Please use this form to apply for an **Older Person’s Bus Pass** – new applicants only.

- **DO NOT** use this form if you require a Disabled Person's Bus Pass. Please use the Disabled Person's Bus Pass application form.
- **DO NOT** use this form for a lost, stolen or damaged bus pass. Please contact the East Sussex Bus Pass Information Line on **0300 33 09 471** to order. You will normally need to pay a non-refundable £10 fee, the replacement fees for stolen passes will be waived if you have a valid crime number.
- **DO NOT** use this form to renew an expiring Bus Pass. If you still live at the address to which the pass was initially issued, or you have notified us of any address change since your pass was received, your pass will be automatically renewed and sent to you. If you have moved address within East Sussex and have not informed us of the move, you should contact the East Sussex Bus Pass Information Line on **0300 33 09 471**.

**Am I eligible for a Bus Pass?**
To be eligible for an older person's Bus Pass you must be of eligible age and live within the administrative area of East Sussex County Council, for example if you pay your council tax to a district or borough council within East Sussex.

If you were born before April 6th 1953 you may apply at any time as you are now eligible. If you were born after this date you will need to check your eligibility date as the age you become eligible is tied to changes in the State Pension age for women.

This affects both men and women, to do so you may use the Government's eligibility checker on-line at [www.gov.uk/calculate-state-pension](http://www.gov.uk/calculate-state-pension) or alternatively call the East Sussex Bus Pass Information Line on **0300 33 09 471**.

**When can I use my Bus Pass?**
Once you have received your older person's bus pass, you will be able to travel free using **off-peak travel** on local bus services (excluding tube/DLR, rail, tram, coach, express or excluded Park and Ride services, Dial-a-Ride community transport and local ferry services) throughout England. The pass is valid for use at the following times:

<table>
<thead>
<tr>
<th>Location</th>
<th>Weekdays (excluding public holidays)</th>
<th>Weekends and Public Holidays</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Sussex</td>
<td>9.30 a.m. to 11.00 p.m.</td>
<td>Anytime</td>
</tr>
<tr>
<td>Any other local authority in England</td>
<td>9.30 a.m. to 11.00 p.m.</td>
<td>Anytime</td>
</tr>
<tr>
<td>All buses bearing the Transport for London roundel logo (you cannot use your pass on the Underground, DLR, Trams or non TfL buses)</td>
<td>Anytime</td>
<td>Anytime</td>
</tr>
</tbody>
</table>
Pass Use
Free travel is only permitted on local bus services in England within the hours shown (previous page) on production
of a valid bus pass. At all other times a fare must be paid in accordance with the fares charged by individual
operators and cannot be reclaimed from the operator, the local district, borough, city or county council. Applicants
are only permitted one pass per person and this should be provided by the authority responsible for where they
live. If you lose your bus pass, it is damaged beyond use or you wish to update your photograph, the cost to
replace it is a non-refundable £10 fee. Please contact the East Sussex Bus Pass Information Line on 0300 33 09 471.

How long will the bus pass last for?
Your pass is valid for up to 5 years. The expiry date is printed on the front of your pass. Expired passes are replaced
free of charge and will be issued automatically.

What do I need to apply?
To receive the Older Person’s Bus Pass, which permits free off-peak travel across England, please carefully read
these guidance notes and complete the attached application form. This should be posted with your photocopied
validation documents to: East Sussex Bus Pass, PO Box 212, Waterlooville, PO7 6ZN.

Your application MUST include:
• the completed application form
• one photocopied of a proof of age document from Table 1 (do not send original documents)
• one photocopied of a proof of address document from Table 2 (do not send original documents)
• one passport style/sized colour photograph of your head and shoulders with a single coloured background
  placed on the application form as indicated and with your name printed on the reverse. Head wear, unless
  specified for religious or medical purposes, and tinted glasses are not to be worn.

<table>
<thead>
<tr>
<th>Table 1 Proof of Age Documents</th>
<th>Table 2 Proof of Address Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Birth certificate (&amp; marriage certificate, if applicable)</td>
<td>VALID Photo Card Driving licence</td>
</tr>
<tr>
<td>VALID Photo Card Driving licence</td>
<td>Recent utility bill (*)</td>
</tr>
<tr>
<td>Proof of Pension entitlement</td>
<td>Most recent Council Tax bill</td>
</tr>
<tr>
<td>Medical Card</td>
<td>Proof of Pension entitlement (*)</td>
</tr>
<tr>
<td>Passport</td>
<td>Bank statement (*)</td>
</tr>
</tbody>
</table>

* the proof of address must be no more than three months old (with the date clearly visible) and the address must
be printed, not hand written.

