

English National Concessionary Travel Scheme

Applying for an older persons bus pass



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Introduction

This information is for residents of East Sussex who wish to apply for an English National Concessionary Travel Scheme bus pass.

1.1 What is a concessionary bus pass?

A concessionary bus pass is issued as part of the English National Concessionary Travel Scheme and it allows eligible older people or those that are registered disabled to benefit from free off-peak travel on local buses anywhere in England.

1.2 How do I apply for an older persons bus pass?

Your sole or principal residence must be in the County of East Sussex (not including Brighton and Hove) and you must be of eligible pensionable age.

Bus passes are produced by an external supplier so please allow at least 10 working days from date of eligibility. Please let us know if you have not received your pass by this time.

1.3 Where and when can I use the bus pass?

You can use the bus pass on local bus services anywhere in England.

For journeys that start in East Sussex, you can use the bus pass:

- 9am to 11pm, weekdays
- all day at weekends or bank holidays.

Outside of East Sussex, you may not be able to use the pass until 9.30am.

This includes Brighton & Hove, West Sussex, Kent, and Surrey. You could, however, board a bus in East Sussex at 9am and travel for free into Brighton or Tunbridge Wells, for example.

If you are using the bus pass outside of East Sussex, it's a good idea to check with the bus company you will be travelling with, to check local restrictions.

2 Applying for an older person's bus pass

2.1 When am I eligible for an older person's bus pass?

If you were born after 5 April 1950, the age you become eligible is tied to changes in the State Pension age for women. This affects both men and women.

If you were born before 6 April 1950

You're eligible for an older person's bus pass from your 60th birthday, if you were born before 6 April 1950.

Women born after 5 April 1950

If you're a woman born after 5 April 1950, you'll become eligible for an older person's bus pass when you reach pensionable age.

Men born after 5 April 1950

If you're a man born after 5 April 1950, you'll become eligible when you reach the pensionable age of a woman born on the same day.

If you are uncertain then you can check your eligibility date by asking at your local library or council office or by telephoning the help line on **0345 60 80 194**.

2.2 How do I apply?

All passes must be applied for **in person** either at a local East Sussex Library or at participating local council offices. See section 3 for a list of these.

There is no need to make an appointment and your pass will be sent to you 10 working days. Please note if you are applying for it in advance of your eligible date it will be sent out 10 working days before that date.

2.3 What do I need to bring?

When you come to the library or council office, you will need to bring:

- proof of your age
- proof of your address
- a photograph of you (this can be taken for you, see below)
- National Insurance number.

Please provide original documents. We do not keep these, but may take copies for our records. See below for a full list of acceptable documents.

2.3.1 Proof of your age (bring one of the following)

- birth certificate
- driving licence
- passport
- pension book
- medical card.

2.3.2 Proof of your address in East Sussex (bring one of the following)

- a letter from Department of Work and Pensions
- a recent bank or credit card statement
- your current council tax bill
- a recent utility bill.

If your main home is not in East Sussex, you should apply for a bus pass to the local authority where you usually live.

Any proof of address must be no more than three months old. The date must be printed and not handwritten.

2.3.3 Photograph

Libraries

If you apply at a library, staff will take your photo for you, free of charge.

Council offices

If you apply at a council office, you will need to bring a photograph of yourself. This must:

- be a recent, colour, passport-style photo
- show your head, shoulders and full face
- be taken without any headcovering or tinted glasses. Ordinary glasses are fine.

3 Where do I apply

East Sussex Libraries (Disabled access is readily available at all these sites except for Pevensey Bay which has stairs leading down to the library)

Below is a list of all libraries which are able to process application forms issuing passes. All libraries are able to take photos when you present the application form so you will not need to provide a passport photo.

