



Application for a National Concessionary Travel Pass for England

Blind/partially sighted/hearing impairment/without speech/without the use of both arms

Please fill out this form in **CAPITAL LETTERS**. Don't forget to attach a passport style photograph in the space provided (section C) and send proof you live in Greater Manchester (section E).

Section A – Your details

First name

Middle
initials

Last name

Date of birth

D D M M Y Y Y Y

Address

Postcode

Contact number

Email address

Section B – Declaration

I confirm the above information is correct and acknowledge that Transport for Greater Manchester will use this information to check my eligibility and process my application for a travel pass. I understand that Transport for Greater Manchester has a duty to protect public funds so may use or share my information with other bodies responsible for auditing and administering public funds to detect and prevent fraud for the period during which I am entitled to hold a valid pass.

B1 Signed

B2 Date D D M M Y Y Y Y

B3 If signed on behalf of the applicant please provide your name and relationship to the applicant

B4 We will keep you up to date with information about changes affecting the use of your smart card but please let us know if you would like additional updates by selecting from the options below. You can unsubscribe at any time.

I'd like to receive Bee Network newsletters about journey planning, transport services and travel advice.

I'd like to receive Bee Network updates on special offers and new products/services.

I'd like to be invited to take part in Bee Network customer feedback surveys.

Section C – Your photograph

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

Your photograph must be:

- recent, good quality and in colour
- passport size
- showing your full face without a hat

Please use the label to
attach your photo

See left for details of how
your photo must appear

Important: All applicants must complete sections D and E

Section D – Who can apply (please tick only the relevant boxes)

You must permanently live in Greater Manchester.

Please tick the box that best explains the reason why you are applying. **Tick one box only.**

Blind/partially sighted

partially sighted

blind

Please either get section F authorised below or send **one of the following with your application:**

- a photocopy of a CVI (Certificate of Visual Impairment) when submitting this application form
- evidence from an eye specialist that you would qualify to be registered as severely sight impaired (blind) or sight impaired (partially sighted)

Hearing impairment

For information: hearing loss is measured in decibels, as dBHL (decibel hearing level). People are generally regarded as having a severe loss if it reaches 70-95 dBHL and a profound loss if it reaches 95+ dBHL.

profoundly or severely deaf in both ears

Please either get section F authorised below or send **one of the following with your application:**

- photocopy of an audiology report
- a letter from a hearing specialist that confirms you are profoundly or severely deaf

Hearing impairment without natural speech

Profoundly deaf in both ears and without speech or profoundly deaf in both ears with speech that cannot be understood by a person who hears normally

Please get section F authorised below.

Without natural speech

Please send one of the following with your application:

- a letter from a medical professional
- proof of Personal Independence Payment (PIP) where the award is for at least 8 points in the 'communicating verbally' activity

Without the use of both arms

Please send the following with your application:

- a letter from a medical professional

Section E – Proof you live in Greater Manchester

Proof of residence in Greater Manchester (**current copy** of either utility bill, local council tax bill or Department of Work and Pensions letter). The address on this document must match the address on the front of this application form.

DWP letter

Utility bill

Local council tax bill

Disability evidence document from Section D

Please tick the boxes to confirm these sections have been complete.

Section D – The disability in which you are applying.

Section E – Proof you live in Greater Manchester.

Section F – Authorisation by a local authority social services sensory officer

Please complete in CAPITAL LETTERS.

Declaration

I am an authorised signatory and declare that by virtue of the local authority stamp on this form the applicant whose details are shown overleaf is known to this authority and meets one of the above criteria as shown.

Signed

Date

Name

Phone

Organisation

Official local authority/local education authority stamp

Address

Postcode

What to do next

If you are having difficulty completing the application form or need any advice please contact us on **0161 244 1000** or email us at **travel.pass@beenetwork.com**

If you feel that you meet the eligibility but don't have the requested evidence, please contact us on the above and we may be able to offer support to complete the application form.

Once your application is submitted we expect to process the outcome and inform you within 6 weeks. If we need any further information we will contact you on the details you have provided within the above stated 6 week period.

Please send your completed application form AND SUPPORTING EVIDENCE to the below postal address:

Travel Concessions, Customer Services, Transport for Greater Manchester, PO Box 429, Manchester M60 1HX

Alternatively you can email your completed application form including photo and supporting evidence to the following email address: **travel.pass@beenetwork.com**

Data Protection

Transport for Greater Manchester is the data controller for the personal information you provide in this form. TfGM's Data Protection Officer can be contacted at [**data.protection@tfgm.com**](mailto:data.protection@tfgm.com)

The information on this form will be used by Transport for Greater Manchester for the purpose of assessing your eligibility for travel concession. If your application is not successful, we will destroy the form after 12 months, in case a decision needs to be reviewed. If your application is successful we will use the information on this form to administer your travel pass. Your data will be destroyed 12 months after the card is expired or suspended for any reason. We will only share your data with third parties where we are required or permitted to by law, and in any other cases we will ask your permission first. For further information about how TfGM uses your personal data, including your rights as a data subject, please see our Privacy Policy on the website at [**tfgm.com/privacy-policy**](https://www.tfgm.com/privacy-policy) or contact the Data Protection Officer.