a concessionary bus pass.

## Your details

Title:		First name:		Surname:	
Date of Birth:					
Address:					
Post code:					
Telephone:					
Email:					

## Proof of age

We need to see a copy of official proof of your date of birth.

This proof could be an official document which shows your date of birth, such as your birth certificate, passport or driving licence.

## Proof of address

We need to see a copy of official proof that you live within the Bristol City Council Boundary.

This could be an official document with your current address, such as a bank statement, utility bill, council tax bill, valid photo driving licence, current TV licence or DWP award letter.

If you are liable for council tax in or registered to vote in Bristol, with your permission we can confirm your address for you:

- Please tick this box if you agree for us to check your council tax or electoral register in order to gain proof that you live in Bristol.

## Photo of yourself

You will need to supply a recent colour, passport sized photograph, or digital photograph.

Your photo must:

- measure a standard passport size of 45 mm high by 35mm wide
- be taken within the last month
- be taken against a plain cream or light grey background
- be a close-up of your full head and upper shoulders

Attach  
photograph here  
if posting your  
application

In your photo, you must:

- be facing forward and looking straight at the camera
- have a neutral expression and your mouth closed
- have your eyes open, visible and free from reflection or glare from glasses
- not have hair in front of your eyes
- not have a head covering (unless it's for religious or medical reasons)
- not have anything covering your face
- not have any 'red eye'
- not have any shadows on your face or behind you

You can't wear sunglasses or tinted glasses. You can wear reading glasses but your eyes must show fully through clear lenses without glare or reflections.

## Companion bus pass

Do you need someone to travel with you on public transport (this is called a Companion)?

- Yes
- No

In order to be issued a companion card you must be:

- In receipt of Attendance Allowance, or
- In receipt of the higher rate of mobility for Disability Living Allowance, or
- In receipt of Personal independence Payment (PIP) with a score of at least 8 points for "Moving around", and/or
- In receipt of Personal independence Payment (PIP) with a score of at least 8 points for "Communicating verbally"

**Or**

- Providing evidence from a medical practitioner to confirm that you are unable to travel alone on a bus for medical reasons. – see appendix A

**Sharing information with others**

If there is someone else helping you with your application (such as a friend, relative, or support worker) and you are happy for them to deal with us on your behalf, please provide their name and contact details:

I give my permission for Bristol City Council to share information about my bus pass application with:

Their name: .....

Their connection with you: .....

Their telephone/email details: .....

**Privacy statement: what we do with your personal data**

In order for Bristol City Council to process your concessionary travel application we will need to collect and hold some of your personal details, including your name, address, date of birth, and for some types of travel passes- details of medical conditions. This information will never be used for any purpose other than to validate your application, produce your concessionary travel card, renew it or respond to any queries you may have.

See [www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services](http://www.bristol.gov.uk/about-our-website/privacy-and-processing-notice-for-resource-services) for full details of how your data will be held and used.

**Declaration**

I declare that all the information I have provided is correct. I will notify the Council of any change in my circumstances that may affect my application and understand that the Council may write to my medical professional for further information required to ascertain my eligibility for the scheme. Please note that Bristol City Council cannot reimburse any fee you are charged in the course of obtaining medical evidence.

Signed:

Date:

What to do now	
To email:	Scan your completed form and send it along with your photograph, proof of your age and proof of your address to: <a href="mailto:bus.passes@bristol.gov.uk">bus.passes@bristol.gov.uk</a>
To post:	Send your completed form along with your photograph, and a copy to show proof of your age and address to: Travel Card Office (100 Temple St), Bristol City Council, PO Box 3176, Bristol BS3 9FS
<p>We will aim to process your application within 5 working days of receiving all evidence. In some circumstances this will be delayed if we need to contact you or your medical professional.</p> <p>Please send clear photocopies of evidence only, do not send us original documents.</p>	

If you need help with this form or English is not your first language and you need a translation or you would like this form in a different format, for example braille, audio, large print, easy English, BSL video or plain text please call 0117 922 2600 or email [bus.passes@bristol.gov.uk](mailto:bus.passes@bristol.gov.uk)

Appendix A – Only required for Companion Card if you have not provided evidence of support.

Medical Professionals Evidence

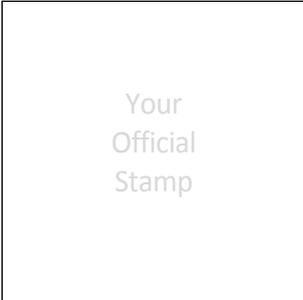
To be filled in by a medical professional (e.g. General Practitioner, Hospital Consultant or Psychiatrist, Community Psychiatric Nurse).

Name of health professional .....

Job title .....

Address .....

.....



I certify that (applicant's name).....

Companion bus pass

Can the applicant only use public transport with the assistance of a companion?

- Yes
- No

If Yes please provide details of the disability and why the applicant requires a companion in order to use public transport.

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Signed.....Date.....