Library	Address	Telephone	Email
Battle	7 Market Square,Battle, TN33 0XB	0345 60 80 196	library.battle@eastsussex.gov.uk
Bexhill	Western Road,Bexhill on Sea, TN40 1DY	0345 60 80 196	library.bexhill@eastsussex.gov.uk
Crowborough	Pine Grove,Crowborough, TN6 1DH	0345 60 80 196	library.crowborough@eastsussex.gov.uk
Eastbourne	Grove Road,Eastbourne, BN21 4TL	0345 60 80 196	library.eastbourne@eastsussex.gov.uk
Forest Row	The Community Centre, Hartfield Road,Forest Row, RH18 5DZ	0345 60 80 196	library.forestrow@eastsussex.gov.uk
Hailsham	Western Road ,Hailsham, BN27 3DN	0345 60 80 196	library.hailsham@eastsussex.gov.uk
Hampden Park	Brodrick Close, Hampden Park,Eastbourne, BN22 9NQ	0345 60 80 196	library.hampdenpark@eastsussex.gov.uk
Hastings	Brassey Institute, 13 Claremont,Hastings, TN34 1HE	0345 60 80 196	library.hastings@eastsussex.gov.uk
Heathfield	21 High Street,Heathfield, TN21 8LU	0345 60 80 196	library.heathfield@eastsussex.gov.uk
Hollington	96 Battle Road,St Leonards on Sea, TN37 7AG	0345 60 80 196	library.hollington@eastsussex.gov.uk
Langney	Unit 3 The Shopping Centre, 110 Kingfisher Drive, Langney, Eastbourne, BN23 7RT	0345 60 80 196	library.langney@eastsussex.gov.uk
Lewes	Styles Field, Friars Walk, Lewes, BN7 2LZ	0345 60 80 196	library.lewes@eastsussex.gov.uk
Mayfield	Mayfield CE School, Fletching Street,Mayfield, TN20 6TA	0345 60 80 196	library.mayfield@eastsussex.gov.uk
Newhaven	16 High Street ,Newhaven, BN9 9PD	0345 60 80 196	library.newhaven@eastsussex.gov.uk
Ore	Old London Road, Ore,Hastings, TN35 5BP	0345 60 80 196	library.ore@eastsussex.gov.uk
Peacehaven	Meridian Centre,Peacehaven, BN10 8BB	0345 60 80 196	library.peacehaven@eastsussex.gov.uk
Pevensey Bay	Wallsend House,Richmond Road, Pevensey Bay, BN24 6AU	0345 60 80 196	library.pevensey@eastsussex.gov.uk
Polegate	Windsor Way,Polegate, BN26 6QF	0345 60 80 196	library.polegate@eastsussex.gov.uk
Ringmer	Cecil Gates Room,The Village Hall, Lewes Road, Ringmer, Lewes, BN8 5QH	0345 60 80 196	library.ringmer@eastsussex.gov.uk

Library	Address	Telephone	Email
Rye	30 High Street, Rye, TN31 7JF	0345 60 80 196	library.rye@eastsussex.gov.uk
Seaford	Temporary address (from 20/02/12): Elm Court, Blatchington Road, Seaford, BN25 2AD	0345 60 80 196	library.seaford@eastsussex.gov.uk
Uckfield	Library Way, High Street, Uckfield, TN22 1AR	0345 60 80 196	library.uckfield@eastsussex.gov.uk
Wadhurst	The Institute, High Street, Wadhurst, TN5 6AP	0345 60 80 196	library.wadhurst@eastsussex.gov.uk
Willingdon	Coppice Avenue, Lower Willingdon, Eastbourne, BN20 9PN	0345 60 80 196	library.willingdon@eastsussex.gov.uk

District and Borough Council Offices (Disabled access is readily available at all these sites)

Below is a list of local council offices who will be able to process your application for you. Please note that most council offices cannot take photographs so you will need to provide a suitable passport sized photograph when applying.

Local Council	Address	Telephone	Email
Wealden District Council	Hailsham Customer Help Point, Prospects House, 7-9 George Street, Hailsham, BN27 1AD <i>Note: This office address may be subject to change, please telephone the office before visiting</i>	01323 443557	info@wealden.gov.uk
	Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DH <i>Note: This office address may be subject to change, please telephone the office before visiting</i>	01323 443557	info@wealden.gov.uk
Rother District Council	Community Help Point, 6 Market Square, Battle, TN33 0XB	01424 787000	customerservices@rother.gov.uk
	Community Help Point, Town Hall, Bexhill-on-Sea, TN39 3JX	01424 787000	customerservices@rother.gov.uk
	Community Help Point, 30a High Street, Rye, TN31 7JG	01424 787000	customerservices@rother.gov.uk
Eastbourne Borough Council	Customer Contact Centre, 1 Grove Road, Eastbourne, BN21 4TW	01323 410000	enquiries@eastbourne.gov.uk
Hastings Borough Council	Hastings Information Centre, Queens Square, Hastings, East Sussex, TN34 1TL	01424 451111	hic@hastings.gov.uk

4 Fair Processing Notice – National Fraud Initiative

East Sussex County Council is required by law to protect the public funds it administers. The Council shares information provided to it with other bodies responsible for auditing or administering public funds. In order to assist with the prevention and detection of fraud.

