



Concessionary Travel for Disabled People



An Easy Read Application Form



Introduction

This Easy Read booklet explains:

- who can apply for a West Midlands Combined Authority Concessionary Travel Pass, and
- how to apply for a pass.



Who can apply?

You can apply for a travel pass if:

- you have a long term disability, or you expect to be disabled for the next 12 months
- you are over five years old
- you live in Birmingham, Coventry, Dudley, Sandwell, Solihull, Walsall or Wolverhampton.



How do I apply?

Read the categories on Pages 13 to 18 and check that one or more applies to your disability.

Fill out the application form on Pages 9 to 22.



Send us **copies** of the documents, please don't send us original documents because we won't be able to send them back.



You will have to pay for postage, photographs or documents from GPs.



Send us a recent passport style photograph and write your name and postcode on the back.

You could get one taken at a local post office or chemist.



Send us a document with your name on it as proof of your address:

- a bank statement that is less than six months old
- a bill that is less than six months old
- a doctor or hospital letter that is less than six months old



Post your application and documents to

WMCA, PO Box 9421, Birmingham, B19 3TR.

It can take us up to 8 weeks to look at your application.



We may need to contact you, so make sure you send us your phone number or email address on Page 10 of the application form.



If you do not send us the correct documents this may hold up your application.



If you are under 18

You will get a pass that you can use before 9.30am

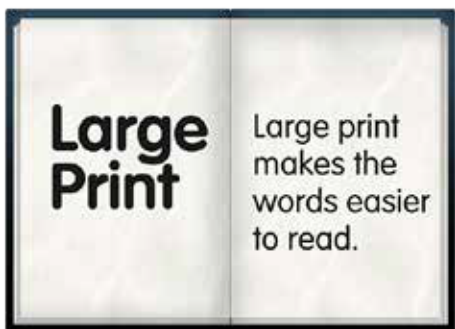
- if you are aged 5 to 15
- if you are aged 16 to 18 and you are in full time education.



If your school makes the application, your parent or guardian will need to sign it.



Letters will be sent to your home address, and we may contact your school if we need to.



Need a different format?

If you would like a copy of this document in a format that suits your needs such as large print or audio you can.

Call us on **0345 303 6760**

Email us at customerservices@tfwm.org.uk



If you need to speak to someone in a different language you can call us on **0345 303 6760**. We will use Language Line to help.

About the pass

Where can I use the pass?



On local buses anywhere in England.

On most buses, trains and Metro in the Transport for West Midlands area.

When can I use the pass?



On buses, trains and Metro in the Transport for West Midlands area.

- after 9.30am Mondays to Fridays
- any time Saturday, Sunday and Bank Holidays.



AM



PM

On any local bus in England

- from 9.30am to 11pm, Monday to Friday
- any time Saturday, Sunday and Bank Holidays.



How do I use the pass?

Always carry your pass with you whenever you travel.

On buses – place your pass over the reader and wait for the green light to show.

On trains and Metro – show your pass to conductor when asked.



Travel before 9.30am

You can pay for each journey.

Or you can get a **Pre 9.30am ticket**, which will save you money if you travel a lot in the Network West Midlands area before 9.30am.



Your local council may be able to help towards the cost of your **Pre 9.30am ticket**.

How much does a Pre 9.30am ticket cost?

To find out the most up-to-date cost you can



- visit our website
tfwm.org.uk



- call us on **0345 303 6760**



You can pay for a **Pre 9.30am Ticket** by Direct Debit – that's an amount that comes out of your bank account every month.

To sign up just use the link below.
tfwm.org.uk/directdebit



Hospital travel

If you need to travel before 9.30am for NHS treatment, you can make a claim to reduce the cost of your **Pre 9.30am ticket** at the place you are treated, such as:

- a hospital
- NHS Centre
- private clinic.



What happens if I lose my pass?

Call Customer Services on **0345 303 6760** to get a new pass.



If you lose your pass you **will** have to pay for a new one.

If your pass is stolen you **will not** have to pay. But you will need get a Crime Reference Number from the police.

Application Form

Checklist



- ☐ I have applied for the right category
- ☐ I have completed all sections
- ☐ I have used block capital letters
- ☐ I have signed the declaration
- ☐ I have included supporting documents
- ☐ I have used the correct postage

Your photo

Stick your passport photo to this box using glue, sticky tape or staples



Part 1: About you



Your title: Mr ☐ Mrs ☐ Miss ☐ Ms ☐

Other

Are you: Male? ☐ Female? ☐

First name

Last name



Address

Postcode



Phone number (in case we need to contact you)



Email address

Date of birth

dd mm yyyy



How would you like us to contact you, if we need to?

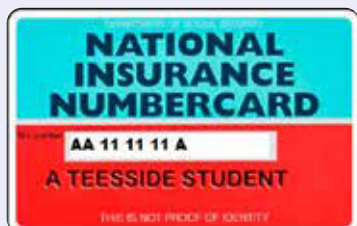
(Tick all that apply)

Letter only ☐

Letter and Email ☐

Email only ☐

Large Print ☐



What is your National Insurance number?

Do you hold a full driving licence?



☐ Yes, a full licence

☐ Yes, a provisional licence

☐ No



Have you been awarded the Disability Living Allowance or Personal Independence Payment by the DWP?

☐ Yes

☐ No

If you ticked 'Yes' please send us

- your full award letter with your application
- other documents that we need for the category you are applying under.

Your award letter must be less than 12 months old.
DWP can send you the details of your award.



