

Disabled Person's and Blind Person's Travel Pass

Application Form



wymetro.com



Delivered by

**West
Yorkshire
Combined
Authority**

**Tracy
Brabin
Mayor of
West Yorkshire**

Disabled Person's and Blind Person's Travel Pass **Application Form**

Section 1 Your Details Please complete ALL sections in block CAPITALS

First name	<input type="text"/>						
Last name	<input type="text"/>						
Address	<input type="text"/>						
Post code	<input type="text"/>						
Phone number	<input type="text"/>						
Email address	<input type="text"/>						
Date of birth	<table border="1"> <tr> <td>D</td><td>D</td><td>M</td><td>M</td><td>Y</td><td>Y</td> </tr> </table>	D	D	M	M	Y	Y
D	D	M	M	Y	Y		

Section 2 Eligibility

Please tick if you have a Blue Badge or receive any of the following benefits:	Yes	No
Blue Badge Parking Permit. Your Blue Badge must be valid for at least the next 6 months. Please provide a photo of both sides of your Blue Badge.	<input type="checkbox"/>	<input type="checkbox"/>
War Pensioner's Mobility Supplement (WPMS) Please provide a copy of your award letter.	<input type="checkbox"/>	<input type="checkbox"/>
Armed Forces Compensation Scheme (AFCS) award Tariff Level 1-8 Please provide a copy of your award letter.	<input type="checkbox"/>	<input type="checkbox"/>

If you have ticked **yes** to any of the boxes in Section 2 and can provide proof of your benefits, please complete Sections **4, 5** and **6**.

Section 3 Your Disability

Please tick which of the following applies to you and provide the relevant supporting evidence.

Eligibility criteria and supporting evidence

Yes

1. I am blind or partially sighted. Please tick.

If you are severely sight impaired (blind) or sight impaired (partially sighted) please provide **one** of the following:

- A Certificate of Vision impairment (CVI)
- A BD8 form signed by a Consultant Ophthalmologist
- An evidence form completed by a medical professional*

2. I am profoundly or severely deaf. Please tick.

If you are profoundly or severely deaf please provide **one** of the following:

- A letter or audiological report from an aural specialist indicating that your hearing loss is more than 70dBHL in both ears
- An evidence form completed by a medical professional*

3. I am without speech. Please tick.

Please note that this does not include people who have slow speech or a severe stammer.

Please provide **one** of the following:

- A letter from a medical professional* confirming that you are unable to communicate orally in any language
- Personal Independence Payment (PIP) award letter showing that you have a current award of 8 points or more for the communicating verbally activity. Please provide a copy of all pages of your PIP award letter.
- An evidence form completed by a medical professional*

4. I do not have arms or have long-term loss of use of both arms. Please tick.

Please provide **one** of the following:

- A letter from a medical professional* confirming that you are unable to use your arms to carry out day-to-day tasks such as paying coins to a bus driver
- An evidence form completed by a medical professional*

Continued on next page

5. I have a learning disability. Please tick.

A learning disability that is a state of arrested or incomplete development of mind, which includes **both** a significant impairment of intelligence **and** social functioning. This disability must have started before adulthood and have a lasting effect on development.

Please provide **one** of the following:

- A letter from your Social Services key worker or a medical or social care professional* confirming that you have a learning disability as defined above.
- Evidence of a statement of educational needs confirming that you have a learning disability as defined above
- Council Tax bill in your name with Class U exemption (severely mentally impaired).
- An evidence form completed by a medical or social care professional*

6. I have a disability or have suffered an injury which has a substantial and long term adverse effect on my ability to walk. Please tick.

To qualify under this category, a person would have to have a long term and substantial disability that means they cannot walk or which makes walking very difficult.

Please provide **one** of the following:

- Personal Independence Payment (PIP) award letter showing that you have a current award of 8 points or more for the moving around activity. Please provide a copy of all pages of your PIP award letter.
- Disability Living Allowance (DLA) letter showing that you have a current award of the Higher Rate Mobility Component.
- An evidence form which has been completed by a medical professional*

7. You have been or would be refused a driving licence on certain medical grounds.

Please tick.

This includes conditions such as dementia, sudden attacks of dizziness or fainting, epilepsy (unless it is of a type which does not pose a danger if you drive) and any other disability which would cause you to be a danger to yourself or others when driving.

You will not qualify if your condition is related to the persistent misuse of drugs or alcohol.

Please provide **one** of the following:

- A letter from the DVLA indicating refusal or withdrawal of your licence for a minimum of 12 months.
- A completed evidence form or letter from a medical professional* confirming that you are unfit to drive and the reason and length of time for which you will be unfit to drive (this letter must be dated within the last 12 months).
- Personal Independence Payment (PIP) award letter showing that you have a current award of 10 points for the activity 'Cannot undertake any journey because it would cause overwhelming psychological distress'. Please provide a copy of all pages of your PIP award letter.

***Medical Professionals** who can provide supporting evidence include hospital consultants, occupational therapists, physiotherapists, general practitioners and nurses.

You can print a **medical evidence form** from wymetro.com/tickets-and-passes/blind-disabled or contact the Inclusive Travel Team to ask for a form (contact details are at the end of this form).

Some medical professionals might charge a fee to provide you with a letter or to complete the evidence form. We cannot help with any of those costs.

Continued on next page

Section 4 Companion Pass

If you qualify for a Blind or Disabled Person's pass **and** you are unable to travel alone, you may be entitled to a companion pass.

Yes

I would like to apply for a companion pass.

