

Lincolnshire Concessionary Fare Scheme

Carefully read and complete this form in CAPITAL LETTERS and attach your photograph in the space provided.

Section A - Your Details

Mark check boxes with a

Title: Mr Mrs Miss Ms Other (please state)

Forename:

Surname:

Date of Birth: D D M M 1 9 Y Y Gender: Male Female Other

Address:

Postcode:

Telephone:

Have you previously been issued with a bus pass by Lincolnshire County Council? YES NO

Section B - Your Photograph

Write your name in CAPITAL LETTERS and date of birth on the **back** of your photograph.

Your photograph must be:

- Taken within the last 12 months
- Passport size
- Colour
- Showing your full face without a hat or sunglasses

Remove tab
and attach your
photograph here

Section C - Documents

If you have not previously applied for a concessionary bus pass in Lincolnshire, please provide both proof of age and residency. If you are renewing a Lincolnshire concessionary bus pass you only need to provide proof of residency if you have moved since your last pass was issued.

Please do not send original documents in the post. Copied documents that you provide may be electronically saved; these hard copied documents will be securely destroyed.

Mandatory proof of residence in Lincolnshire

Examples of acceptable documents are:-

- Utility Bill
- Bank Statement
- Local Council Tax Bill
- Doctor's Repeat Prescription

The address on the document you provide must match the address on this application and must be dated within the last 6 months or be your council tax bill for the current year.

Mandatory proof of age

Examples of acceptable documents are:-

- Birth Certificate
- Passport
- Driving Licence
- Proof of State Pension or Benefits
- Doctor's Repeat Prescription

Section D - Declaration

I certify that the address stated is my permanent residence and I am entitled to the concession applied for. I agree to Lincolnshire County Council (LCC) making any enquiries it considers necessary to check the information provided. I will notify LCC if I move house and provide proof I live at that address or return my bus pass if I move out of Lincolnshire. I understand if lost or damaged, there will be a £10 charge for a replacement pass. (LCC follows best practice in managing personal information with other authorised bodies for the purposes of administering the scheme. Please refer to our Privacy Notice at www.lincolnshire.gov.uk/concessionaryfares for more information or call to request a paper version.) I accept that LCC may only use or share my information with other authorised bodies for the purposes of administering the scheme, issuing the travel pass, auditing or fraud prevention.

Signed

Date D D M M Y Y



Completed application forms

New applications - may be made up to 21 days in advance of your eligibility date.

Renewal applications - may be made up to 4 months in advance of the pass expiry date. This timeframe may be extended at peak times.

Please send this completed form, photo and photocopies of documents to:

Concessionary Fares Team

PO BOX 1305

Lincoln

LN5 5RT

For more information on the concessionary bus pass scheme in Lincolnshire please visit our website www.lincolnshire.gov.uk/concessionaryfares or pick up one of our leaflets at local outlets including Libraries and District Council Offices.

Other ways to apply for your concessionary bus pass

You can also apply for your Older Persons bus pass online at

www.lincolnshire.gov.uk/concessionaryfares

If you need any help completing your application form you can call the Concessionary Fares Team on 0345 456 4474.

For Office Use Only (do not complete this section)

Proof of age

Proof of Residency

Signature/
Initials

Date: