



Application for concessionary seat 2023-2024

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

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

1. 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 overleaf.
2. I understand that my child is not authorised to travel until a ticket has been issued.
3. I understand that the information provided on this form may be stored electronically and processed in accordance with the Data Protection Act 2018 and the General Data Protection Regulation.
4. I am aware that concessionary seats may be withdrawn if misused or due to poor pupil behaviour.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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TCG USE ONLY

To be invoiced	Sec	£ <input style="width:50px;" type="text"/>	Prim	£ <input style="width:50px;" type="text"/>
Sales Contract No.	<input style="width:100%;" type="text"/>			
Customer No.	<input style="width:100%;" type="text"/>			
Route No.	a.m.	<input style="width:50px;" type="text"/>	p.m.	<input style="width:50px;" type="text"/>
Start Date	<input style="width:100%;" type="text"/>			

Comments:

Conditions of the Concessionary Seat scheme:

1. Applications must be made on this form.
2. Parents undertake not to allow children to travel until authorised by the Transport Coordination Group.
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 Coordination Group 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. In the event of transport failing to operate, refunds to charges or reimbursements will not normally be made, this includes passengers travelling by use of the concessionary seat scheme.
9. 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, Euclid Ltd who produce bus passes on our behalf and with your child's transport provider, solely for the purposes of arranging and providing home to school transport. The data will be kept until your child reaches the end of statutory school age or two years after the transport is no longer in place (whichever is later).

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, please see www.westsussex.gov.uk/privacy-policy