

Concessionary Diamond Travelcard Application form

Please complete all the relevant sections of the application form and supply the appropriate documents to confirm your identity and evidence of eligibility. When completing this form please refer to the guidance notes at the back of this form. South Gloucestershire Council may refuse to issue you with a Concessionary Diamond Travelcard if you do not provide adequate evidence that you meet the eligibility criteria.

Is the application eligible due to: pensionable age other qualifying reason

Please start at section 1 and complete all relevant sections for your eligibility criteria.

Section 1 - Information about the applicant

If you are completing this form on behalf of an applicant who is under 16 or unable to complete the form themselves, please provide their details in the appropriate sections, complete your details in section 5 and sign section 6 of the form on their behalf.

Current address and contact details:

Title: Mr Mrs Miss Ms other:

First names (in full, no initials):

Surname:

Surname at birth (if known):

Current address:

Postcode:

Home tel:

Email:

Mobile tel:

Date of birth (DD/MM/YYYY):

Place of birth: Town:

Country:

Previous address if different since your last travelcard (if applicable):

South Gloucestershire Council Concessionary Diamond Travelcard reference if applicable/known:

CDT

Documents required to prove identity

Do not send original documents with your application, as these will not be returned. We may check any documentation with the appropriate governing body to verify the information. We will accept photocopies of documentation – apart from photographs.

Photographs

Please enclose **one** recent passport-style photograph of yourself, taken in a self-service booth or any suitable photograph cut down to the appropriate size (45mm x 35mm wide).

Proof of your address

We need to check that you are a permanent South Gloucestershire resident before we can issue a Concessionary Diamond Travelcard. Where we are able to, South Gloucestershire Council will carry out a residency check however if your residency cannot be verified you may be asked to provide supporting evidence.

If you are applying on behalf of an applicant who does not pay Council Tax and is under the age of 16 please enclose one of the following which must be no more than 12 months old:

- NHS Medical letter/card
- Childs bank or building society statement
- DWP or HMRC detailing the child's name and showing their address.
- Other official documentation detailing child's name and address may be considered.

Proof of your identity

We need to check your identity to reduce the potential for fraudulent applications. You must attach a copy of one of the following as proof of your identity.

- birth certificate / adoption certificate
- marriage / divorce certificate
- passport
- civil partnership / dissolution certificate
- valid driving licence

Eligibility under pensionable age

Do you qualify because you have reached pensionable age?

If you are unsure please check the guidance notes at the end of this form.

Yes No

If you are eligible for a Concessionary Diamond Travelcard as you have reached pensionable age, please continue to section 4.

If you are applying for any other reason, please continue to section 2.

Section 2 - Eligibility under automatic qualifying benefit

If you are in receipt of one of the following qualifying benefits please provide details. Please note some applicants may be in receipt of more than one of these benefits.

2a. Higher Rate Mobility Component of Disability Living Allowance

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

Yes No (continue to 2b)

If yes, please provide a copy of:

letter of entitlement to this benefit if issued within the last 12 months or
annual uprating letter if your award letter is more than 12 months old

If you have lost your award letter or your uprating letter, then please contact the Pension, Disability & Carers Service for a new copy – phone 03457 123 456.

2b. Personal Independence Payment (PIP)

Have you been awarded eight or more points against the 'Moving around' activity of PIP?

Yes No

Moving around activity, please tick the description that applies to you:

"I've decided you can stand and then move unaided more than 20 metres but no more than 50 metres." (8 points)

"I've decided you can stand and then move using an aid or appliance more than 20 metres but no more than 50 metres." (10 points)

"I've decided you can stand and then move more than 1 metre but no more than 20 metres." (12 points)

"I've decided you cannot stand or move more than 1 metre." (12 points)

Please provide a copy of your full award letter confirming your entitlement to PIP and the descriptors you are eligible under. The award letter must be dated within the last 12 months.

Have you been awarded eight or more points against the 'communicating verbally' activity of PIP?

Yes No (continue to 2c)

Communicating verbally activity, please tick the description that applies to you:

"I've decided you can express and understand basic verbal information with help from someone who is trained or experienced in helping people to communicate." (8 points)

"I've decided you cannot express or understand verbal information at all, even with help from someone who is trained or experienced in helping people to communicate." (12 points)

Please provide a copy of your full award letter confirming your entitlement to PIP and the descriptors you are eligible under. The award letter must be dated within the last 12 months.

2c. War Pensioner's Mobility Supplement

Do you receive the War Pensioner's Mobility Supplement?

Yes No (continue to 2d)

If yes, please provide a copy of your award letter from the Service Personnel and Veterans Agency

2d. Existing Blue Badge holder

Do you hold a valid Blue Badge?

Yes No (continue to Section 3)

If yes, please supply the following:

Blue Badge number:

Blue Badge expiry date:

Issuing local authority:

If you have no to all of the above questions, please continue to section 3.

If you have answered yes to any of these questions, please continue to section 4.

Section 3 - Eligibility under qualifying disabilities

These questions are intended for people who have a disability which is permanent and has lasted at least 12 months, or is likely to last at least 12 months, or is likely to reoccur. The disability must have a substantial effect on your ability to carry out normal day-to-day activities.

Please note you may need to provide supporting medical evidence. South Gloucestershire Council will not contact medical specialists on your behalf. Please note that South Gloucestershire Council cannot reimburse any fee you are charged in the course of obtaining medical evidence. If there is any further information that is relevant to your application, please enclose a covering letter.

3a. Blind or partially sighted

Are you registered blind or partially sighted?

