



**BEDFORD BOROUGH COUNCIL  
CONCESSIONARY TRAVEL SCHEME**

FOR OFFICE USE ONLY

Record ID -

**DISABLED APPLICANTS**

Please complete **ALL SECTIONS** of this form clearly using **BLOCK CAPITALS** throughout, failure to do so may delay your application.

Do not complete this application form if you are aged 60 or over, unless you have a disability that requires you to travel with a companion.

I have not previously held a Concessionary Travel Permit and wish to apply to Bedford Borough Council for one.

Mr     Mrs     Ms     Miss     Dr    Other:

First Name(s):

Last Name:

Address:

Postcode:

Telephone Number:

Date of Birth:

**What do you consider your ethnic origin to be?** (You do not have to complete this section)  
This information is required under our duties under the Race Relations (Amendment) Act 2000. Please place a tick against the appropriate specific ethnic description.

- |                                      |                                      |  |
|--------------------------------------|--------------------------------------|--|
| <input type="checkbox"/> British     | <input type="checkbox"/> Indian      | <input type="checkbox"/> White & Black Caribbean |
| <input type="checkbox"/> Irish       | <input type="checkbox"/> Pakistani   | <input type="checkbox"/> White & Black African   |
| <input type="checkbox"/> Other White | <input type="checkbox"/> Bangladeshi | <input type="checkbox"/> White & Asian           |
|                                      | <input type="checkbox"/> Other Asian | <input type="checkbox"/> Black African           |
|                                      |                                      | <input type="checkbox"/> Black Caribbean         |
|                                      |                                      | <input type="checkbox"/> Other Black             |
|                                      |                                      | <input type="checkbox"/> Other Mixed             |

Chinese

Other Ethnic Group (please specify)

## **Your Disability**

**Are you registered blind or partially sighted?** Yes  No

*If you have answered YES you must provide proof of your registration from Social Services or the equivalent.*

**Are you in receipt of the HIGHER RATE Mobility Component of Disability Living Allowance (DLA) or War Pensioners Mobility Supplement?**

Yes  No

*If you have answered YES you must provide proof that you are in receipt and the period your entitlement covers*

**If you have answered NO to both of the questions and believe that you may have a disability that meets the criteria for being issued one (see Pages 6 & 7 for details) you should take this form to your doctor so that he/she can complete the Disability Eligibility Certificate on Page 5.**

*(Please be aware that this is not part of a GP's contract with the National Health Service and some Doctors may require a fee for assessment and certification which the Council cannot reimburse)*

We regret that Bedford Borough Council will not be able to process your application if you do not submit either:

- Proof that you are registered blind or partially sighted;
- Proof that you are currently in receipt of the HIGHER RATE Mobility Component of Disability Living Allowance (DLA) or War Pensioner's Mobility Supplement;
- A signed Disability Eligibility Certificate.

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## **Your Address**

You need to provide proof that you are a permanent resident of Bedford Borough, the proof should show your full name and address and can be a photocopied document; the proof can be either:

- A Retirement Pension Letter;
- An official letter (e.g. bank or building society statement);
- An utility bill (less than 4 months old, e.g. gas, electricity or telephone bill);
- A Council Tax demand or Benefit letter addressed to you at that address.

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## **Your Photo**

You will need to provide a passport sized photograph of yourself. This photograph should be a full faced view and should have been recently taken.

**Please write your name clearly on the back of the photograph.**

## Enclosures for My Application For a Concessionary Travel Permit

### My Disability *(Please tick appropriate box)*

- I enclose proof that I am registered blind or partially sighted
- I enclose a letter showing that I am currently in receipt of the HIGHER RATE Mobility Component of Disability Living Allowance (DLA) or War Pensioner's Mobility Supplement
- I enclose a signed Disability Eligibility Certificate *(see page 5)*

### My Address *(Please tick appropriate box)*

- I enclose a Pension Letter
- I enclose an Official Letter (less than 4 months old)
- I enclose a recent Utility Bill (less than 4 months old)
- I enclose a Council Tax or Benefit Letter (less than 12 months old)
- I enclose a Bank Statement (less than 4 months old)
- I enclose another document (please specify below)

### My Photograph

- I enclose a RECENT passport sized photograph of myself with my name written on the back.

THE DECLARATION OVERLEAF SHOULD NOW BE SIGNED

## Declaration

I confirm that I have received the Concessionary Travel Scheme Leaflet which details the Eligibility Criteria and Terms and Conditions of the Bedford Borough Council Concessionary Travel Scheme. I understand that the conditions of permit issue and carriage may be subject to change.

