

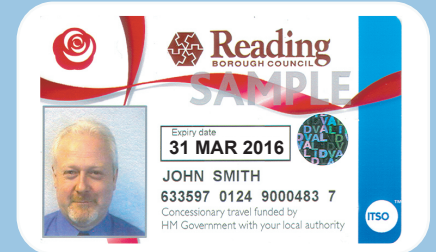
## Scheme Information

travel further for free >>>

### Concessionary Pass based on Eligible Age\*

This pass has a **blue stripe** down the right-hand edge.

The pass entitles you to free travel on any local bus service between 9:30am and 11:00pm on weekdays, and at all times on weekends and bank holidays anywhere in **England**. Outside of these times you will be charged full fare.



\***Eligible age** is defined in relation to the age of eligibility for a State Pension. For women, the date of eligibility for a State Pension and the English National Concessionary Travel Scheme are the same. For men, the date of eligibility for the scheme is the date of eligibility of a woman born on the same day.

For more details, please visit <http://pensions.direct.gov.uk/en/state-pension-age-calculator/home.asp> or call **0118 937 37 67**.

### Access Pass for Eligible Disabled

This pass has an **orange stripe** down the right-hand edge.

Within the **Borough of Reading** this pass entitles you to free travel at all times.

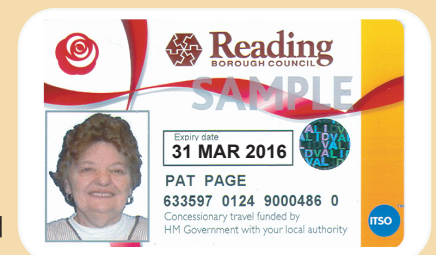
In the rest of **England** this pass entitles you to free travel on any local bus service between 9:30am and 11:00pm on weekdays, and at all times on weekends and bank holidays. Outside of these times you will be charged full fare.



### Access Pass for Eligible Disabled with Companion Entitlement

Where applicants applying for an Access Pass on the grounds of an eligible disability are unable to travel without the aid of a companion, they may also apply for **Companion Entitlement**. This additional entitlement is added to their pass, so anyone is able to travel with them. Applications for Companion Entitlement need to be certified by a **qualified medical professional**, please see section **C3** of this form.

Companion Entitlement is a local additional benefit provided by Reading Borough Council, and is only valid within the local area.



## How to Use Your Pass

Within Reading most bus ticket machines are able to accept your pass automatically, so when boarding one of these services, simply place your card on the pad on top of the machine or ask the driver for assistance.

Outside of this area many ticket machines will now accept your pass automatically, or you can use your pass by showing it to the driver.

Please be careful not to damage your pass either by bending or cutting it, since it needs to be intact to work properly.

### Terms and Conditions

1. Issued subject to the provisions of Reading Borough Council's Concessionary Travel Scheme established under the provisions of the Transport Act 1985, Travel Concessions Scheme Regulations 1986, Transport Act 2000, Travel Concessions (Eligibility) Act 2002, the Travel Concessions (Extension of Entitlement) (England) Order 2005 and the Travel Concessions (Eligibility) (England) Order 2010.
2. Issued subject to the terms and conditions of the English National Concessionary Travel Scheme, which modified the above provisions under the Concessionary Bus Travel Act 2007.
3. In order to qualify for a bus pass issued by Reading Borough Council, you must live permanently within the Borough of Reading.
4. The pass is not transferable. It remains the property of Reading Borough Council and must be surrendered immediately if you are no longer eligible to hold one.
5. The pass must be shown to the conductor/driver whenever used (and when requested by an Inspector or Reading Borough Council officer). If you do not produce your pass, the full adult fare must be paid.
6. A guide dog may travel without charge.
7. A pass must be surrendered to Reading Borough Council if:
  - a) The holder ceases to be disabled or ceases to require a companion pass
  - b) The holder ceases to live within the Borough of Reading
  - c) The holder is deceased
  - d) The holder is ineligible for any other reason
  - e) The pass has been replaced by a new pass
  - f) The concession is cancelled or withdrawn by the Council
8. Reading Borough Council reserves the right to withdraw the pass if any of the above conditions are not complied with.
9. We (Reading Borough Council) will treat all information provided in confidence and in accordance with the General Data Protection Regulations. It will only be used and shared with other councils and organisations working together for the purpose of administering your concessionary fare application. It may also be shared to prevent fraud, the misuse of public funds and any legal or statutory requirements with other departments of the council, and public bodies such as the audit commission. To view our full privacy statement, please visit [www.reading.gov.uk/dataprotection](http://www.reading.gov.uk/dataprotection)
10. We reserve the right to amend these conditions at any time without notice.

