



Application for Scotland-Wide Free Bus Scheme for Older and Disabled People



101139036

BEFORE YOU START TO COMPLETE THIS FORM, PLEASE READ THE INSTRUCTIONS ON PAGE 3. IF YOU REQUIRE HELP COMPLETING THIS FORM THEN YOU SHOULD CONTACT YOUR LOCAL AUTHORITY OR CURRENT CONCESSION SCHEME PROVIDER.

Part 1: Known Personal Details

The City of Edinburgh Council

Dr John Welford
14/4 Boat Green
Canonmills
Edinburgh
EH3 5LN

GENDER: _____
DOB: _____
TEL: _____
CARD No: C07382
EXPIRY DATE: 30/09/2006
CARD TYPE: _____

Part 2: Personal Details (if different from those printed in Part 1) Mark X (where appropriate).
If Part 1 is filled in, check that the information is correct and complete. If it is not, only fill in the boxes in Part 2 to amend the information in Part 1 or add missing information. If Part 1 is blank complete Part 2 in full. Use black ink and write in BLOCK CAPITALS.

	Mr	Mrs	Miss	Ms	Other
	Gender	Male	Female		
	First Name				
	Middle Initial(s)				
	Surname				
	Date of Birth	/	/		
	House Number/ Name				
	Street				
	Town/City				
	Postcode				
	Telephone No./ 0 (incl area code)				
	Mobile No. (optional)				
	Email address (optional)				

REMOVE THE COVER FROM THE STICKY PAD AND AFFIX A PHOTOGRAPH (SEE PAGE 3)

Part 3: Request for consent to share data. You must mark an X in one of the boxes below
As explained in the accompanying notes, the Council wishes to share your personal details with those departments and agencies of this Council, other Scottish Councils and the Scottish Executive that already hold this information. The purpose of sharing this information is to ensure that your personal details are correct, wherever they are held by these bodies. This will also allow us to identify and administer any other public services which you are eligible to receive. Please read the note on data sharing and data protection on Page 4.

(a) I agree to my personal details being processed for the purposes stated above **OR**
(b) I do not wish my personal details to be used for any purpose other than processing my application for free national bus travel

Part 4: Your Signature
I agree to the processing of my personal details to the extent necessary for the administration of the Scotland Wide Free Bus Scheme. My personal details should not be used for the purposes specified in Part 3 unless I have ticked box (a) in Part 3.

Signature _____ Date / / 2 0 0

For Bureau Use Only

FOR OFFICIAL USE ONLY

Part 5: Confirmation of card type and eligibility check

Mark **X** (where appropriate).

Does the current card have any of the following identifiers	CURRENT CARD NUMBER
DISABLED	
DISABLED PLUS COMPANION	EXPIRY DATE OF CURRENT CARD
VISUALLY IMPAIRED	/ / 2 0
VISUALLY IMPAIRED PLUS COMPANION	NO EXPIRY DATE ON CARD
NONE	

If "NONE" is the cardholder 60 or over?

YES

NO

If the applicant has completed or updated the address details on Part 2 of this form, then put an X in the box to confirm that proof of address has been provided

Part 6: (Write in the applicant's local authority code)

LOCAL AUTHORITY CODE

LOCAL AUTHORITY	CODE	LOCAL AUTHORITY	CODE	LOCAL AUTHORITY	CODE
Aberdeen City	01	East Renfrewshire	12	Orkney Islands	23
Aberdeenshire	02	East Lothian	13	Perth & Kinross	24
Angus	03	Falkirk	14	Renfrewshire	25
Argyll and Bute	04	Fife	15	Scottish Borders	26
City of Edinburgh	05	Glasgow City	16	Shetland Islands	27
Clackmannanshire	06	Highland	17	South Ayrshire	28
Comhairle nan Eilean Siar	07	Inverclyde	18	South Lanarkshire	29
Dumfries and Galloway	08	Midlothian	19	Stirling	30
Dundee City	09	Moray	20	West Dunbartonshire	31
East Ayrshire	10	North Ayrshire	21	West Lothian	32
East Dunbartonshire	11	North Lanarkshire	22		

Post Office (FAD Code)

1 APPLICATION PROCESS

- If you cannot apply for your card in person then you will need to contact your local authority/current concession scheme provider and make alternative arrangements for the validation of this form.
- Please refer to the enclosed letter, if there is one, for instructions specific to your local authority.
- Forms should be returned to one of the locations noted in your letter or, if you have not received a letter, as advertised by your local authority/current concession scheme provider. This will also provide you with details of who to contact if you have any questions.
- Once you have applied, your new card will arrive before April 2006 but you will only be able to start using it to travel by bus from April 2006. Remember to keep it in a safe place until then.

1.1 If you currently have a valid local authority or SPT travel pass.

Complete and hand in this form, in person, together with a passport photograph attached to this form. Take along your current travel pass as proof of eligibility. If you have completed or updated the address information in **Part 2** of this form then you must also take along proof of your current address.

