



English National Concessionary Bus Pass Information and application form for an Older Person's Bus Pass

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 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:

Location	Weekdays (excluding public holidays)	Weekends and Public Holidays
East Sussex	9.30 a.m. to 11.00 p.m.	Anytime
Any other local authority in England	9.30 a.m. to 11.00 p.m.	Anytime
All buses bearing the Transport for London roundel logo (you cannot use your pass on the Underground, DLR, Trams or non TfL buses)	Anytime	Anytime

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 **photocopy** of a proof of age document from Table 1 (do not send original documents)
- one **photocopy** 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 1

Proof of Age Documents
Birth certificate (& marriage certificate, if applicable)
VALID Photo Card Driving licence
Proof of Pension entitlement
Medical Card
Passport

Table 2

Proof of Address Documents
VALID Photo Card Driving licence
Recent utility bill (*)
Most recent Council Tax bill
Proof of Pension entitlement (*)
Bank statement (*)
Medical card (*)

* 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.

The East Sussex Bus Pass Information Line: 0300 33 09 471 (local rate)



Application form for an Older Person's Bus Pass

Office use only

Age: (Please circle one)

BC DL PEN
MC PASS

Address

Photo

Print Name

Sign

Date

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

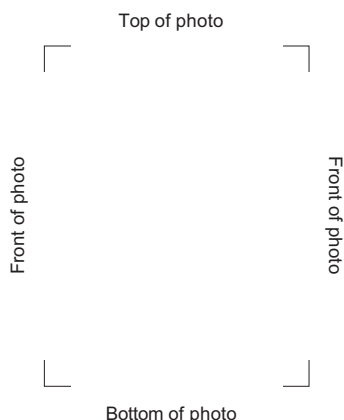
Email

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.