### Returning a Completed Application Form

Once you have completed the attached application form, you must return it to us, either by handing it in at Main Reception at the Civic Offices, or by post to the following address:

**RBC Concessionary Fares**  
**Reading Borough Council**  
**Level 1, Civic Offices**  
**Reading**  
**RG1 2LU**

**Your new Concessionary Travel Pass will be issued to you within 10 working days.**

### Lost or Faulty Passes & Changes of Address

If your pass is lost or stolen, becomes faulty, or you are moving address, it is important to contact us. To do so, please telephone **0118 937 3767** or visit Main Reception at the **Civic Offices**, (RG1 2LU).

# Application Form

travel further for free >>>

Please complete the following form in BLOCK CAPITALS.

## Section A - Your Details

Title: Mr  Mrs  Miss  Ms  Other: .....

First Name:

Middle Name:

Surname:

Date of Birth:  /  /  dd / mm / yyyy

Gender: Male  Female

Postcode:

House Name/No:

Address:

Telephone:

PLEASE ATTACH  
A COLOUR,  
PASSPORT-SIZED  
PHOTOGRAPH

Which type of pass are you applying for?

Concessionary Pass based on Eligible Age\*

Please now complete Sections B and D.  
(Please also confirm your age of eligibility  
using the information in the footnote overleaf.)

Access Pass

Please now complete sections B, C  
and D.

## Section B - Proof of Age and Proof of Residence

Applicants are required to provide proof of a permanent address within the Borough of Reading, and those applying for a 'Concessionary Pass based on Eligible Age\*' are also required to provide proof of age.

Applicants can either show their proofs at Main Reception at the Civic Offices when they return their application personally, or return their application by post with photocopies of the appropriate proofs attached.

Please tick which document you will be supplying for proof of residence, and (where necessary) which document for proof of age.

**Proof of Residence:** (All applicants.)

Council Tax

Bank Statement

Utility Bill

Driving Licence

**Proof of Age:** (Applications for Concessionary Pass based on Eligible Age only.)

Passport

Birth Certificate

Driving Licence

### FOR OFFICE USE ONLY (INITIAL AND DATE)

Proofs seen: .....

Pass printed: .....

Pass issued: .....

Date: .....

Date: .....

Date: .....

# Section C - Disability Eligibility

Only 'Access Pass' applicants need complete this section.

In order to be eligible for an 'Access Pass', the applicant must meet **ONE** of the following criteria from either Section C1 or Section C2. For Section C1, the applicant must be able to provide proof of their eligibility, by supplying the appropriate evidence, as marked in brackets. For Section C2 and when applying for a companion entitlement in Section C3, eligibility must be certified by an independent medical professional (such as a Doctor).

## C1

Eligibility will be granted automatically where the applicant...:

- is in receipt of the High Rate Mobility Component of the Disability Living Allowance and provides a current award notice letter from the DWP (Department of Works & Pensions).
- is in receipt of a Personal Independence Payment (PIP) and scores at least 8 points under the classifications of "Moving Around" or "Communicating Verbally" and provides a current award notice letter from the DWP (Department of Works & Pensions).
- is in receipt of the War Pensioners Mobility Supplement. (Award letter from the Service Personnel and Veterans Agency.)
- has been issued with a disabled persons' parking badge by a Berkshire authority..(A valid Blue Badge.)
- is sight impaired, either blind or partially sighted.(Certificate of Vision Impairment.)
- is profoundly or severely deaf. (The applicant must be registered with the local authority social services department, or able to supply a report from an aural specialist.)

## C2

### THESE SECTIONS MAY ONLY BE COMPLETED BY A QUALIFIED MEDICAL PROFESSIONAL

Where the applicant does not meet any of the above criteria, eligibility may also be granted by an independent medical assessment. Please certify if the applicant...:

Official Stamp:

Signature: .....

Date: .....

- is without speech, in any language.
- has a disability, or has suffered an injury, which has a substantial and long term adverse effect on their ability to walk.
- does not have arms or has long-term loss of the use of both arms.
- has a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning.
- would be refused a license to drive a motor vehicle, on grounds other than persistent misuse of drugs or alcohol.

## C3

Official Stamp:

Signature: .....

Date: .....

### COMPANION ENTITLEMENT

Where the applicant meets one of the criteria in either Section C1 or C2 **AND** is unable to travel without the aid of a companion, Companion Entitlement may be granted. Please certify below if the applicant is unable to travel without aid and requires a companion.

- Applicant requires Companion Entitlement.

# Section D - Declaration

All applicants must read and complete this section.

Providing false information in order to obtain a bus pass is an offence. Fraudulent use of a bus pass may result in criminal prosecution.

I hereby confirm that the above information is correct, and I apply for a Concessionary Travel Pass. I agree to abide by the conditions of use as specified by Reading Borough Council and the English National Concessionary Travel Scheme.

Signed: .....

Date: .....