

# How to apply for a Passport to Leisure

## Step 1

Complete the attached application form. If you live at the same address, put the details of everyone applying for a card on one application form.

## Step 2

Get the right identification or proof of benefit. If you are applying for a Concessionary Passport to Leisure we need to see...

Over 60	Bus pass or birth certificate
Full-time student	Proof of full time status, for example a confirmation letter
Unemployed (on contribution based allowance)	Current Jobseeker's Allowance award letter dated within two months of your passport application or current bank status as proof of payment
Registered disabled	Letter confirming disability and proof of address

If you are applying for a Recreation Passport to Leisure we need to see proof of where you live, such as a bill or bank statement and...

If you receive....	We need to see....
Jobseeker's Allowance - income-based	Current award letter dated within two months of your passport application or current bank statement as proof of payment
Income Support or Employment Support Allowance (ESA) - income-based	Current award letter dated within twelve months of your passport application or current bank statement as proof of payment
Disability Living Allowance, Incapacity Benefit/Employer Support or Carers Allowance	Current award letter or current bank statement
Unemployed school leaver	Document from Connexions
European Volunteer	Letter confirming you are on the EVS scheme
Unemployed Asylum Seeker	Official identification from the Home Office
Guaranteed Pension Credit	Current award letter dated within 12 months of your passport application
Derby City Council Foster Carers	ID Card or a letter from the Council's Fostering and Adoption Team

## Step 3

Take the completed application form, the right identification and proof and payment to any of the following sports centres:

### Moorways Sports Centre

Moor Lane, Allenton,  
Derby, DE24 9HY  
Telephone: 01332 642180  
Minicom: 01332 294526

[www.derby.gov.uk/moorways](http://www.derby.gov.uk/moorways)

### Queen's Leisure Centre

Cathedral Road,  
Derby, DE1 3PA  
Telephone: 01332 641444  
Minicom: 01332 256666

[www.derby.gov.uk/queens](http://www.derby.gov.uk/queens)

### Springwood Leisure Centre

Springwood Drive, Oakwood,  
Derby, DE21 2RQ  
Telephone: 01332 664433  
Minicom: 01332 663809

[www.derby.gov.uk/springwood](http://www.derby.gov.uk/springwood)

# Passport to Leisure Application Form

Please complete the details below and on the next page

New application  Renewal

## Type of Passport you are looking for

Adult  Family

## Concessionary - please tick category

Junior  Over 60s  Full time student  Unemployed  Disabled

## Recreation - please tick category

Jobseeker's Allowance	<input type="checkbox"/>	Income Support/ESA	<input type="checkbox"/>
Disability Living Allowance	<input type="checkbox"/>	Carers Allowance	<input type="checkbox"/>
Incapacity Benefit/Employer Support	<input type="checkbox"/>	European Volunteer	<input type="checkbox"/>
Asylum Seeker	<input type="checkbox"/>	Unemployed School Leaver	<input type="checkbox"/>
Foster Carer	<input type="checkbox"/>	Guaranteed Pension Credit	<input type="checkbox"/>

## Please complete text below in BLOCK CAPITALS

Address \_\_\_\_\_  
 \_\_\_\_\_ Postcode \_\_\_\_\_  
 Home telephone \_\_\_\_\_ Mobile \_\_\_\_\_  
 Email address \_\_\_\_\_

Card	Title	Surname	First Names	Gender M/F	Date of Birth	Current Passport to Leisure number
1						

## Additional members - for card holders who live at the same address

Card	Title	Surname	First Names	Gender M/F	Date of Birth	Current Passport to Leisure number
1						
2						
3						
4						
5						

For office use only Expiry date / /	Proof shown _____			
	Last previous number _____			
	Receptionist name _____ Date _____			
	Venue _____ Receipt number _____			
Card no 1	Card no 2	Card no 3	Card no 4	Card no 5

At Derby City Council we take pride in the services we deliver. We want to make sure that our services are appropriate, fully accessible and free from any barriers or discrimination. To help us check this is working, please fill in this section.

## My ethnic origin is

### Asian or Asian British Dual Heritage

- Pakistani
- Indian
- Bangladeshi
- Other Asian background

### Black and Black British

- Caribbean
- African
- Other Black background

### Dual Heritage

- White and Black Caribbean
- White and Black African
- White and Asian
- Other Dual Heritage background

### White

- British
- Irish
- Other

### Chinese or other Ethnic Group

- Chinese
- Any other ethnic group,  
please give details:

\_\_\_\_\_

Do you consider yourself to be a disabled person? Yes  No

## How did you hear about Passport to Leisure?

- Poster, where? \_\_\_\_\_
- Advert, where? \_\_\_\_\_
- Leaflet
- Mail to home
- Friend or family
- Other, please be specific \_\_\_\_\_

I apply for a Passport to Leisure and I certify that the information that I have provided is correct and that I understand and accept the conditions of the scheme.

Signed \_\_\_\_\_ Date \_\_\_\_\_

A parent or guardian must sign for children under 16 years of age.



Please read and keep the Membership Terms and Conditions, which are on a separate PDF available online.

All personal information provided will be treated in confidence and in accordance with the Data Protection Act 1998. It will be used to administer your Passport to Leisure and only shared with other departments within Derby City Council for this purpose. If you want to receive information on events or other activities from Sport and Leisure, please tick one of these boxes. By post  By email . Please make sure you have given us your email address.