



Business Administration Support Services

Concessionary Bus Passes
Medway Council
Gun Wharf
Dock Road
Chatham
ME4 4TR
Telephone: 01634 332347
Email: buspasses@medway.gov.uk

Dear Applicant

New concessionary bus pass process

Background information

The English National Concessionary Travel Scheme (ENCTS) was introduced in April 2008 to provide free England-wide off-peak bus travel to eligible older and disabled people.

In 2008 the Department for Transport (DfT) published guidance for local authorities administering the scheme. This guidance has been reviewed to reflect changes in disability benefits – most recently the introduction of the Personal Independence Payment (PIP) to replace Disability Living Allowance (DLA).

In accordance with the new guidance, and to ensure that these changes do not disadvantage people applying for bus passes, Medway Council has introduced a new application process, which will affect all new applicants for concessionary bus passes from 10 June 2013. It will also affect anyone applying to renew a concessionary bus pass from the same date.

To apply for a new bus pass or to renew an existing bus pass

Please complete the attached application form and return to the above address. If the form is not completed, this will lead to a delay in processing your application. Details of the evidence required to support your application are on the reverse of this letter.

Yours sincerely

Business Administration Support Services

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Evidence of Disability Required by Medway Council

Please supply one document from the following list

A- Blind or partially sighted

- Evidence that you are blind or partially sighted - Certificate of Visual Impairment (CVI)
- A letter from an eye specialist confirming this
- KAB registration

B- Profoundly or severely deaf

- Audiology report from aural specialist indicating loss has reached 70-95dBHL
- Proof of registration with Medway Council Deaf Services

C- Without speech

- A letter from a doctor confirming that you are unable to make clear basic oral requests in any language e.g. to ask for a particular destination or fare

D- A disability, or has suffered an injury, which has a substantial and long term adverse effect on your ability to walk.

- Evidence that you are in receipt of the Higher Rate Mobility Component of Disability Living Allowance for a minimum of 12 months
- Evidence that you are in receipt of Armed Forces Compensation Scheme (AFCS) or War Pensioners Mobility Supplement (WPMS) for a minimum of 12 months

E- Does not have arms or has long-term loss of the use of both arms.

- A letter from a doctor confirming that you are unable to use either arm to carry out day-to-day tasks such as paying coins into a fare machine.

F- Has a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning.

- Proof of registration with Social Services
- For children – a letter from the head teacher at a special school confirming eligibility as defined.

G - Would, if you applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have your application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol.

- Letter from the DVLA indicating refusal for a minimum period of 12 months
- A letter from a doctor confirming that you are unfit to drive, detailing the reason and the length of time that you will be unfit to drive.

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Medway Bus Pass (Disability) Application Form



To apply you will need to supply the following:

- Proof of eligibility (about your disability – see enclosed list of acceptable evidence)
 - Proof of address (e.g. utility bill or bank statement – no more than six months old)
- Please send copies only. Medway Council accepts no responsibility for original documents, if you send them.
- Passport style photograph

English national concessionary bus pass scheme

- Bus passes offer free off-peak travel on local buses throughout England. Off-peak generally means 9:30 to 23:00 Monday to Friday, or any time on Saturdays, Sundays or bank holidays.
- **Medway residents** may travel from 9:00 for single journeys that start in the Medway area.
- **In London and other areas outside of Medway** additional restrictions may apply. Please contact the relevant local authority for details.

Your details	
Title: Mr/Mrs/Miss/Ms/other	Surname:
First names (in full):	
Date of birth:	National Insurance no:
Address:	
	Postcode:
Telephone:	Email address:
Please tick to indicate what type of bus pass you are applying for:	
New	
Renewal	
If applying for a renewal pass please provide the concessionary number that is displayed on the pass:	
From the following list, please tick the disability category which applies to you:	

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A	Blind or partially sighted	
B	Profoundly or severely deaf	
C	Without speech	
D	Have a permanent and substantial disability which means you are unable to walk, or you have very considerable difficulty in walking	
E	Do not have arms, or have long-term loss of the use of both arms	
F	Have a significant learning disability	
G	Application for a driving licence has been, or would be, refused on medical grounds (other than persistent misuse of drugs or alcohol)	

I wish to apply for a Medway off-peak bus pass – and confirm that I accept the Terms and Conditions.

Signed:

Date:

Companion Pass

If you are unable to travel by yourself, you may apply for a Companion Pass.

- This pass enables someone to travel with you on the bus free of charge.
- Free travel for the companion is only available for journeys that start in the Medway Council or Kent County Council areas. Companions may not use the pass when they are not travelling with the primary pass holder.
- You will need to provide a letter from a medical or healthcare professional, who is involved in your care, supporting your application.

I wish to apply for a Companion off-peak bus pass

Signed:

Date:

Terms and Conditions - when you accept a bus pass you agree to the following:

- You must show a valid pass each time you travel. In most areas you should show your pass to the driver, but in some places you may need to scan your pass on a machine as you get on the bus. If asked, please tell the driver your destination. Some bus companies issue concessionary tickets/receipts for your journey. If one is issued, please take it and keep it throughout the journey. For more information about bus routes/times, please phone Traveline on 08712 002233 (calls cost 10p per minute plus any charges your network provider makes).
- You cannot travel before 9:30 (9:00 where specifically allowed, including Medway) on weekdays, unless it is a public holiday, or your pass states otherwise.
- Medway Council, and the other councils that run the Concessionary Travel Scheme, cannot guarantee the availability of any bus service.
- The bus driver, ticket inspector, or council representative can ask you about your circumstances, and the journey you are making, to make sure you should have a bus pass, and to monitor the use of the passes.
- You must follow the operator's rules when you travel using your pass. These are explained in their Conditions of Carriage and Passenger Regulations.
- You must not let anyone else use your pass.
- Your pass cannot be used on long-distance or excursion coach journeys, on rail, tube and train services, or on some Park & Ride and leisure bus services.
- Your pass is not valid if it is damaged or defaced.
- Your pass remains the property of Medway Council.

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- You must surrender the pass to a council representative, if asked to do so.
- Medway Council, and other councils that run the Concessionary Travel Scheme throughout England, are not responsible for any losses or damages you suffer when you travel using your pass.
- If you lose your pass, please let Medway Council know immediately. Up to two replacement passes a year may be issued, if you lose your pass. There is a charge of £5.70 for each replacement pass, unless it has been lost in connection with a crime that you have reported to the police. Cash payments can only be accepted at Chatham or Strood contact Points. Payments by credit/debit can be made by phoning Medway Council. Payment by cheque can be made by post.
- If you move away from Medway, please return your pass to Medway Council and apply for a pass in your new area. This will mean that you benefit from any other concessions offered in your new area.

Please note that any information provided on this form is held for data matching purposes and may be used in the prevention and detection of fraud.

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