English National Concessionary Travel Scheme

Northumberland County Council

Disabled Person's Concessionary Travel Pass Application Form

Disabled Concessionary Travel passes are awarded to people of fare paying age who qualify under any of the seven categories of disability defined by the Transport Act 2000. The qualifying conditions of the seven categories are very specific and your disability must be long term or likely to last at least 12 months.

To be eligible applicants must reside permanently in Northumberland and meet one or more of the following eligible categories of disability:

A Registered blind or partially sighted

B Severely or profoundly deaf

C Without Speech

D Loss of the use of both arms or without arms

E Disability or injury which has a substantial and adverse effect on ability to walk

F Significant learning disability

G Would be refused a licence to drive a motor vehicle, or have had a licence withdrawn on the grounds of physical fitness, other than on the grounds of persistent misuse of alcohol or drugs; for example:

i. Uncontrolled epilepsy

ii. Severe mental disorder

iii. Liability to sudden attacks of giddiness or fainting (whether as a result of cardiac disorder or otherwise)

iv. Inability to read a registration plate in good light at 20.5 metres (with lenses)

v. Other disabilities (for example vascular dementia, locomotor, renal or neurological disorder)

Please complete all relevant sections of the application form and supply the appropriate documents to confirm your address, identity and evidence of eligibility. Northumberland County Council will be unable to issue a pass if you do not provide adequate evidence that the meet the eligibility criteria or your application may be returned.

Disabled Person's Concessionary Travel Pass Application Form

Use this form to apply for a disabled person's English National Concessionary Travel Scheme bus pass. There are five sections in this you must complete sections one, two and four, section three should only be completed if you are eligible for a companion pass, and section five only needs to be completed if you are submitting evidence from a medical professional.

Part One: "About You". If you are applying by post you must supply a recent passport style and quality colour photograph. Please note hats and sunglasses must not be worn in the photograph; head coverings for religious reasons may be worn but these must not obscure the face. A photograph can be taken free of charge at any of Northumberland County Council's Customer Information Centres for details of your nearest centre call: 0345 600 6400 (local charges apply).

Part Two: "Disabilities and Medical Conditions", you must provide details of your disability and submit the required evidence in order to be eligible for a disabled persons concessionary travel pass, details of the evidence required is outlined under each category of disability.

Part Three ***(optional)***: If you are unable to travel alone you **may** be entitled to a companion pass. Your companion may be a carer, relative or friend of any age. The pass allows you and your companion to travel free of charge as per the Northumberland concessionary bus pass scheme. In order to qualify for a companion pass the applicant **must** be in receipt of one of the benefits outlined on page 7.

Part Four: Submitting your application and declaration, you must sign and date your application and submit your application by following the instructions on page 8 on where to take or post your application. Remember to enclose your supporting documentation, proof of address, proof of identity/date of birth and proof of your disability, with your application. If you are applying by post, do not send original documents, we cannot accept responsibility for the safe return of any documents that are sent to us.

Part Five ***(optional)***: If the applicant is unable to provide relevant evidence of disability, the medical declaration form can be used to evidence entitlement, this form must be completed by a medical professional responsible for the care of the applicant. The Concessionary Travel Team will contact the medical professional to confirm eligibility.

Further help and information
If you need additional help or information with your application please contact the concessionary travel team on 01670 624082 or alternatively e-mail: concessionarytravel@northumberland.gov.uk

Concessionary Travel Team
Policy and Inclusion Unit
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

Medical Assessment
Where there is any doubt about eligibility, Northumberland County Council may seek independent medical evidence to inform their decision. If we need you to have an assessment we will pass any information you have given us to an independent organisation who will carry out the assessment for us.

Charges
We cannot refund any charges you may have to pay your medical specialist for providing proof of your disability

For NCC Office Use Only:

Date Received ☐ Evidence ☐ Decision ☐

Sight ☐ Hearing ☐ Speech ☐ Learning ☐ Arms ☐ Walking ☐ Driving ☐

Part 1: About You

Attach Photo Here

Clearly print your name on the reverse of your photo

Gender Male ☐ Female ☐

Title Miss/Ms/Mrs/Mr/Other

First Name

Surname

Address

Town

Postcode Date of Birth /

Telephone

Email

Preferred method of contact: ☐ Letter ☐ Telephone ☐ E-mail

You will need to provide one of the following as proof of your address dated within the last three months unless otherwise stated:

