Application for a Bus Pass

Form BP1 (July 2018)

Please read

With this application you need to send us

A photocopy of proof of identity i.e.:
  • Passport, driving licence or birth certificate

AND

A photocopy of proof of residence in Buckinghamshire
  • Bank or building society statement, Council tax bill

Without proof of identity and a separate proof of address we are unable to process your application.

AND

A photo
  • For new applications, you must attach a photograph.
  • For card renewals, we can use the existing photograph on your current card or you can attach a new one.

Card renewal applications

We accept renewal applications from 90 days before your pass expires. You may only renew your pass if it was issued by Buckinghamshire County Council. If your pass was issued by another local authority, apply for a new bus pass. Please do not tick the renewal option. If you are still at the same address the quickest way to renew your pass is by calling our automated telephone line 01296 873011. You will need to have your old bus pass number to hand when calling.

Please note

You will need to contact us if you wish to replace a lost, damaged or stolen card or to register a change of address.

Email: buspasses@buckscc.gov.uk

If your pass has expired, please contact us.

You can apply online:

www.bucksc.gov.uk/transport/buses-and-trains/concessionary-bus-passes/

There is no charge for a new concessionary bus pass or for renewal of an existing pass. You will however be charged £10 to get another pass if yours is lost or stolen.
Personal Details

* Questions marked with an asterisk (*) are mandatory

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<tr>
<td>* First Name</td>
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<td>* Surname</td>
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<td>* Other Names</td>
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<tr>
<th>National Insurance Number</th>
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<tr>
<td>* Gender</td>
<td>Male</td>
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* Is this a new application  
  or a renewal  

* I would like to apply for or renew my  
  Older Person’s Bus Pass  
  Disabled Person’s Bus Pass  

* Your date of birth  
  (DD/MM/YYYY)  
  ___ / ___ / ____ ___ __ 

Ethnicity

- Not stated  
- White British  
- Mixed white/black African  
- Asian Bangladeshi  
- White Irish  
- Mixed white/black Caribbean  
- Asian Indian  
- White other  
- Other ethnic  
- Asian other  
- Chinese  
- Black African  
- Mixed Asian  
- Black Caribbean  
- Mixed other  
- Black other  
- Mixed white  

Please sign the back of your photograph and securely fix it here with tape.
Address Details

Main address

* House name / flat number: 
  Line 2 
  Line 3 
  *Town 
  County Buckinghamshire 
  * Post Code

Your previous address
(if you lived here less than 6 months ago)

Contact Details

* Please provide at least one contact number.
  Home phone 
  Mobile phone 
  Email address

The email address will be used by Buckinghamshire County Council to send you a confirmation when the application is submitted

If you have not lived at this address for more than 6 months, please tick this box

○
Disability eligibility

* I certify that I am eligible to receive a Bus Pass on the following grounds of disability:

- Blind or partially sighted
- Profoundly or severely deaf.
- Without speech
- Have a disability or have suffered an injury which has substantial and long-term adverse effect on the ability to walk.
- Do not have arms or have long-term loss of the use of both arms.
- Have a learning disability i.e.: A disorder which affects a person’s ability to take in, remember, understand and express information, and which may make it difficult for that person to read, write, spell or solve problems.
- Have been refused a driving licence because of physical incapacity (does not include refusal on grounds of drug or alcohol misuse)
- Are in receipt of Higher Rate Mobility Component for Disability Living Allowance (HRMCDLA)
- Other condition. Please specify:

* For completion by GP/Health Professional

Signed:

Print:

Date:

* Official stamp

A companion endorsement may be available for any eligible person who can't travel unaccompanied. Written proof from a Health Practitioner will be required.
Return your completed form

Please check that you have

○ Completed all the questions on this form
○ A passport size photo, signed on the reverse
○ Proof of identity
○ Proof of address which must be a bank or building society statement or Council Tax bill or driving licence

○ * Signed: ____________________________  * Date: ______________________

Return your completed form to

Buckinghamshire County Council
Concessional Bus Passes
King George V House
King George V Road
Amersham
HP6 5AW

Tel: 01494 586539  Email: buspasses@buckscc.gov.uk
Website: www.buckscc.gov.uk/transport/buses-and-trains/concessionary-bus-passes/

Office use only

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<th>Customer No.</th>
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<td>Received Date</td>
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<td>Date Entered</td>
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IMPORTANT: Guidance notes for completing this form

What is the definition of a local bus service?
Local buses are run by operators to a published timetable that the public can use without advance booking. In Buckinghamshire this includes all services except those operated by National Express and dial-a-rides. There are some instances where longer distance coach and bus operators may have registered as a local bus service, so if you are unsure about whether you can use your pass on long-distance buses and coach trips, check with the company first.

Are there alternatives to a free bus pass?
Buckinghamshire County Council does not offer an alternative travel concession to the free bus pass. Your District Council may offer an alternative scheme.

What happens if I lose my pass?
Please contact us immediately if your pass is lost, stolen or damaged. There is a replacement charge of £10 to replace a lost bus pass. If your pass has been stolen and you have a crime number from the police then this fee will be waived.

What should I do if I move away from Buckinghamshire?
Please return your pass to the address below. You will need to apply for a new pass from your new local authority.

Who do I contact if I have any queries regarding the bus pass scheme?
For further details or to answer any queries you may have, please call us on 01494 586539, alternatively you can email us at buspasses@buckscc.gov.uk or write to us at:

Buckinghamshire County Council
Bus Pass Team
King George V House
King George V Road
Amersham
HP6 5AW

What do you do with my personal information?
We will use the data you give us to administer and provide the service to you. We may contact you about other Council services but you may choose to opt out of this service by indicating on the application form.
Data Protection Information

By applying for a bus pass, we will need to collect and use personal information about you to produce and manage this bus pass. You have the right to request information about how we use your data and if you have any queries about how we might use your personal data please contact us either by post at:

Buckinghamshire County Council
Bus Pass Team
King George V House
King George V Road
Amersham
HP6 5AW

or via email at buspasses@buckscc.gov.uk

Further information is available on our website www.buckscc.gov.uk searching for 'data protection'.
Your Photo

Please see the examples below what makes an acceptable photo. This will help to ensure that your photo is accepted. Your photo must be in colour.

Your photos must:
- be a close-up of your full head and upper shoulders
- contain no other objects or people
- be in clear contrast to the background

In your photo, you must:
- be facing forward and looking straight at the camera
- have a neutral expression and your mouth closed
- have your eyes open, visible and free from reflection or glare from glasses
- not have hair in front of your eyes
- not have a head covering (unless it’s for religious or medical reasons)
- not have anything covering your face
- not have any ‘red eye’
- not have any shadows on your face or behind you

You can’t wear sunglasses or tinted glasses.

You can wear reading glasses but your eyes must show fully through clear lenses without glare or reflections.