These documents are acceptable as proof of address. Council Tax Bill, Utility Bill e.g. Gas, Electricity, Telephone (within last 6 months), Council Rent Book, Bank Statement (within last 6 months) or Photo Driving Licence.

1.2 If you do not currently have a travel pass.

You cannot use this form. You must make an application for your local travel pass through your local authority or SPT. If this application is successful an application form will be posted out to you.

2 INSTRUCTIONS ON HOW TO COMPLETE THIS FORM.

Part 1: If your details are printed here and they are correct then attach a passport photograph and complete **Parts 3 and 4**.

If some of your details are not correct, or are missing, then you should make the corrections or additions in **Part 2** and attach a photograph before completing **Parts 3 and 4**.

The photograph, which you attach to this form, should have your name and the form number (top right hand corner of Page 1 under the barcode) written on the reverse in BLOCK CAPITALS.

Part 2: If your details are not printed in **Part 1** then you need to complete this part in full.

- Mark an **X** in the appropriate boxes for your **Title** and **Gender**.
- Write your **First Name, Middle Initial(s), Surname** and **Date of Birth** (DD/MM/YYYY) in the spaces provided.
- Write your **House Number/Name, Street, Town/City** and **Postcode** in the spaces provided.
- Write in your **Telephone Number** (including area code) in the space provided.
- Additional space has been made available for your **Mobile Phone Number** and **Email Address**.

Part 3: This is where we ask for your consent to share your data.

You must mark an **X** in one of the boxes in **Part 3**.

Section 3 headed **Information on Data Sharing and Data Protection** explains why we are asking for your consent.

Part 4: This is where the form must be signed and dated. If necessary the form should be countersigned by a parent, guardian or carer. **Also fill in the date box at the foot of Page 4.**

INFORMATION ON DATA SHARING AND DATA PROTECTION

Once your application form has been processed, you will be given a new Scottish public services Entitlement Card that will enable you to travel free on buses throughout Scotland from April 2006. If it is not currently the case, in the future this card may also be used to provide you with other services such as access to your local authority library or leisure services, or to provide you with other entitlements that are offered by your local authority or other national entitlements that are offered by the Scottish Executive. If in **Part 3** of this form you gave **your** local authority your permission to use your personal details we will not ask you to fill out a form again to get additional applications on the card if you are entitled to receive those services. Ultimately this will reduce the number of public service cards that you need to hold. The information held can also be used to determine your entitlement to other services. For example the free national bus travel for applicants with disabilities may also entitle you to a disabled parking badge, the 'Blue Badge', or vice versa. For more information on this you should contact your local authority.

Your new Entitlement Card can be given a reference number which is unique to yourself. This will allow us to create your own personal customer record (a "citizen's account"), and you can then be provided with joined up public services. Some examples of how this will work in practice are:

- By having your own "citizen's account" we will try to ensure that you only have to give your information once, e.g. name and address. Data sharing will enable changes to this information to be shared with other parts of the public sector with whom you are a customer, and avoid correspondence and documentation being sent to you with the wrong name or to the wrong address.
- By having your own Entitlement Card we will try to add other services onto that card such as local authority library or leisure club membership or electronic payments such as council tax or housing rent. This means local authorities will be able to offer you one convenient card and reduce the cost of administering many different card schemes.
- If you to move another Scottish local authority area then we will - as far as possible - ensure that you do not need to re-register and prove eligibility for the entitlements and services that you currently receive.
- If someone dies then we will try to ensure that the death notification is shared with other public service providers and that we do not cause embarrassment and distress to your family by sending bills and letters.
- If you have proven your eligibility for a service and the same proof is required for another service, then we will make every effort to automatically offer you that additional service without you having to apply or provide the details again.

The Entitlement Card and the entitlements offered are administered by the Scottish Executive and Scottish local authorities. Under the terms of the Data Protection Act 1998 (the act), we are required to provide you, the data subject, with details of the data controller and purposes for which we will be/are processing your data.

The data controller of your personal details will be your local authority. We will only use the information you have provided to process your application for free National Bus Travel. If you have ticked box (a) in **Part 3** we will also use your personal details for the purposes stated in **Part 3**. If you have any queries relating to data protection these should be addressed in writing to your local authority Data Protection Officer.

As data subject, you have a number of rights under the Act in relation to the data which is processed about you. One of these rights is a subject access right. This means that you have the right to a copy of the data which is processed about you which is held in your local authority's computer records and also some data which is held in your local authority's manual records. If you want to exercise your rights of subject access, you are required to send a request in writing to the Data Protection Officer at your local authority. A charge may be made for this information and the Data Protection Officer will be able to give you the details of this.

If you have any questions then you should contact your local authority or concessionary scheme provider.

Unique Form Number

101139036

Date form completed

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