

# English National Concessionary Travel Scheme

## Application Form

\*Indicates a required field. Please complete in BLOCK CAPITALS.

Name* (Please give your full name)	
Date of birth*	
Address*	
	Postcode*
Email address	
Telephone number*	
Is this your main residence? <input type="checkbox"/> yes <input type="checkbox"/> no (tick box) if no please give details	
Details:	

Please tick ONE box to indicate on what grounds you are applying for an ENCTS bus pass:

- I am entitled because I have reached pensionable age
- I am blind or partially sighted
- I am profoundly or severely deaf (70-95 dBHL)
- I am without speech
- I have a disability or injury which has a substantial and long term adverse effect on my ability to walk
- I have a learning disability, i.e. a state of arrested or incomplete development of mind, which includes a significant impairment of intelligence and social functioning
- My application for a driving licence would be refused under section 92 of the Road Traffic Act 1988 (physical fitness). My refusal would not be due to misuse of drugs or alcohol.

In exceptional circumstances, if you cannot travel alone, you can get a Companion Pass, which will enable you to take a companion on the bus to assist you, without them having to pay a fare.

- I am unable to travel alone without assistance and I have enclosed the following evidence to support my claim (tick one box below)
- In receipt of Disability Living Allowance with the Mobility Component or Care Component at the Higher rate
- In receipt of Attendance Allowance at the Higher Rate
- In receipt of Personal Independence Payment (PIP) with a score of 8 points or more on the 'moving around' and/or 'communicating verbally' activities
- In receipt of Personal Independence Payment (PIP) – Daily Living Component at the enhanced rate
- Registered blind or partially sighted
- Letter from a specialist doctor / independent health professional / registered medical practitioner confirming I am unable to travel alone.

## Declaration - please read and sign

I accept that the details I have given will be retained on a secure database for the purpose of administering the ENCTS.

I confirm that I will only use the bus pass issued to me in accordance with the scheme guidance. Go to [www.kent.gov.uk/buspass](http://www.kent.gov.uk/buspass) to find them.

I confirm that I have read the scheme guidance.

I confirm that I have read the GDPR privacy notice (see leaflet or [www.kent.gov.uk/buspass](http://www.kent.gov.uk/buspass)).

I confirm that I have lived or intend to live in the county of Kent for a period of no less than six months.

I confirm that I will inform KCC of any change of address and I will return my bus pass if I move permanently out of the county.

Signature:

Date:

## Checklist

### Older Person's Bus Pass

- Photograph
- Proof of residency
- Proof of eligible age

### Disabled Person's Bus Pass

- Photograph
- Proof of residency
- Proof of disability

### Disabled Person+Companion Bus Pass

- Photograph
- Proof of residency
- Proof of disability
- Proof that you cannot travel alone

## Returning your application form

Either go to our website [www.kent.gov.uk/buspass](http://www.kent.gov.uk/buspass) and complete the online form there or post the completed application form to:

**ENCTS Contact Point, Invicta House, County Hall, Maidstone, Kent ME14 1XX** or hand it in to any library or Gateway within Kent.

You can also phone our contact centre on 03000 418383 and apply over the phone, but you will still need to send us your evidence of eligibility. If your application is straightforward, you should receive your bus pass within 15 working days of KCC receiving your application.

Please ensure all information is correct before submitting your application – for example, please ensure you use your full registered name rather than a nickname or shortened form (e.g. Tom when your registered name is Thomas).

Please also check you have supplied all the necessary additional evidence to support your application – the check lists on the previous page will remind you what evidence you need to provide for which pass. **Processing your application may take longer if we encounter incorrect or missing information which we need to verify.**

If you are unsure of what evidence to provide please refer to the KCC ENCTS leaflet.

## Your personal information

The information you provide with your application is collected and processed in compliance with the General Data Protection Regulation (GDPR). We rely on the public task and that the individual has given clear consent for us to process their personal data and /or sensitive data for a specific purpose, as the lawful basis on which we collect and use your personal data.

Data may be subject to automatic processing and will be retained on a secure database for the whole period of the travel concession plus two years, after which time it will be securely destroyed.

KCC will retain your application form and any documents you submit for up to three months after the application has been adjudicated, after which time all documents will be securely destroyed.

Your data may be shared with the following third parties:

- Card manufacturers for the purpose of producing and sending you your bus pass
- Transport providers
- The police and other authorities if required by applicable law
- The National Fraud Initiative which is administered by the Cabinet Office for the purpose of detecting and preventing fraud

Kent County Council is the data controller and the data protection officer can be contacted at [dpo@kent.gov.uk](mailto: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. A full copy of the privacy notice setting out your rights in relation to your personal data is available from your local library or gateway, or at [kent.gov.uk/privacy](http://kent.gov.uk/privacy) or by emailing [public.transport@kent.gov.uk](mailto:public.transport@kent.gov.uk).