

Young Person's Travel Pass

Application form

Please complete form in BLOCK CAPITALS

Please tick this box if you are a current Young Person's Travel Pass holder

Existing pass number (shown top left of current pass)

Please identify which pass you are applying for:

Full Year Pass (valid from start of academic year until 31 July 2019) Full Cost £290

First Half Year Pass (valid from start of academic year until 1 March 2019) Full Cost £145

Second Half Year Pass (valid from 25 February 2019 until 31 July 2019) Full Cost £145

Please indicate if you qualify for free school meals in which case the costs are reduced to £100 for a full year pass and £50 for a half year pass.

Please indicate if you fall into one of the council care categories and are fee exempt.
For Young Carers, please secure endorsement of application by Young Carers Organisation.

Please indicate if you are applying for 3 or more full cost passes from the same household in which case you get the third pass for free.
Applications must be provided together with the appropriate payment.

For office use
For exemption endorsement:

Pupil Details (as shown on previous pass)

First name Last name Date of birth

Main residence address
 Postcode Gender (M/F)

Secondary school attended from September 2018
 Academic year group from September 2018

Pupil signature Date

Parent/Carer Details

Title (Mr/Mrs/Miss/Ms/Other) First name Last name

Contact telephone number (incl. area code) Mobile

Email address (for important news and to apply online in future)

Name of Case Worker/Personal Advisor (if applicable)

Location of Case Worker/Personal Advisor (for passes to be sent to)

Parent/Carer signature Date

Please return this form, along with a passport-sized photograph (new applicants only) and payment (see over), to the address below. By signing this form you are agreeing to the Terms and Conditions of the scheme which are available at www.kent.gov.uk/youngpersonstravelpass.

The Council reserves the right to withdraw a Young Person's Travel Pass due to misuse or fraud. If your circumstances change and you are no longer eligible to hold a YPTP, you will be required to return it.

Further information about the scheme is available at:

www.kent.gov.uk/youngpersonstravelpass

Phone: 03000 41 84 84 or email: youngpersonstravelpass@kent.gov.uk

Kent County Council, Public Transport, PO Box 441, Aylesford, ME6 9HJ



To apply pupils must fulfil the following requirement at all times:

- A resident of Kent, whose parent/carer pays Council Tax to a Kent district council for KCC services
- In academic year 7-11* at a school or other recognised institution.

*Children who by age would ordinarily be in year 11 but have been put forward into year 12 are also eligible

Depending upon circumstances, you will be eligible to apply at one of the following fees:

- Full Year Pass (Valid from the start of the academic year until 31 July 2019)..... £290*
- First Half Year Pass (Valid from the start of the academic term until 1 March 2019)..... £145*
- Second Half Year Pass (Valid from 25 February 2019 until 31 July 2019)..... £145*
- For applicants qualifying for free school meals the fees are £100 for a full year and £50 for a half year
- For households applying for more than two passes the third and fourth pass is free
- Some applicants in Council Care categories are exempt from any fee.

*Please see the website for further details relating to reduced and no fee circumstances

New applications

The YPTP will be sent to school for collection by the named pupil.

Renewals

Renewed passes will be sent to the school and will be exchanged for expired passes. You do not need to include another photograph.

Please note KCC no longer issue letters to permit travel on the first day of term. Bus operators have agreed to allow children to travel for free for the first few days of school to allow for new passes to be collected, however, if possible please retain and present the expired pass during this period. You will receive written confirmation that your application has been processed.

Applications take up to 28 working days to process. In order to be ready for the first day of term, applications will need to be received by 13 July 2018 (for the full and first half year pass) and by 4 January 2019 (for the second half year pass).

New Year 7 pupils will not be issued with a YPTP until the pupil is attending secondary school.

Kent County Council will not be liable for any costs associated with submitting an application or for any expense incurred whilst awaiting receipt of your pass. If you applied by the deadline and the YPTP is not available for collection during the first week of term or if you applied after the deadline but have not received the YPTP within 28 working days, please contact us.

Lost, stolen or damaged passes

Where the pass has been lost, stolen or damaged, a replacement pass will be issued subject to the current replacement fee, which is £10. Should the replacement pass be lost, stolen or damaged, two further replacements per school year will be issued upon payment of the replacement fee. Thereafter you may make a new application at our discretion and the appropriate application fee will apply.

Payment

Please enclose a cheque or postal order payable to Kent County Council for the appropriate application fee. Please do not send cash by post. The application fee will not be waived under any circumstances and applies irrespective of the date of application. Application fee refunds will not be processed once the pass has been collected and used.

Terms and Conditions

Further information and full terms and conditions are available at www.kent.gov.uk/YoungPersonsTravelPass. By applying for the YPTP you acknowledge that you have read and accept these terms and conditions.

The information you provide on this form is collected and dealt with in compliance with the General Data Protection Regulation. We are relying on the lawful bases of public task and that the individual has given clear consent for us to process their personal data for a specific purpose. The purpose of the processing is to facilitate your access to the concessionary travel scheme. It will be used by Kent County Council to administer, arrange and manage the transport or scheme for which you are applying. It may be shared third parties (such as transport providers or travel card manufacturers) only for the purposes of enabling individuals to access the schemes. Data may be subject to automatic processing and will be securely stored for the period of the benefit for travel plus 1 year. Kent County Council Public Transport is the data controller and the data protection officer is dpo@kent.gov.uk. You have various rights in relation to the data and how it is processed and the right to lodge a complaint with the ICO. If you do not provide the required data, we will be unable to provide a service to you. A full copy of the Public Transport Privacy Notice setting out your rights in relation to your personal data is available at kent.gov.uk or by emailing; public.transport@kent.gov.uk.

Checklist for applying for a YPTP

- Have you completed all the sections of the form?
- Have you enclosed the appropriate payment?
- Have you enclosed a current passport-sized photograph of the pupil? (new applicants only)
- Please note that incomplete/inaccurate applications or unsuitable photographs will be returned.
- If you are entitled to a Young Person's Travel Pass have you obtained the necessary endorsement?
Please note that if this has not been done the form may be returned.
- Please ensure that all documents submitted in addition to the application form (e.g. payment and photograph) carry the child's name.

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