

NORTH HERTFORDSHIRE DISTRICT COUNCIL

**APPLICATION FOR A CONCESSIONARY BUS PERMIT FOR PEOPLE WITH DISABILITIES**

<b>SURNAME</b> Mr/Mrs/Miss/Ms		<b>FOR OFFICE USE ONLY</b>	
<b>FORENAME(S)</b>		Date received by NHDC:	
<b>ADDRESS</b>		Document seen as proof of address:	
		<b>CATEGORY</b>	<b>A      B</b>
		(CIRCLE – SEE ATTACHED VERIFICATION CERTIFICATE)	<b>C      D</b>
<b>POSTCODE</b>			<b>E      F</b>
<b>DATE OF BIRTH</b>			<b>G</b>
<b>CONTACT TELEPHONE NO.</b>		<b>PERM</b>	<b>12MTH</b>
<b>EMAIL ADDRESS</b>		ENTERED ON DATABASE BY:	DATE:

**DECLARATION**

- I confirm that I reside permanently within the North Hertfordshire District Council's boundaries.
- I confirm the information provided above is correct.
- I authorise North Hertfordshire District Council to contact my Doctor/Consultant to confirm details of my disability should this be necessary.
- I agree to inform the Council if the permit is lost, stolen or damaged and understand there will be a £10.00 replacement fee.
- I agree to return the permit if I am no longer eligible, the permit is no longer required or I move out of the North Hertfordshire District Council's boundaries.
- I accept the information provided will be recorded on a computer system in accordance with the registered purpose under the 1998 Data Protection Act.

Applicant's signature:
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Documentary evidence to confirm eligibility and permanent address must be produced with this completed application form, together with the Verification Certificate and one passport sized photograph to:

North Hertfordshire District Council  
Council Offices, Gernon Road  
Letchworth Garden City, Herts, SG6 3JF

Telephone: 01462 474000

## **Disabled Application Forms**

All applicants should complete and sign this A4 application form and a Verification Certificate. If you are not able to complete, this may be completed by another person, but the applicant must sign the declaration in their normal signature or mark.

## **Verification Certificate**

Side A should be completed by the applicant.

Side B must only be completed and ticked by a relevant professional person confirming the disability, not the applicant in any case. All disabilities that apply must be ticked.

## **Photograph**

One recent passport sized photograph either colour or black and white, showing a clear and in focus view of the holder's head and shoulders facing forwards, looking straight towards the camera, preferably on a white or clear background and without a hat. Glasses may be worn, however, this excludes sunglasses or dark tinted glasses.

'**Permanent resident**' means that your main residence is within the boundaries of North Herts District Council. If your main residence is outside the North Herts area, you should apply to the appropriate Local Authority for that area.

If you have **a visa limiting your stay in the UK**, where you have **no recourse to public funds**, you are **not entitled to a concessionary bus permit**.

Where Disability Living Allowance (DLA) has been awarded, the DLA award letter should be submitted as proof of address where possible, particularly if Category D has been ticked on the Verification Certificate.

North Hertfordshire District Council does not issue bus permits to carers, companions, spouses, partners, parents etc..

The Concessionary Travel legislation states that it is the responsibility of the applicant to prove their entitlement for a concessionary travel pass,.

Should you require any further assistance with completion of this form or have any questions, please contact Customer Services on 01462 474000 or visit [www.north-herts.gov.uk/index/transport\\_and\\_streets/bus\\_permits](http://www.north-herts.gov.uk/index/transport_and_streets/bus_permits)