### I understand that:

- The permit is valuable and I should take care of it.
- If I lose or have the permit stolen, Bedford Borough Council reserves the right to charge me an administrative fee for issuing a replacement.
- The permit will become invalid if altered or defaced in any way and may be confiscated by bus operator staff; if the permit becomes damaged or worn I shall return it to Bedford Borough Council for a free replacement.
- The permit is not transferable and can only be used by myself.
- Should I move out of the area (the Borough of Bedford) I will cease to use the permit immediately and return it to Bedford Borough Council.
- Should my medical condition improve so that I am no longer eligible (as per the guidance notes issued by the Department of Transport), I will return the permit to Bedford Borough Council.
- I may be asked periodically by Bedford Borough Council for proof regarding my disability.
- The routes that I may travel and those which are excluded are detailed in the scheme leaflet, but may be subject to change.
- I may obtain full details of the scheme particulars on request from Bedford Borough Council for which the Council reserves the right to levy a nominal charge

Signed:

Date:

Please take your completed application form, photograph, proof of your disability and proof of your address to the Town Hall Main Reception OR return your completed application form, photograph and proofs to:

**Community Welfare Team (Bus Passes)  
Room A015, Bedford Borough Council  
Town Hall, St. Paul's Square  
Bedford MK40 1SJ**

Further details and this form are available at [www.bedford.gov.uk](http://www.bedford.gov.uk)  
We regret that failure to complete the application form fully and provide a photograph and the supporting documents will delay the processing of your application.

# Concessionary Fares Scheme Disability Eligibility Certificate

## To the Doctor

- Government guidelines require the Council to obtain confirmation that an applicant's condition meets the requirements of the Disability Discrimination Act ie. falls within the categories detailed overleaf.
- As the scheme is heavily subsidised it is important that only those applicants who genuinely meet the criteria are certified.
- Action may be taken against anyone found to have fraudulently acquired a permit.
- If the applicant is aged 60 years or over, you do not need to complete the declaration, unless their disability falls into Category 'H'.

Please assess the medical condition of the applicant (entering their details below) and state which one of the categories is most applicable:

I CERTIFY THAT .....  
(Name of patient) of the address stated on page 1 falls into the category shown below.

- A** They are blind or partially sighted.
- B** They are profoundly or severely deaf,
- C** They are without speech,
- D** They have a disability, or have suffered an illness or injury which has a substantial and long term adverse effect on their ability to walk,
- E** They do not have arms or have long-term loss of the use of both arms;
- F** They have a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning which started before adulthood,
- G** They would, if they applied for a driving licence, have an application refused under section 92 of the Road Traffic Act 1988 (physical fitness) other than on the grounds of persistent misuse of drugs or alcohol

This person's disability is likely to (please tick):

- Be permanent                       Last at least 12 months but is unlikely to be permanent
- Has lasted more than 12 months
- H** I confirm that in my opinion the person detailed above is so severely impaired that they cannot travel alone and always requires a companion when using public transport\*

*\*If category 'H' has been ticked, the doctor should sign below in addition to the main declaration*

\*Signature:.....

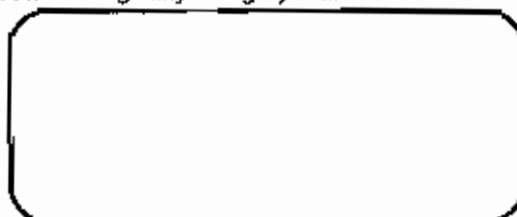
## Declaration by Doctor

I confirm that I have read the statutory guidance issued by the Department of Transport (DfT) under section 146 of the Transport Act 2000 (detailed overleaf) and the above named person meets the eligibility category that I have ticked.

Doctors Name .....

Doctors Signature: .....

Date .....



Doctor's Official Stamp

# **Guidance for Local Authorities on Eligibility for Disabled People.**

## **Government Guidance on Eligible Disabilities**

The Transport Act 2000, allows people with specific disabilities to receive travel concessions on local bus services. If the applicant requires a Concessionary Travel Permit because they have one of the following disabilities, they must provide appropriate evidence which is explained below.

The interpretation of the following eligibility categories will be in accordance with statutory guidance issued by the Department of Transport (DfT) under section 146 of the Transport Act 2000. The DfT is of the opinion that the types of disability which should enable people to claim the statutory minimum are those which are permanent or which have lasted at least 12 months, or which are likely to last at least 12 months - and which have a substantial effect on a person's ability to carry out normal day-to-day activities.

### **Category A: People who are blind or partially sighted**

Blind means having a high degree of vision loss i.e. seeing much less than is normal or perhaps nothing at all. Blind or partially sighted people may register with Social Services if they cannot see (with glasses, if worn) the top letter of the eye test chart (used by doctors and opticians) at a distance of 3 metres or less.

Some people who can read the top letter of an eye chart at 3 metres, but not at 6 metres, may still be eligible for registration as blind if their field is also severely restricted. Only being able to read the top letter at 3 metres is sometimes referred to as 3/60 vision: the person can see at 3 metres what a person with normal vision can see at 60 metres.

'Partial sight' is a less severe loss of vision. Partially sighted people can see more than someone who is blind, but less than a fully sighted person.

A person may be registered as partially sighted if they have a full field of vision but can only read the top letter of the eye test chart at a distance of 6 metres or less (with glasses, if worn). However, if they can read the next three lines down at the same distance, but the field of vision is either moderately or severely restricted, they may still qualify for registration.

