

Application for concessionary seat 2019 to 2020



Please complete in BLOCK CAPITALS and return to:
**Transport Bureau, County Hall, West Street,
Chichester, West Sussex, PO19 1RQ**

(A separate application must
be made for each academic year)

Pupil's Surname:		First Name:	
Male:	<input type="checkbox"/>	Female:	<input type="checkbox"/>
Date of Birth:			
Home Address:			

Postcode:			
Invoice Name/Address (If Different)			

Home Tel No. / Mobile:		School:	
Email address of the parent/carer:			

Travel Arrangements	From	To	a.m.	p.m.
Route No. (If Known)			<input type="checkbox"/>	<input type="checkbox"/>

Payment Method		Note: if you are paying by cheque please do not send payment with this form. You will be invoiced in due course.
Cheque (2 payments)	<input type="checkbox"/>	
Direct Debit	2 payments* <input type="checkbox"/>	7 payments* <input type="checkbox"/>

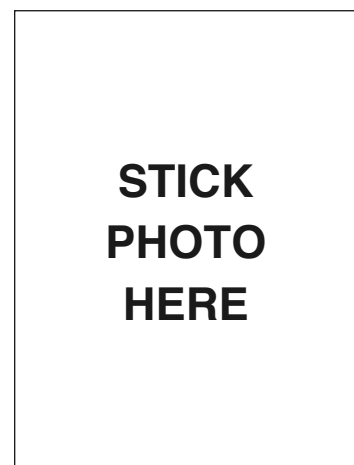
* Please tick as appropriate and return completed "Instruction to your Bank/Building Society" form with this application

Please read this section carefully and sign below if you are prepared to accept the conditions.

- I wish to apply for a concessionary seat on school transport for my child. I have read and accept the conditions of the concessionary seat scheme as specified in leaflet L17 and overleaf.
- I understand that my child is not authorised to travel until a ticket has been issued.
- I understand that the information provided on this form may be stored electronically and processed in accordance with the General Data Protection Regulations and the Data Protection Act.
- I am aware that concessionary seats may be withdrawn if misused or due to poor pupil behaviour.

Signed: _____ (Parent)	PRINT NAME _____	Date: _____
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TRANSPORT BUREAU USE			
To be invoiced	Sec	£	Prim £
Sales Contract No.	_____		
Customer No.	_____		
Route No.	a.m.	_____	p.m.
Start Date	_____		
Comments:			



Conditions of the Concessionary Seat scheme:

1. Applications must be made on form T17.
2. Parents undertake not to allow children to travel until authorised by the Transport Bureau.
3. Children will be deemed to be authorised to travel only when a ticket has been issued.
4. Parents will undertake to settle invoices promptly. Any delay in payment may result in authorisation to travel being withdrawn.
5. If a parent decides to relinquish a concessionary seat, a refund will be given from the date notification is received by the Transport Bureau and only if the unused portion of the ticket is more than 10 consecutive days. No refund will be given for the summer term.
6. Parents and children will be responsible for ensuring that behaviour on the vehicle is acceptable and complies with any code of conduct issued by the school and the County Council. Unacceptable behaviour may result in the withdrawal of the concessionary seat.
7. In the event of the concessionary seat being withdrawn, for use by an entitled pupil, a refund will be given for the unused portion.
8. All documents relating to this application will be processed in line with the Data Protection Act 2018 and the General Data Protection Regulation, and may be shared within West Sussex County Council, your child's school and with your child's transport provider solely for the purposes of arranging and providing home to school transport. This Authority is under a duty to protect the public funds it administers and, to this end, may use the information you have provided on this form for the detection and prevention of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. West Sussex County Council is registered as a Data Controller (Reg. No. Z6413427). For further information, including details of our Data Protection Officer, please see www.westsussex.gov.uk/privacy-policy