Where do I apply?
Once complete you can apply for an Older Person's bus pass by:
• Posting your completed application and photocopied proof documents to: East Sussex Bus Pass, PO Box 212,
  Waterlooville, PO7 6ZN. Photocopying facilities are available in East Sussex Libraries.
• Going into an East Sussex library (except those in Rotherfield, Northiam and Sedlescombe). Library staff will be able
to check your completed application form and verify your proof documents so there will be no need to photocopy
documents. They can send your application off for you.

Please do not send original proof documents. Send photocopies only, ensuring that the date of birth and address
are printed, not hand written and can be clearly read. East Sussex County Council cannot accept any responsibility
for items that are mislaid in the post. No documentation will be returned.

The Application Form, plus the photo, will be retained for our files for 6 years.

How long will it take?
You should allow at least 10 working days for your application to be considered and if approved, the pass to be
issued. Please contact the East Sussex Bus Pass Information Line on 0300 33 09 471 if you have not received
your pass in this time.

Please do not hesitate to contact the East Sussex Bus Pass Information Line if you have any queries regarding
your bus pass, or need help with your application.
Application form for an Older Person's Bus Pass

☐ I am applying for an Older Person's Bus Pass;

Please ensure you supply:-
☐ One COPY of a proof of age document (Table 1)
☐ One COPY of a proof of address document (Table 2)
☐ One passport style/sized colour photograph

Title ____________________________________________________________
Surname __________________________________________________________________
Forename __________________________________________________________________
DoB (dd/mm/yyyy) ___/___/____ Age ___ Gender (M/F) ___ NI No. __________________________
Address ____________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
Postcode __________________________________________________________________________
Telephone __________________________________________________________________________
Email _______________________________________________________________________________

PLEASE READ THIS DECLARATION CAREFULLY BEFORE SIGNING YOUR FORM:- I certify that the above information is correct, that I am eligible by age and that I am a permanent resident within the County of East Sussex and that I will abide by the conditions of use which I understand may be revised from time to time. I confirm I have read the data protection and fair processing notices on the reverse of this form.

Signed by applicant ______________________________________ Date __________________

Tick ☐ if signed by power of attorney Print name _________________________________

Clearly print your name on the reverse of your photo.

To attach photo: Peel off the white patch from the reverse of the form. Ensure that the photo is not placed upside down when placing it Face First onto the clear panel – so that the photo is visible from the front of the form.

If you have downloaded and printed this form, write your name on the back of the photo and then glue it (face up) in the box indicated or, if you must, leave it free. DO NOT USE ADHESIVE TAPE, A PAPER CLIP OR A STAPLE. This will damage the photo.
Send to: East Sussex Bus Pass
        PO Box 212
        Waterlooville
        PO7 6ZN

OR you can have your form checked and sent by visiting an East Sussex library (except those in Rotherfield, Northiam and Sedlescombe).

Data Protection Act 2018

I hereby give my consent for personal information provided as part of this application to be held on computer or other relevant filing systems in accordance with the Data Protection Act 2018 for the purposes of producing my pass and administering the concessionary travel scheme. Further information and guidance is available on request.

The data provided on and with this form, including any photographic image, will be processed by Euclid Limited on behalf of East Sussex County Council for the purpose of producing your National Concessionary Bus Pass. The information will be held securely and will not be shared with any third party, except in the prevention of fraud. The information will be used anonymously for statistical purposes.

Fair Processing notice: The Council has a duty to protect the public funds it administers. To prevent and assist in the detection of fraud, the information you provide on any forms may be shared with other public bodies responsible for auditing or administering public funds, including checks on credit reference agencies and taking part in the National Audit Office’s National Fraud Initiative.

Need further help? You can:
Call – 0300 33 09 471
Email – concessionarytravel@eastsussex.gov.uk
Web – www.eastsussex.gov.uk/buspass

Peel off and affix photo
FACE DOWN to clear window

17/07/19