- Council Tax Bill (dated within the last 12 months)
- Benefit award letter (dated within the last 12 months)
- Utility Bill
- Rent Book/Statement
- Bank Statement

And proof of your identity and date of birth:

- Birth Certificate
- Driving Licence
- Passport

Part 2: Disability and Medical Conditions

On submission of your application please provide the necessary evidence for the category for which you are applying. If you are applying by post, please do not send original documentation, we cannot accept responsibility for the safe return of any documents that are sent to us:

A. I am registered blind or partially sighted ☐

Proof of Eligibility – The evidence required (one of the following):

- Proof of registration
- Certificate of vision impairment (CVI) form or BD8
- A letter from an eye specialist confirming that you are blind or partially sighted
- Your Blue Badge (parking permit), a copy showing both sides
- Armed Forces Compensation Scheme award document showing details of the relevant disability

B. I am severely or profoundly deaf ☐

Proof of Eligibility – The evidence required (one of the following):

- Audiological report from an aural specialist indicting hearing loss has reached 70-95 dBHL in both ears. The hearing loss will be calculated from the better ear and taken as a average across the normal hearing spectrum
- Armed Forced Compensation Scheme award document showing details of the relevant disability

C. I am without speech ☐

This does not include persons whose speech is slow or difficult to understand because of, for example, a sever stammer.

Proof of Eligibility – The evidence required (one of the following):

- Personal Independence Payment (PIP) 8 points or more (Communicating verbally)
- Evidence from a medical professional that you are unable to communicate orally in any language

D. I am without the use of both arms ☐

Proof of Eligibility – The evidence required (one of the following):

- Your Blue Badge (parking permit), a copy showing both sides
- Medical evidence to support that you are unable to use both arms for day to day tasks

- Armed Forced Compensation Scheme award document showing details of the relevant disability

Part 2: Disability and Medical Conditions

E. I have a walking disability ☐

Do you receive the Higher Rate Mobility Component of Disability Living Allowance (DLA) or receive the Enhanced Rate Mobility Component of Personal Independence Payment (PIP)?

Yes ☐ No ☐

Do you receive the War Pensions Mobility Supplement or a benefit under the Armed Forces Compensation Scheme?

Yes ☐ No ☐

Proof of Eligibility – The evidence required:

If **yes** to any of the above we need to see the full award letter that confirms you have been awarded DLA, PIP, War Pensions mobility supplement or a lump sum under the Armed Forces Compensation Scheme

Do you hold a Blue Badge parking permit?

Yes ☐ No ☐

Proof of Eligibility – The evidence required:

If **yes** please provide the Badge Reference Number, the expiry date, and a copy showing both sides.

Badge Reference: _____ Expiry Date: _____

If you have answered **no**, to all of the above, you may still qualify if you have a disability or have suffered an injury which has a substantial and long term adverse effect on your ability to walk or be unable to walk at all.

Proof of Eligibility – The evidence required (one of the following):

- A letter or statement completed by a Doctor or medical professional confirming in accordance with Department of Transport guidance that 'you are unable to walk more than 64 metres without severe discomfort'.
- Section 5 of this application completed by a Doctor or medical professional confirming your eligibility

F. I have a significant learning disability ☐

This is a state of arrested development of mind which includes significant impairment of intelligence and social functioning. The learning disability must have started before adulthood and have a lasting effect on development. This means a significant reduced ability to understand new or complex information, a significant difficulty in learning new skills and be unable to cope independently, e.g. household tasks, socialising or managing money – which affects someone for their whole life.

This includes:

- Down Syndrome
- Severe autistic spectrum disorders
- Other learning disabilities which means that you:
  - Have difficulty in understanding new or complex information, **and**
  - have difficulty learning new skills, **and**
  - are not able to cope independently

You will not be eligible under this category because of:

- Dyslexia or attention deficit disorder – these would not qualify as 'significant impairment of intelligence and social functioning'.
- Dyspraxia – this is incomplete physical development, rather than incomplete development of mind
- Mental Health problems
- ADHD – Attention deficit hyperactivity disorder
- Any condition which started after you became an adult (e.g. brain injury)

Proof of Eligibility – The evidence required (one of the following):

- Letter from the manager or the residential home or supported accommodation where you are a resident
- Letter from a medical professional or Social Services who has you under their care, stating that you have a significant learning disability as defined above
- Statement of Special Educational Need

G. I have a medical condition that means I am unable to apply for/hold a UK driving licence ☐

If you hold a valid driving licence (full or provisional), or your condition is a direct result of the misuse of drugs or alcohol you will not be eligible under this category. This category covers disabilities which are likely to cause your driving of vehicles to be a source of danger to the public. For example dementia, cardiac disorders, severe mental disorders and long term epilepsy.