Please tick if you receive any of the following benefits:

- Higher rate of the Care Component of Disability Living Allowance
- Enhanced rate of the Daily Living Component of Personal Independence Payment
- Personal Independence Payment – at least 10 points for the 'planning and following a journey' activity
- Higher rate Attendance Allowance

If you receive any of the benefits listed above, please provide a copy of all pages of your benefits award letter, including the page that shows your name and address, details of your award including the rates received and for how long. For PIP award letters, include all pages showing what points you have been awarded.

If you are not in receipt of these benefits, you must provide a completed evidence form or a letter from a medical professional* (see section 3) giving the reasons why you need to be accompanied when travelling.

Section 5 Photograph

Please attach a passport style photograph to your application.

An unsuitable photograph may result in a delay to your application.

The photograph must:

- ✓ Be passport sized (approx 45mm high by 35mm wide)
- ✓ Have been taken within the last 12 months
- ✓ Be in colour, against a plain background if possible
- ✓ Show a close-up of your full head and shoulders
- ✓ Be only of you with no other objects or people
- ✗ You should not be wearing a hat or sunglasses

*Attach photograph
(Do not staple)*

Please write your name and date of birth on the back of the photograph.

Continued on next page

Section 6 Declaration

I declare that the information given on this form is correct and I will abide by the conditions of use.

Signature

Date

D	D	M	M	Y	Y
---	---	---	---	---	---

Use the checklist below to make sure you have completed the application correctly.

- ✓ Enclosed evidence of your disability
- ✓ Enclosed one photograph with your name and date of birth written clearly on the back.
This photo needs to have been taken within the past 12 months
- ✓ Signed and dated Section 6 - Declaration

**Please do not send original copies of your documents,
as any information sent by post will not be returned.**

Please return your form:

By post to: **Inclusive Travel Team, PO Box 917, Leeds. LS1 9WS**

By email to: **inclusivetravel@westyorks-ca.gov.uk**

Staying in touch

We will keep you informed about the process of your travel card.

We'd love to drop you an email every now and then to let you know about all the latest travel card developments and any exciting offers. Please be sure to tick this box so we can keep you posted.

You can withdraw your consent at any time by contacting us:

Customer.feedback@westyorks-ca.gov.uk

MetroLine 0113 245 7676

Continued on next page

Privacy Statement from October 2024

For the purposes of the Data Protection Act 2018 and the General Data Protection Regulation, GDPR, the 'controller' of the personal data which you provide is West Yorkshire Combined Authority ('the Combined Authority', 'we', 'us'). The Combined Authority is registered with the Information Commissioner's Office with registration number ZA051694.

Tel: 0113 251 7272 Email: DPO@westyorks-ca.gov.uk.

The Combined Authority is collecting this data and will process it for the purpose of delivering the M-Card and Concessionary Travel Schemes, statistical monitoring and to comply with government mandated obligations such as the National Fraud Initiative.

We would also like to keep you informed of updates and offers relating to the above schemes. We will only send you this information if you consent to receive it.

The data will also be processed by the following organisations:

- Card printers (for the printing and posting of cards)
- Database management support (to ensure integrity, security and data recovery)
- West Yorkshire Ticketing Company (owner of the M-Card brand)
- Your employer (for the processing of the Corporate Annual M-Card only)

The Combined Authority will not share your personal information with any other organisation or third party other than those named above, except in certain circumstances, which are:

1. if we have a legal obligation to do so or if we are required or requested to do so by a competent authority such as the police or a court.
2. if we need to use or disclose your information to obtain legal advice or in connection with legal proceedings.
3. if we need to share your information to protect your vital interests if you are unable to give us consent or it is unreasonable for us to ask for your consent in the circumstances (e.g. if you are injured).

We will retain your account information (name, address, date of birth etc.) for 366 days after either the expiry of the last registered card or, the date of the last transaction on an account whichever is shorter. Pink M-Cards customer information will remain on the system unless the customer requests that their information be deleted. Any incomplete customer records will be removed after three months. Any medical information will be kept for three months after the application decision, or three months after an appeal decision. After this time has passed, we will safely delete your information.

Information provided to the Combined Authority for the purpose of administering a travel pass under a National Concessionary Travel Scheme will be processed under Article 6(1)(e) of the UK GDPR which states that processing is necessary for the purposes of a task carried out in the public interest or in the exercise of official authority vested in the controller.

Privacy Statement from October 2024 (continued)

Information processed for all other travel passes will be on the basis of Article 6(1)(b) of the UK GDPR, which states that processing is necessary for the performance of a contract with individuals, to deliver goods and services requested.

We do not require consent to use personal data for these purposes. Your consent is needed however if you wish to receive marketing communications.

Please be aware that by registering a dependant's details, you are responsible for ensuring the accuracy of their details as well as adherence to all associated terms and conditions.

Data subjects have a number of rights under the UK GDPR. These include the right to access the information which we hold about you. In some cases you may have a right to have your personal data rectified, erased or restricted, and to object to certain use of your data. You have an absolute right to demand that you stop receiving marketing information. This would not affect the legality of what we do with your personal data before you withdraw consent and would not stop us from continuing to use your data to the extent that we do not require your consent. It would stop us from further using data for purposes which require your consent (e.g. marketing).

If you are unsatisfied with the manner in which we collect or handle your personal data, you have a right to make a complaint to the Information Commissioner's Office. Information about how to make complaints can be found on the ICO's website at ico.org.uk

We act in accordance with our corporate privacy notice, which provides further information on personal data processing and how to contact us to make a request:
www.westyorks-ca.gov.uk/footer/privacy-notice-and-cookie-policy/