



Disabled Person's and Blind Person's Travel Pass

Fill in this form if you want
to ask for a pass



About you



Your full name



Address. This is where you live



Phone number



Date of birth



Email address

About your disability



In this part of the form we are going to ask you to tell us about your disability.



We will also ask you to send us some proof like a letter or **evidence form** from a **medical professional**.



A **medical professional** means a:

- Hospital consultant. This is a doctor you see at a hospital.
- Doctor or GP. This is the doctor you see at your local surgery.
- Occupational Therapist. This is someone who looks at what support you need to do day to day things.





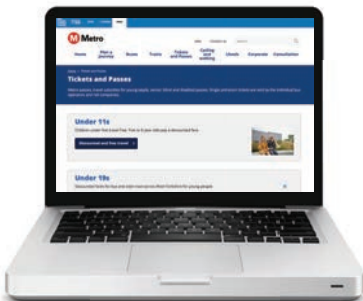
- Physiotherapist. This is someone who knows a lot about how you move your body.



- Nurse.



An **evidence form** is a special form a medical professional fills in.



The evidence form you need is on our website:

www.wymetro.com/tickets-and-passes/



You can print out the form and give it to a medical professional.



You may have to pay for them to fill in the form.

How to fill in this part of the form



We have written about some different disabilities. There is a box next to each disability.



Tick the box next to the disability you have. You can tick more than 1 box.



Then check what you need to send us with this form.

Blind or partially sighted

☐

Tick this box if you are blind or partially sighted.

This means you cannot see anything. Or you find it very hard to see even with glasses on.

What you need to send us

If you ticked this box, you must send us 1 of these things with this application form:



- A Certificate of Vision Impairment. This is called a CVI for short.



- A BD8 form that is signed by a special eye doctor called a Consultant Ophthalmologist.



- An evidence form or letter from a medical professional.

Profoundly or severely deaf



☐ Tick this box if you are profoundly or severely deaf.

This means you cannot hear anything or you find it very hard to hear.

What you need to send us

If you ticked this box, you must send us 1 of these things with this application form:



- A letter or report from an ear doctor.

It must say your hearing loss is more than 70dBHL in both ears.



- An evidence form or letter from a medical professional.



How you communicate

☐

Tick this box if you cannot say words to communicate.



This means that when you get on a bus you cannot say words to:

- Ask where the bus is going or where it stops.
- Ask how much it is.
- Tell the bus driver something.

What you need to send us



If you ticked the box, send us a letter or evidence form from a medical professional.



It must say that you cannot say words to communicate in any language.

Using your arms

☐

Tick this box if you are not able to use your arms to do things or you do not have any arms.

What you need to send us



If you ticked the box, send us a letter or evidence form from a medical professional.



It must say you are not able to use your arms to do things like give money to the bus driver for your ticket.



Learning disability

☐

Tick this box if you have a learning disability.

What you need to send us

If you ticked this box, you must send us 1 of these things with this application form:



- A copy of your statement of educational needs that says you have a learning disability.



- A letter from your social services key worker that says you have a learning disability.



- An evidence form or letter from a medical or **social care** professional.



A **social care professional** could be:

- Your social worker

or



- Someone who works in care and is paid to give you care and support.

Your letter or evidence form must say:

- You have a learning disability that is a significant impairment of intelligence and social functioning.

This means because of your learning disability you need a lot of help and support every day to do most things.



- Your learning disability started before you were born or when you were a child.



Walking

☐

Tick this box if you cannot walk or it is hard to walk because of your disability.



What you need to send us

If you ticked the box, send us a letter or evidence form from a medical professional.



It must say that you cannot walk or it is hard for you to walk because of your disability.



Blue Badge Parking permit

☐

Tick this box if you have a Blue Badge Parking Permit.



A Blue Badge shows you are allowed to park in some extra parking spaces.



Your Blue Badge has an end date on it. The end date must not be less than 6 months of you sending us this application form.

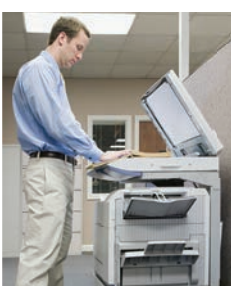
What you need to send us



If you ticked the box, send a picture of the front and back of your Blue Badge.



You can take a photo and print it out.



Or you could go to your local library and ask them to copy it for you.

They might ask you to pay them a little bit of money for this.

Driving

☐

Tick this box if you are not able to drive for medical reasons.



This might be because you:

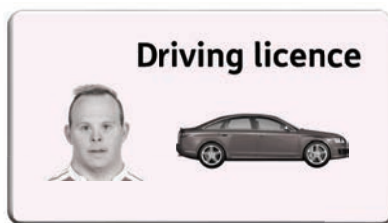
- Have epilepsy.
- Cannot see very well even with glasses.
- Have a learning disability.
- Have other medical reasons.





