

English National Concessionary Bus Pass Information and application form for an Older Person's Bus Pass

Please use this form to apply for an **Older Person's Bus Pass** – new applicants only.

- DO NOT use this form if you require a Disabled Person's Bus Pass. Please use the Disabled Person's Bus Pass application form.
- DO NOT use this form for a lost/stolen Bus Pass. Please contact the West Sussex Bus Pass Information Line on **033 022 26222** to order. You will normally need to pay a non-refundable £10 fee.
- DO NOT use this form to renew an expiring Bus Pass. If you still live at the address to which the pass was initially issued, or you have notified us of any address change since your pass was received, your pass will be automatically renewed and sent to you. If you have moved address within West Sussex and have not informed us of the move, contact the West Sussex Bus Pass Information Line on **033 022 26222**.
- Senior Citizen Railcards are no longer available from West Sussex County Council. Senior Railcards can be purchased online at <https://www.senior-railcard.co.uk/> or in person from any National Rail staffed station ticket office.

Am I eligible for a Bus Pass?

If you live within the administrative area of West Sussex County Council i.e. pay your council tax to West Sussex County Council you are eligible. If you were born on or before 5th October 1954 then (regardless of gender due to the now completed period of pension equalisation) you have already reached state pensionable age and are therefore also entitled to a free bus pass. For those born between 6th October 1954 and 5th April 1960 your state pensionable age is your 66th birthday as is your entitlement to a free bus pass. If necessary you may use our eligibility checker online at www.gov.uk/apply-for-elderly-person-bus-pass or alternatively call the West Sussex Bus Pass Information Line on **03302 226222**.

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:

Location	Weekdays (excluding public holidays)	Weekends and Public Holidays
West Sussex	9.30 a.m. to 11.00 p.m.	Anytime
Any other local authority in England	9.30 a.m. to 11.00 p.m.	Anytime
Transport For London Buses (you cannot use your pass on the Underground, DLR, Trams or non TfL buses)	Anytime	Anytime

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 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

Proof of Age Documents
Birth certificate (& marriage certificate, if applicable)
VALID Driving licence
Proof of Pension entitlement
Medical Card
Passport

Table 2

Proof of Address Documents
VALID Driving licence
Recent utility bill (*)
Most recent Council Tax bill
Proof of Pension entitlement (*)
Bank statement (*)
Medical card (*)

* 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.

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. The Council cannot refund any tickets purchased prior to or during the application process.

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.

Application form for an Older Person's Bus Pass

Office use only

Age	
Address	
Photo	
Sign/Date	

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

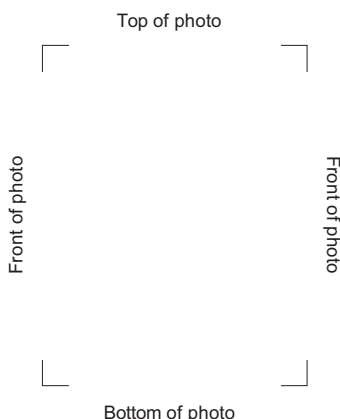
Telephone

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** _____



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.

Send to: **West Sussex Bus Pass**
PO Box 212
Waterlooville
PO7 6ZN

Privacy Notice: West Sussex County Council (WSCC) complies with the Data Protection Act and the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z6413427). Your rights and the Data Protection Officer (DPO) for WSCC can be found on our website at <https://www.westsussex.gov.uk/privacy-policy/> We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for a period of no longer than the lifetime of a concession plus one year after your last concession was valid. 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. Your data may be shared within WSCC only for the purposes of assessing your eligibility for the scheme or for other Council services, and externally with other local authorities or Government agencies only for the purpose of administering the scheme or for the detection and prevention of fraud. We will never share your information with third parties for marketing 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

Apply Online at - www.westsussex.gov.uk/buses

**Peel off and
affix photo
FACE DOWN
to clear
window**