The DfT advises that Permits should be issued to people whose sight is so impaired that they would be able to register as blind or partially sighted. For both blind and partially sighted people, however, registration is voluntary. It is recognised that local authorities are unlikely to have the expertise to assess applicants so, for the purposes of the travel concession local authorities may, where a person is not on the local authority blind and partially sighted register, require evidence that the applicant is registerable as blind or partially sighted from an eye specialist, for example, an optometrist.

### **Category B: People who are profoundly or severely deaf**

Hearing loss is measured in decibels, as dBHL (Hearing Level). People are generally regarded as having a severe hearing loss if it reaches 70-95 dBHL and a profound loss if it reaches 95+ dBHL. The Department advises that the statutory minimum should be made available to people in these categories.

There is no statutory registration for deaf people. However, many will be registered on a voluntary basis with their local authority Social Services Department. The register is open to people who have varying degrees of hearing loss, so in checking the register a local authority is advised to check that the applicant is profoundly or severely deaf. As in the case of blind and partially sighted people, local authorities may, where appropriate, require applicants to show evidence of registration before issuing a Permit, or evidence that they are registrable, for example, an audiological report, or a report from an aural specialist.

### **Category C: People without speech**

People who are unable to communicate orally in any language. Those people will be:

- Unable to make clear basic oral requests, for example, to ask for a particular destination or fare,
- Unable to ask specific questions to clarify instructions, for example, 'Does this bus go to the High Street?'

This category would not, in the Department's opinion, cover people who are able to communicate orally but whose speech may be slow or difficult to understand because, for example, of a severe stammer.

In considering an application on these grounds the local authority may reasonably seek medical evidence to support the application in appropriate cases.

### **Category D: People who have a disability or have suffered an injury which has a substantial and long-term adverse effect on their ability to walk**

To simplify the assessment process, local authorities may wish to accept receipt of the following state benefits, which link eligibility to the ability to walk, as evidence of eligibility under this definition provided that the award of the benefit has been for at least 12 months:

- Higher rate mobility component of Disability Living Allowance (DLA);
- War pensioners mobility supplement

Applicants claiming these benefits will be able to produce documentary evidence of their entitlement. In assessing the eligibility of other applicants local authorities will wish to consider

- Whether the applicant cannot walk for distances up to 100m without stopping, severe discomfort or help from another person.
- Whether a mobility aid is used - wheelchair, crutches, walking frame, stick, etc.

It is envisaged that Permits will be issued to people who can only walk with excessive labour and at an extremely slow pace or with excessive pain. In other words, the degree of disability should not fall far short of that required to qualify for the higher rate mobility.

### **Category E: People who do not have arms or have long-term loss of the use of both arms**

This category includes upper limb double amputees and those with congenital absence of both upper limbs. In the DfT's opinion, it also covers both people with deformity of both arms and people who have both arms if in either case they are unable to use them to carry out day to day tasks, for example, paying coins into a fare machine. In these latter cases the Department advises that a local authority should normally seek independent medical evidence to support the application.

### **Category F: People who have a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning**

A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills, and may be unable to cope independently. These disabilities must have started before adulthood and have a lasting effect on development. The person should be able to qualify for specialist services and he or she may have had special educational provision.

The Department of Health adopted the term 'learning disability' in 1992. It has the same meaning as its predecessor 'mental handicap' but it is seen as more acceptable, particularly in reducing the confusion with mental illness.

In determining eligibility in a case where there has been no previous contact with specialist services a local authority should normally seek independent medical advice, or check any register of people with learning disabilities which might be held by the Social Services Department of the applicant's local council.

### **Category G: People who would, if they applied for a driving licence, have an application refused under section 92 of the Road Traffic Act 1988 (physical fitness) other than on the grounds of persistent misuse of drugs or alcohol**

Under Section 92 of the 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:

- Uncontrolled epilepsy
- A severe mental disorder
- Liability to sudden attacks of giddiness or fainting (whether as a result of cardiac disorder or otherwise)
- The inability to read a registration plate in good light at 20.5 metres
- Other disabilities which are likely to cause the driving of vehicles by them to be a source of danger to the public

*(Published 31<sup>st</sup> May 2001, modified 22<sup>nd</sup> November 2005)*

## FOR OFFICIAL USE ONLY

Computer system has been checked to ensure that applicant does not already hold a concessionary permit:

Yes  No  If 'No' state reason why:

Permit No.

Escort Required?

Yes  No

Photocard No.

**PROOF OF DISABILITY, ONE OF THE THREE FOLLOWING CATEGORIES MUST BE MET (PLEASE GIVE DETAILS OF DOCUMENTATION SEEN):**

- 1) Blind or Partially-Sighted registration:  
(State Number)

- 2) Confirmation of receipt of Higher Rate  
Mobility Component of Disability Living  
Allowance or War Pensioners Mobility  
supplement:

Period of Entitlement

- 3) Disability Eligibility Certificate?

Yes  No

**PROOF OF ADDRESS SEEN:**

Pension Book/Letter:  Official Letter:  Medical Card:

Council Tax or Benefit Letter:  Bank Statement:  Utility Bill:

\* Other (Please give details).

**ISSUER'S DETAILS**

**INPUTTER'S DETAILS**

Name:

Name:

ID:

ID:

Date of Issue:

Date entered  
on System:

Notes: