



## English National Concessionary Bus Pass Information and application form for an Older Persons Bus Pass

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

- DO NOT use this form if you require a Disabled Persons Free Travel Bus Pass.
- DO NOT use this form for a lost/stolen Bus Pass. Please contact the Essex Bus Pass Information Line on **0345 200 0388** to replace your pass. You will normally need to pay £10 to replace a lost or spoilt pass unless the loss was as the result of theft and a Police Crime Number is supplied.
- 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 Essex and have not informed us of the move, contact the Essex Bus Pass Information Line on **0345 200 0388**.

### Am I eligible for a Bus Pass?

If you live within the administrative area of Essex County Council i.e. pay your council tax to Essex County Council as opposed to Southend-On-Sea Borough Council or Thurrock Council, you are eligible. If you were aged 60 before 5 April 2010, you can request a bus pass now. The age eligibility for a free bus pass after 6 April 2010 for women is of state pensionable age and for men is the pensionable age of women born on the same day. This is because of the government's introduction of pension equalisation. The table below summarises eligibility or you may use our eligibility checker online at [www.canigetapass.org.uk](http://www.canigetapass.org.uk) or alternatively call the Essex Bus Pass Information Line on 0345 200 0388.

| Date of birth<br>from | to           | Eligibility date |
|-----------------------|--------------|------------------|
| before Mar 05, 1953   |              | Now              |
| Mar 06, 1953          | Apr 05, 1953 | Mar 06, 2016     |
| Apr 06, 1953          | May 05, 1953 | Jul 06, 2016     |
| May 06, 1953          | Jun 05, 1953 | Nov 06, 2016     |
| Jun 06, 1953          | Jul 05, 1953 | Mar 06, 2017     |
| Jul 06, 1953          | Aug 05, 1953 | Jul 06, 2017     |
| Aug 06, 1953          | Sep 05, 1953 | Nov 06, 2017     |
| Sep 06, 1953          | Oct 05, 1953 | Mar 06, 2018     |
| Oct 06, 1953          | Nov 05, 1953 | Jul 06, 2018     |
| Nov 06, 1953          | Dec 05, 1953 | Nov 06, 2018     |

### When can I use my Bus Pass?

Once you have received your older persons 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 |
|--|--------------------------------------|------------------------------|
| Essex & Southend   | 9.00 a.m. to midnight                | Anytime                      |
| Thurrock   | 9.00 a.m. to 11.00 p.m.              | Anytime                      |
| Any other local authority in England<br>(Not all authorities offer earlier discretionary start times – you should check before travel) | 9.30 a.m. to 11.00 p.m.              | Anytime                      |
| Transport For London Buses<br>(you cannot use your pass on the Underground, DLR or Trams)  | 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 or details, the cost to replace it is £10. Please contact the Essex Bus Pass Information Line on **0345 200 0388**.

## How long does a 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.

## How can I obtain a Bus Pass?

To receive the Older Persons Bus Pass, which permits free off-peak travel across England, please carefully read the guidance notes and complete the attached application form. This should be posted with your **photocopied** validation documents to: **Essex ENCTS Bus Pass, PO Box 212, Waterlooville, PO7 6ZN**.

Your application **MUST** include:

- the completed **original** 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 purposes, is not to be worn.

Table 1

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

Table 2

| Proof of Address Documents       |
|----------------------------------|
| VALID 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.

Any 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.

The Application Form you supply must be the original. This, plus photo, will be retained for our files and future pass issue.

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

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 Essex Bus Pass Information Line on **0345 200 0388** if you have not received your pass in this time.

Please do not hesitate to contact the Essex Bus Pass Information Line if you have any queries regarding your bus pass, or need help with your application.

# Application form for an Older Persons Bus Pass

| Office use only |  |
|-----------------|--|
| Age             |  |
| Address         |  |
| Photo           |  |
| Sign/Date       |  |

**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**

**Mobile**

**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 Essex 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** \_\_\_\_\_ **Date** \_\_\_\_\_

Top of photo

{
}

{
}

Bottom of photo

**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:** Essex ENCTS Bus Pass,  
PO Box 212,  
Waterlooville,  
PO7 6ZN

**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 in accordance with the Data Protection Act 1998 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 Essex 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 unless you have consented to this. 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 – 0345 200 0388**

**Email – [help@canigetapass.org.uk](mailto:help@canigetapass.org.uk)**

**Web – [www.canigetapass.org.uk](http://www.canigetapass.org.uk)**

**Peel off and affix  
photo FACE  
DOWN to clear  
window  
(If downloaded  
this does not  
apply)**