The Audit Commission appoints the External Auditor to audit the accounts of this authority, and they are also responsible for carrying out data matching exercises.

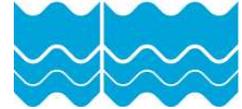
Data matching involves comparing computer records held by one body against other computer records held by the same or another body. This is usually personal information. Computerised data matching allows potentially fraudulent claims and payments to be identified. Where a match is found it indicates that there is an inconsistency, which requires further investigation. No assumption can be made as to whether there is fraud, error or other explanation until further detailed investigation is carried out.

The Audit Commission currently requires the Council to participate in a data matching exercise to assist in the prevention and detection of fraud. We are required to provide specific sets of data to the Audit Commission for matching, and details of these are set out in the Audit Commission's handbooks, which can be found at www.audit-commission.gov.uk/nfi

The use of data by the Audit Commission in a data matching exercise is carried out with statutory authority under its powers in Part 2A of the Audit Commission Act 1998. It does not require the consent of the individuals concerned under the Data Protection Act 1998 to undertake the exercise

Data matching by the Audit Commission is subject to a Code of Practice. This may be found at www.audit-commission.gov.uk/nfi/codeofdmp

For further information on the Audit Commission's legal powers and the reasons why it matches particular information, see the Level 3 Notice on the Audit Commission website <http://audit-commission.stage.ac/nfi/fttext.asp> or contact the Head of NFI on 0844 798 2222 or email nfiqueries@audit-commission.gov.uk



English National Concessionary Travel Scheme

Application for an older person's bus pass

This document is also available in large print, Braille, tape/CD or another language. Please contact us on 0345 60 80 194 or publictransport.pts@eastsussex.gov.uk.

Section 1 – Applicant's details			
Title:		Date of birth:	
First name:		Last name:	
Address:			
Postcode:		Telephone:	
National insurance number:			
Email address:			
Have you held a bus pass before?	Yes	No	
If yes please confirm which county it was issued in:			
Section 2 – Declaration			
I declare that I am eligible for a bus pass on the grounds of age and will abide by the conditions of use which I understand may be revised at any time.			
Signature:		Date:	

Please read before applying

What do I do when I have completed the form?

Completed forms and supporting documents (see below) must be taken **in person** to a local East Sussex County Council library or your local district or borough council (except Lewes District Council).

- Proof of age – passport, birth certificate, driving licence, medical card
- Proof of address - letter from Department of Work and Pensions, recent utility bill, recent bank or credit card statement, recent council tax bill.
- If applying at a local council office you will also need a passport sized photo. This must be a recent, colour, passport-style photo; show your head, shoulders and full face and be taken without any headcovering or tinted glasses. Ordinary glasses are fine.

How long will it take to get my bus pass?

Bus passes are produced by an external supplier so please allow at least 10 working days from date of eligibility. Please let us know if you have not received your pass by this time.

Fair processing notice

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering public funds for these purposes. For further information please write to the Freedom of Information Officer, County Hall, St Anne's Crescent, Lewes, BN7 1UE

Office use only	
Evidence of Residence Seen As Below <input type="checkbox"/> Letter from Department of Work and Pensions <input type="checkbox"/> Recent utility bill <input type="checkbox"/> Recent bank or credit card statement <input type="checkbox"/> Recent Council tax bill <input type="checkbox"/> Other (please specify below):	Evidence of Age Seen As Below <input type="checkbox"/> Passport <input type="checkbox"/> Birth certificate <input type="checkbox"/> Driving licence <input type="checkbox"/> Medical Card
Processing Officer (Print Name):	Date: