

Application for a National Concessionary Travel Pass for England

Walking difficulties

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	<input type="text"/>	Middle initials	<input type="text"/>
Last name	<input type="text"/>		
Date of birth	<input type="text"/>	<input type="text"/>	<input type="text"/>
Address	<input type="text"/>		
	<input type="text"/>		
	<input type="text"/>	Postcode	<input type="text"/>
Contact number	<input type="text"/>		
Email address	<input type="text"/>		

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	<input type="text"/>	B2 Date	<input type="text"/>
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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.**

Serious walking difficulties.

This means being unable to walk 100m (110 yards) without stopping, severe discomfort or help from another person.

Serious walking difficulties as a result of losing a leg in active service.

This means being unable to walk 100m (110 yards) without stopping, severe discomfort or help from another person. You must also be certified by the British Limbless Ex-Service Men's Association (BLESMA) or Appropriate District Authority.

Do you receive?

- Higher rate mobility component of Disabled Living Allowance; or
- PIP (Personal Independence Payment) – the award must be for at least 8 points or above in the "moving around" activity; or
- War Pensioner's Mobility Supplement.
- Blue Badge.

Yes – please send the letter (dated within the last 12 months and showing the same address as overleaf) which provides this information.

No – please complete questions within section F of the application form. When this is completed and returned, it will be assessed by Transport for Greater Manchester's medical advisor. You may be asked to attend a brief assessment.

If you are applying as a result of losing a leg in active service please provide the following additional supporting evidence:

Evidence that the serious walking difficulties are as a result of losing a leg in active service and you are so certified by the British Limbless Ex-Service Men's Association (BLESMA) or appropriate District Authority. This can be in the form of a supporting letter from a BLESMA support worker.

Please send the letter (dated within the last 12 months) which provides this information.

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 completed.

Section D – The reason why you are applying.

Section E – Proof you live in Greater Manchester.

Section F – Information needed for independent medical assessment

Only complete Section F if you ticked no in section D.

Are you able to walk 100m (110yards) without stopping, severe discomfort or help from another person?

Yes No

If you use a mobility aid for walking, please select the ones you use most often:

Wheelchair Walking stick Walking frame Companion Crutches

In the space below explain your medical condition and describe how it affects your ability to walk 100m

Tip: Please complete the below in black ink with clear spacing between words and line breaks. This will help us to have a clear understanding of your condition to make an informed medical assessment.

In support of the above information you **MUST** provide one of the below documents as supporting evidence. Please send photocopies only of your supporting evidence. All supporting evidence will be securely destroyed.

Diagnosis letter Treatment letter Specialist letter GP letter Other

Please give details of medication or treatment. Provide photocopy of prescription dated within the last 3 months.

Tip: Please complete the below in black ink with clear spacing between words and line breaks. This will help us to have a clear understanding of your condition to make an informed medical assessment.

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 from.

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**

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** or contact the Data Protection Officer.