

Concessionary Travel Card Application Form Guidance



TRAFNIDIAETH CYMRU
TRANSPORT FOR WALES

Completing the application form

Please complete the form clearly in black ink and affix a passport size photo clearly showing your face (head and shoulders only) on the form.

Please include clear copies of the relevant documents to confirm you're entitled to a Concessionary Travel Card. The sections below explain what documents you need to provide for each type of card. If you've any queries regarding which documents you need to provide, please contact your local council or call us on 0300 303 4240.

Remember, it's easier if you apply at www.tfw.wales/travelcards. If your details can be matched electronically against central government records, we can process your application without any evidence of name, age or address.

Once you've completed your application, please double check all the details are correct and post it to:

Concessionary Travel Card
PO Box 55
Penrhyndeudraeth
LL49 0AY

What documents do I need to provide?

Type of application	Evidence required
60 and Over	Provide (a) two forms of evidence of your address and (b) one form of evidence of your age. See sections 1 and 2 overleaf for details.
Disabled	Provide (a) two forms of evidence of your address, (b) one form of evidence of your age and (c) your disability. See sections 1, 2 and 5 overleaf.
60 and Over and Disabled	As the travel rights are the same for both 60 and Over and Disabled Person's Card, you should apply for a 60 and Over Concessionary Travel Card which requires less evidence than a Disabled Person's Card.
Disabled with Companion	If you're applying for your first Disabled Person's plus Companion Card, please contact or visit your local council office. If you already have a Disabled Person's plus Companion Card, you can apply for your new-style card at www.tfw.wales/travelcards
Change of name	Provide evidence of your change of name. See section 3 overleaf.
Change of address	Provide two forms of evidence of your new address. See section 1 overleaf.

PLEASE NOTE: You don't need to complete the paper application, if you've applied on our website.

1. Evidence of address

For all cards (60 and over and Disabled Person's), we need to check your address.

Please submit two copies of any of the following:

- Council Tax bill or evidence of Council Tax exemption (current financial year)
- Evidence of rent payments (within the last 3 months)
- Current driving licence
- Benefit and pension documents (current financial year)
- Utility bill not including mobile telephone (within the last 3 months)
- Confirmation that you're on the Electoral Roll for UK Parliamentary Elections
- Confirmation that you're on the School Roll
- Evidence that you're a dependent of a person resident in the council's area
- Evidence that you're in the care of your local council or an approved agency and you're a resident in the council's area
- Evidence that you have a permanent registration with a local GP
- Evidence of Home Office documentation confirming residency

2. Evidence of age

For all cards (60 and Over and Disabled Person's), we need to check your age.

Please submit a copy of one of the following:

- Passport
- Driving Licence
- Birth Certificate (bearing your name)
- A copy of an official document which shows your age such as a State Pension document or an NHS medical card

3. Evidence of name change

Please submit a copy of a legal document which clearly shows your new name and the linkage to your previous name, such as a marriage certificate or a deed poll.

4. Evidence for a Disabled Person's with Companion Concessionary Travel Card

Please contact your local council who will assess whether you meet one of the following criteria:

- Challenging behaviours: you always need to be supervised;
- Severe cognitive and mental impairments (including if you've no awareness of risk and limited ability to plan and follow a journey);
- A combination of visual and hearing loss or visual and speech loss that prevents independent mobility; or
- Difficulties using a wheelchair independently.

5. Evidence for a Disabled Person's Travel Card

If you're applying because you have a disability, the evidence we require varies depending on your disability. You should supply whichever of the following are relevant to your application:

- Department for Work and Pensions (DWP) Disability Living Allowance (DLA) award letter, which gives details of a Higher Rate Mobility Component (HRMC) award
 - Department for Work and Pensions (DWP) Personal Independence Payment (PIP) Statement of Entitlement, which shows:
 1. 8 or more points under Descriptor 7 "Communicating Verbally" or
 2. 2 points under Descriptor 11 "Planning and Following a Journey" or
 3. 8 or more points under Descriptor 12 "Moving Around"
- PLEASE NOTE: The PIP descriptors and their individual scores MUST NOT be added together.**
- Veterans UK Agency War Pensioners Mobility Supplement (WPMS) award letter on official headed paper
 - Ministry of Defence award letter under tariffs 1-8 of the Armed Forces Compensation Scheme (AFCS) on official headed paper.
 - Eligibility Assessment Approval from your local council that you meet one of the following criteria:
 1. You have a high degree of sight loss in both eyes
 - i. severely sight impaired – you can't read, (with your glasses if worn) the top letter of a standard eye test chart at a distance of 3 metres or less
 - ii. sight impaired – you can only read (with your glasses, if worn) the top letter of a standard eye test chart at a distance of 6 metres or less
 2. You're profoundly or severely deaf; a hearing loss across both ears of 70 decibels (dBHL) or greater
 3. You can't speak – you're unable to communicate orally in any language
 4. You've got an impairment or injury that has a substantial long-term adverse effect on your ability to walk
 5. You're without arms or long-term loss of the use of both arms
 6. You've got a cognitive impairment
 7. You would be refused a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, pursuant to section 92 of that Act (physical fitness) other than on the ground of persistent misuse of drugs or alcohol

If you meet one of the eligibility criteria 1 to 7 above, please contact your local authority to find out what evidence you should provide.

What do we do with the evidence?

The evidence you supply is used to validate your application. Deliberately supplying false documents is fraud. For details of how we manage your information, please see our website at www.tfw.wales/privacy-statement.