Proof of Eligibility – The evidence required (one of the following):

- Recent letter from the DVLA indicating refusal or withdrawal of your licence for a minimum of 12 months
- Letter from a medical professional, confirming that you are unfit to drive, detailing the reasons and the length of time for which you will be unable to drive
- Armed Forces Compensation Scheme award document showing details of the relevant disability

Part 3: Companion Passes

Eligibility for a Companion Pass

If you are unable to travel alone you **may** be entitled to a companion pass. Your companion may be a carer, relative or friend of any age. The pass allows you and your companion to travel free of charge as per the Northumberland concessionary bus pass scheme.

Do you wish to apply for a companion pass? (see eligibility criteria outlined below)

Yes ☐ No ☐ (if **no** proceed to part 4)

To qualify for a companion pass you must first be eligible for a disabled persons travel pass, and then answer **yes** to one of the following questions:

Do you receive the Higher Rate **Care Component** of Disability Living Allowance ?

Yes ☐ No ☐

Do you receive the Enhanced Rate **Daily Living Component** of Personal Independence Payment?

Yes ☐ No ☐

Do you receive the **Attendance Allowance** at the Higher Rate?

Yes ☐ No ☐

Proof of Eligibility – The evidence required (one of the following):

- Department of works and pensions award letter confirming the applicant is in receipt of the Higher Rate Care Component of Disability Living Allowance
- Department of works and pensions award letter confirming the applicant is in receipt of the Enhanced Rate Daily Living Component of Personal Independence Payment.
- Department of works and pensions award letter confirming the applicant is in receipt of Attendance Allowance at the Higher Rate.

Your companion is not issued a separate pass. A companion pass has an orange stripe down the right hand side of the pass with a C+ symbol at the top right hand corner which tells the driver that you require a companion. Your companion CANNOT use your pass without you.

Part 4: Submitting your Application

Please ensure you supply:

- ☐ One COPY of a proof of identity
- ☐ One COPY of a proof of address document
- ☐ One passport style/sized colour photograph
- ☐ One COPY of proof of disability document

If applying by post please return to the address below, otherwise visit one of our customer information centres where you can apply in person:

Concessionary Travel Team
Policy and Inclusion Unit
Northumberland County Council
County Hall
Morpeth
Northumberland
NE61 2EF

PLEASE READ THIS DECLARATION CAREFULLY BEFORE SIGNING YOUR FORM – I certify that the information supplied is correct, that I am eligible by Disability and that I am a permanent resident within the County of Northumberland and that I will abide by the conditions of use which I understand may be revised from time to time. I understand that Northumberland County Council or its agents may wish to seek medical or other professional evidence of my disability and authorise you to contact my medical referee.

Data Protection Act 1998 – I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998 for the purpose of producing my pass and administering the concessionary travel scheme. Further information and guidance is available on request.

Signature: _____ Date: _____

Part 5: Declaration by Medical Professional

This page must only be completed by a Medical Professional

Details of applicant:

Title Miss/Ms/Mrs/Mr/Other

First Name

Surname

Date of Birth / /

I can confirm that the applicant named above meets the required eligibility for a Disabled Bus Pass on the grounds that they: (please tick one box only)

☐ are blind or partially sighted.

☐ are profoundly or severely deaf.

☐ are without speech.

☐ have a disability or have suffered an injury, which has a substantial and long term adverse effect on their ability to walk (i.e. would not be able to walk 64 metres without severe discomfort).

☐ do not have arms or have long term loss of use of both arms.

☐ have a significant learning disability (not difficulty) defined as 'A state of arrested or incomplete development of mind, which includes significant impairment of intelligence and social functioning'.

☐ would have their application for a driving licence refused on the grounds of medical fitness.

Description of Disability (Sight/audio scores if applicable)……
……
……
……

For guidance, please indicate how long the disability limitations will last in relation to the eligibility category:

1year ☐ 3 years ☐ 5 years ☐ Life ☐

Your Name and Medical Title: …… .

Contact Address: ……

……

Contact Number: …… .

Signed:..... Date:.....

Official Surgery Stamp (Required)

Please note any fees/charges due as the result of supplying this information are paid by the applicant. Should you require any further information regarding this form please contact Northumberland County Council's concessionary travel team on 01670 624082.