Yes No (continue to 3b)

If you are registered blind (severely sight impaired) or partially sighted (sight impaired) with South Gloucestershire Council please provide your registration number here:

If you are not registered with South Gloucestershire Council, please enclose a copy of a Certificate of Vision Impairment (CVI) or a BD8 form, signed by a Consultant Ophthalmologist that states that you are blind or partially sighted.

3b. Profoundly or severely deaf

Are you profoundly or severely deaf?

Yes No (continue to 3c)

Please enclose your audiological report, or a report from an aural specialist.

Please note, hearing loss is measured in decibels, dBHL (hearing level). People are generally regarded as having a severe hearing loss if it reaches 70-95 dBHL and a profound hearing loss if it reaches 95+ dBHL.

3c. Without speech or have limited speech

Are you without speech?

Yes No (continue to 3d)

Please provide medical evidence to support that you are unable to make clear basic oral requests (e.g. to ask for a particular destination or fare). This does not include persons whose speech may be slow or difficult to understand because, for example of a stammer, or persons for whom English is not their first language.

3d. Has a disability, or has suffered an injury, which has a substantial and long-term adverse effect on your ability to walk?

Yes No (continue to 3e)

If yes, please complete the following:

Describe any medical conditions / disabilities which affect your walking. If you know them please state the medical terms for the condition you have been diagnosed with.

What medication do you currently take for the condition/disability you described above?

3g. Refused a driving license for medical reasons

Have you been refused a driving license for medical reasons?

Yes No

If yes please supply this confirmation from the DVLA.

Would you be refused a driving license (please see reasons below)?

Yes No (continue to section 4)

If you applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, you would 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.

Under Section 92 of the Road Traffic Act 1988 the Secretary of State may refuse to issue a driving licence on the grounds of the applicant's medical fitness. Those who are currently barred from holding a licence are people with:

some forms of epilepsy

severe mental disorder

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

inability to read a registration plate in good light at 20.5 metres (with lenses if worn)

other disabilities which are likely to cause the driving of vehicles by them to be a source of danger to the public.

Please supply copies of any relevant documents from medical specialists that confirm your current condition(s).

Section 4 – Companion Concessionary Diamond Travelcard

Do you require assistance to travel due to a serious disability, or are you unable to independently access local services and require support to do so.

Yes No (continue to section 6)

You will need to provide supporting medical evidence to confirm that you are unable to travel on public transport unaided.

Your evidence will need to describe any medical conditions/ disabilities that shows you require a companion.

State the medical terms for the condition(s) you have been diagnosed with.

If you are unsure whether you are eligible for a Companion Concessionary Diamond Travelcard, please contact the Concessionary Travel team for further advice.

Please be aware that a Companion Concessionary Diamond Travelcard allows the companion to travel without charge, and is an enhancement to the statutory scheme offered by South Gloucestershire Council. This is only guaranteed for journeys that start within South Gloucestershire. Other local authorities may not offer a similar benefit for journeys starting in their area.

Section 5 – Third Party Consent

If you would like us to be able to discuss your application with a third party please provide their details below.

Title: Mr Mrs Miss Ms other:

First names (in full, no initials):

Surname:

Relationship to the applicant:

Current address:

Postcode:

Home tel:

Mobile tel:

Email:

Signature:

If you wish correspondence to go to a third party, please tick the box and enclose a letter confirming power of attorney.

Section 6 – Declaration

Please read before signing

I declare that all the information I have provided is correct

I understand that I must inform South Gloucestershire Council of any changes that may affect my eligibility to a Concessionary Diamond Travelcard as soon as they happen. This includes change of names and/or address or if I become no longer eligible.

I am a permanent resident of South Gloucestershire and I accept the conditions of use.

I understand that if I give information that is incorrect or incomplete or if I fail to report any changes that might affect my eligibility as soon as they happen or I allow other persons to misuse the card this may result in the Concessionary Diamond Travelcard being withdrawn by South Gloucestershire Council and I, together with those persons who has misused the card, may be prosecuted.

I have read and understood the above declaration

Your signature:

Date of application: (DD/MM/YYYY):

Print your name here:

Contact Details

If you have any queries regarding this form or need to provide information you can:

- Telephone: **01454 868004**
- Email: **contravel@southglos.gov.uk**
- Visit: one of our **One Stop Shops**
 - Kingswood One Stop Shop, Civic Centre, High Street, Kingswood BS15 9TR
 - Yate One Stop Shop, next to Leisure Centre, Yate BS37 4DQ
 - Patchway One Stop Shop, Patchway Hub, Rodway Road, Patchway BS34 5PE

Please note disabled parking is available at all of our One Stop Shops.

Return your completed application form and relevant documents to:

South Gloucestershire Council
Chief Executive & Corporate Resources Department
Concessionary travel
PO Box 1953
Bristol
BS37 0DB

If you do not pay the full postage, Royal Mail will not deliver your application. Please check at your nearest

Post Office to make sure you have paid the full cost of the postage for the size of the envelope you use.

Data Protection Act 1998

South Gloucestershire Council is under a duty to protect the public funds it administers, and will use the information you have provided on this form for the prevention and detection of fraud. It will also share this information with other bodies responsible for auditing or administering public funds and will use it for comparison across the council and with external organisations for the prevention and the detection of fraud.

I understand that the medical information I have supplied to support this application is deemed to be "sensitive personal data". I give my consent for it to be disclosed to third parties who are responsible for the operation and administration of the concessionary travel scheme and other Government departments or agencies, to validate proof of eligibility.