What you need to send us

The **DVLA** is an organisation who says who can drive in England, Scotland and Wales.



The DVLA can give you a driving test. If you pass the test you will get a driving licence.

A white application form with a red header. It has several fields for personal information: 'Your full name', 'Address. This is where you live', 'Phone number', 'Date of birth', and 'Email address'. To the left of each field is a small icon representing the type of information: a person for name, a house for address, a phone for phone number, a calendar for date of birth, and an envelope for email address.

If you ticked the box, you must send us 1 of these with your application form:



- A letter from the DVLA that says you cannot have a driving licence for medical reasons.



- A letter from the DVLA that says it has taken your driving licence away for at least 12 months. This must be for medical reasons.



If you have not asked the DVLA for a driving licence, you can send us a letter or evidence form from a medical professional.



It must say:

- Why you cannot drive for medical reasons.



- How long you cannot drive for.



If it is a letter or evidence form that you already have, it must have been sent to you in the last 12 months

Ask for a Companion Pass



If you need support to travel, you might be able to get a Companion Pass. This means someone else can travel with you in West Yorkshire.

Do you want to ask for Companion Pass?

☐

Yes

☐

No



If you ticked **yes**, you need to:

- Tell us about what benefits you get

or



- Have a letter or evidence form that says why you need support to travel.

What you need to send us if you get a benefit



A **benefit** is money from the government that helps you pay for things.



This could be things like:

- Paying to live in your home.



- Paying for extra things you might need because of your disability.



Here is a list of benefits. If you get one of the benefits, tick the box next to the one you get.



☐ Disability Living Allowance.
You must get the higher rate
for care.



☐ Personal Independence
Payment. You must get the
enhanced rate for the daily
living part.



☐ Personal Independence
Payment. You must get 10
points or more on the planning
and following a journey part.



☐ Attendance Allowance.
You must get the higher rate.



You need to send us a copy of your benefits award letter with this form. It must:



- Have been sent to you in the last 12 months.



- Have your full name and address on it.



- Say how many points or what level you get for your benefit.



- Say how much money you get and how long you will get it for.

What you need to send us if you do not get a benefit



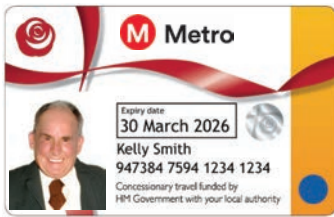
You can send us an evidence form or a letter from a medical or social care professional.



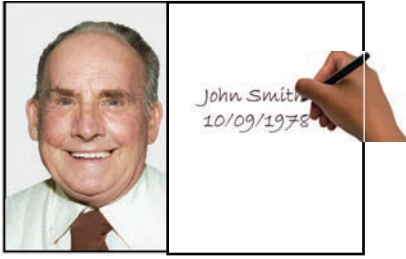
The letter must say why you need support to travel.

A photograph for your pass

We need a photograph of you to put on your pass.



- It must be a colour photograph with nothing in the background.
- It must show all of your head and your shoulders like this photo.
- It must have been taken in the last 12 months.
- It must not have anyone else in the photo.
- You must not wear a hat or sunglasses in the photo.



Write your name and date of birth on the back of the photo.



Put your photograph in this box.



You can use glue or a paper clip to do this.



Do not use staples.

Checking your information



Sign your name in this box if you have given us the right information in this form.



Write today's date here.



When you have filled in this form, send it back to us at:

Inclusive Travel Team
PO Box 917
LEEDS
LS1 9WS



Or you can email it to:
inclusivetravel@westyorks-ca.gov.uk

Privacy notice



This is our **privacy notice**. It tells you how we will use and look after the information you tell us on the form.

What information we might keep about you:

When you fill in this form, you will tell us personal information about you.



Things like:

- Your name and your date of birth.
- Your address, email address and telephone number.
- Information about your disability or health condition.





We will keep your information private and safe.



Only people who need to see your health information are allowed to.



We will only use your information to help us decide about giving you a travel pass. Or to send you a travel pass.



We cannot use your information for anything else.

How long we keep your information for



We will delete the information from your application form:



- 1 year after the date when your travel pass runs out

or



- 1 year after the last time you used your travel pass.



You might have sent us a medical form or letter.



When we have made a decision about if you can have a pass, we will keep the evidence form or letter for 3 months. Then we will delete it.



Your rights

Your **rights** are things you are allowed to do and how you should be treated.



The law says you have rights when we keep information about you.



You have the right to:

- Ask us to change any information that is wrong

and



- Ask us to delete information we have about you.



If you have any questions, or to ask about your rights, you can contact us:



By Email:

DPO@Westyorks-ca.gov.uk



By Phone:

0113 251 7272



This is an easy read of our bigger privacy notice that is not in easy read.

You can read our bigger privacy notice on our **website**:

www.wymetro.com/tickets-and-passes/privacy-statement