When can I use my Bus Pass?
Once you have received your older person's bus pass, you will be able to travel free using off-peak travel on local bus services (excluding tube/DLR, rail, tram, coach, express or excluded Park and Ride services, Dial-a-Ride community transport and local ferry services) throughout England. The pass is valid for use at the following times:

<table>
<thead>
<tr>
<th>Location</th>
<th>Weekdays (excluding public holidays)</th>
<th>Weekends and Public Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>West Sussex</td>
<td>9.30 a.m. to 11.00 p.m.</td>
<td>Anytime</td>
</tr>
<tr>
<td>Any other local authority in England</td>
<td>9.30 a.m. to 11.00 p.m.</td>
<td>Anytime</td>
</tr>
<tr>
<td>Transport For London Buses (you cannot use your pass on the Underground, DLR, Trams or non TfL buses)</td>
<td>Anytime</td>
<td>Anytime</td>
</tr>
</tbody>
</table>
Pass Use
Free travel is only permitted on local bus services in England within the hours shown (previous page) on production of a valid bus pass. At all other times a fare must be paid in accordance with the fares charged by individual operators and cannot be reclaimed from the operator, the local district, borough, city or county council. Note that a railcard allows one third off peak rail fares. Applicants are only permitted one pass per person and this should be provided by the authority responsible for where they live. If you lose your bus pass, it is damaged beyond use or you wish to update your photograph, the cost to replace it is a non-refundable £10 fee. Please contact the West Sussex Bus Pass Information Line on 033 022 26222.

How long does a Pass last for?
Your pass is valid for up to 5 years. The expiry date is printed on the front of your pass. Expired passes are replaced free of charge and will be issued automatically.

How can I obtain a Bus Pass?
To receive the Older Person’s Bus Pass, which permits free off-peak travel across England, please carefully read these guidance notes and complete the attached application form. This should be posted with your photocopied validation documents to: West Sussex Bus Pass, PO Box 212, Waterlooville, PO7 6ZN.

Your application MUST include:
• the completed application form
• one photocopy of a proof of age document from Table 1 (do not send original documents)
• one photocopy of a proof of address document from Table 2 (do not send original documents)
• one passport style sized colour photograph of your head and shoulders with a single coloured background placed on the application form as indicated and with your name printed on the reverse. Head wear, unless specified for religious purposes, is not to be worn.

Table 1

<table>
<thead>
<tr>
<th>Proof of Age Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth certificate (&amp; marriage certificate, if applicable)</td>
</tr>
<tr>
<td>VALID Driving licence</td>
</tr>
<tr>
<td>Proof of Pension entitlement</td>
</tr>
<tr>
<td>Medical Card</td>
</tr>
<tr>
<td>Passport</td>
</tr>
</tbody>
</table>

Table 2

<table>
<thead>
<tr>
<th>Proof of Address Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>VALID Driving licence</td>
</tr>
<tr>
<td>Recent utility bill (*)</td>
</tr>
<tr>
<td>Most recent Council Tax bill</td>
</tr>
<tr>
<td>Proof of Pension entitlement (*)</td>
</tr>
<tr>
<td>Bank statement (*)</td>
</tr>
<tr>
<td>Medical card (*)</td>
</tr>
</tbody>
</table>

* the 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.

Photocopiers are available at all West Sussex libraries. West Sussex County Council cannot accept any responsibility for items that are mislaid in the post.

The Application Form, plus the photo, will be retained for our files for one year.

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

You should allow at least 10 working days for your application to be considered and if approved, the pass to be issued. Please contact the West Sussex Bus Pass Information Line on 033 022 26222 if you have not received your pass in this time.

Please do not hesitate to contact the West Sussex Bus Pass Information Line if you have any queries regarding your bus pass, or need help with your application.

The West Sussex Bus Pass Information Line: 033 022 26222
Application form for an Older Person’s Bus Pass OR Senior Citizen Railcard

☐ I am applying for an Older Person’s Bus Pass;

OR

☐ I am applying for a Senior Citizen Railcard

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 (not required if applying for a railcard)

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 West Sussex and that I will abide by the conditions of use which I understand may be revised from time to time. I confirm I have read the data protection and fair processing notices on the reverse of this form.

Signed by applicant ____________________________ Date ____________________________

Tick ☐ if signed by power of attorney

Print name ____________________________

Office use only

Age ____________________________

Address ____________________________

Photo ____________________________

Sign/Date ____________________________

Clearly print your name on the reverse of your photo.

To attach photo: Peel off the white patch from the reverse of the form. Ensure that the photo is not placed upside down when placing it Face First onto the clear panel – so that the photo is visible from the front of the form.

If you have downloaded and printed this form, write your name on the back of the photo and then glue it (face up) in the box indicated or, if you must, leave it free. DO NOT USE ADHESIVE TAPE, A PAPER CLIP OR A STAPLE. This will damage the photo.
Data Protection Act 1998
I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems in accordance with the Data Protection Act 1998 for the purposes of producing my pass and administering the concessionary travel scheme. Further information and guidance is available on request.

The data provided on and with this form, including any photographic image, will be processed by Euclid Limited on behalf of West Sussex County Council for the purpose of producing your National Concessionary Bus Pass. The information will be held securely and will not be shared with any third party unless you have consented to this. The information will be used anonymously for statistical purposes.

Fair Processing notice: The Council has a duty to protect the public funds it administers. To prevent and assist in the detection of fraud, the information you provide on any forms may be shared with other public bodies responsible for auditing or administering public funds, including checks on credit reference agencies and taking part in the National Audit Office’s National Fraud Initiative.

Need further help? You can:
Call – 033 022 26222
Email – buspass@westsussex.gov.uk
Web – www.westsussex.gov.uk/buses