Part 2: Your doctor

Your doctor's name

Address

Postcode

GP Phone No

GP email address



Part 3: Your category



The law says you can apply for a travel pass if you have a disability as described by one of seven categories listed on Pages 13 to 18



You can apply for more than one category, but you must provide the documents for every category you apply for.

Please tick the boxes so that we can see:

- the category you are applying for and
- the documents you are sending.



☐ **Category A** – I am blind or partially sighted

You can apply if you are blind or partially sighted in both eyes.

Please send us ONE of these documents

- ☐ A registration card from your local council
- ☐ Certificate of Vision Impairment
(a CVI, which used to be called a BD8)





☐ **Category B – I am deaf**

You can apply if you are very deaf or only able to hear a little sound.

Please send us **ONE** of these documents

- ☐ Proof you are registered with your local social services department as deaf.
- ☐ Audiogram from a specialist saying you cannot hear very well - 75 to 90 dBHL in both ears.



☐ **Category C – I cannot speak**

You can apply if you **cannot** speak at all in any language.

You cannot apply if your speech is slow or difficult to understand.

Please send us **ONE** of these documents



- ☐ A letter from Department of Works and Pensions (DWP) less than 12 months old that says you get a Personal Independence Payment (PIP) with a score of 8 or more in the 'Communicating verbally' activity.
- ☐ A medical report that says you do not have any speech.



☐ **Category D – I have a walking disability**

You can apply if you have a long term disability that means you cannot walk or it is difficult for you to walk.

Your impairment is the same as someone who gets

- high rate mobility component of the Disability Living Allowance (DLA)
- Standard or enhanced rate of the mobility component of a PIP.



Please send us **ONE** of these documents

- ☐ A letter from DWP less than 12 months old that says you get the High Rate Mobility Component of the DLA.
- ☐ A letter from DWP less than 12 months old that says you get a PIP with a score of 8 or more in the 'Moving around' activity.
- ☐ A letter from the Service Personnel & Veterans Agency (SPVA) that says you get a War Pensions Mobility Supplement (WPMS).
- ☐ A copy of both sides of your Disabled Persons' Parking permit (Blue Badge). This must be one of the new style plastic permits.



How far can you walk in metres?

- without stopping,
- getting a lot of pain or
- needing help from another person?

I can walk for metres



Please note: You may need to go to an assessment clinic to check your walking ability.



☐ **Category E – I cannot use both arms**

You can apply if you cannot use both of your arms, and your disability has a big impact on daily activities such as paying a fare on a bus or train.

Please send us this document

- ☐ A medical report that says you cannot use both arms for daily tasks.



☐ **Category F – I have a learning disability**

We use the World Health Organisation (WHO) guidance which says that someone is learning disabled if **all three statements** apply

- it is difficult to understand complex information or learn new skills
- it is difficult to live independently
- the disability started before they were an adult.

Please send us **SOME** of these documents

- ☐ A letter from your school about your learning ability.
- ☐ The full statement of Special Educational Needs or Individual Education Plan and any reviews.
- ☐ Your care plan or support plan.
- ☐ A letter from social services or from a manager of a residential care home that says you meet the **three statements**





- ☐ A copy of your patient summary, confirming you have been diagnosed with a severe, moderate or mild learning disability. This can be obtained from your Doctors surgery.
- ☐ A letter from a medical professional such as a GP, that says you have a learning disability and whether it is mild, moderate or severe.
A medical professional does not have to be your GP. For example, it can also include a CPN, learning disability specialist, Occupational Health therapist or a Psychiatrist.



☐ **Category G- I cannot drive a car because I have a medical condition**

You **can** apply

- if you would be refused a driving licence because of your medical condition
- if you are over 16.

You **cannot** apply

- if you have a driving licence
- if your medical condition is due to alcohol or drugs.



You may get a pass if you have **ONE** of these conditions

- have fits you cannot control (this is called epilepsy)
- have severe mental health issues
- may suddenly faint or black out
- any disability that makes it dangerous for you to drive.



Continued on page 18



Please send us **ONE** or more documents

- ☐ Proof of any medicine you have taken in the last six months.
- ☐ A medical letter about your epilepsy or seizure.
- ☐ A letter from DVLA, less than 12 months old, that says your driving licence has been refused or taken away.
- ☐ A letter from a medical professional (a medical professional does not have to be your GP. For example, it can also include a CPN, Epilepsy specialist, Occupational Health therapist or a Psychiatrist) that says
 - you would not get a driving licence if you applied
 - a copy of your patient summary confirming your condition. This can be obtained from your Doctors surgery.
 - you would be danger to yourself or others if you did drive.

Part 4: Declaration

How we will use your data



West Midlands Combined Authority and other agencies need to have your personal information to run the travel scheme. We will follow the law on keeping personal information.

We may share your information with the police or other agencies to protect public money and prevent fraud.

Medical matters



I agree that West Midlands Combined Authority may need to contact my GP

I agree that information about me will be sent to the independent organisation carrying out the assessment.

If you agree please tick this box ☐



All the information in this form is true. I understand that if I have given any false information, legal action may be taken against me.

If you agree please tick this box ☐



Your signature



(If you are under 16 your parent or carer must sign)

Date:



If this form was completed by someone else please complete the form below:

What is their name?

What is their relationship to you?



If this person works for a school or organisation please write its name here.

Signature of person who completed the form



Date:

Ethnicity

White



☐ English ☐ Scottish

☐ Welsh ☐ Irish

Any other White background (please write in the box below)

Mixed



☐ White and Black Caribbean

☐ White and Black African

☐ White and Asian

Any other Mixed background (please write in the box below)

Asian or Asian British

☐ Indian ☐ Pakistani

☐ Bangladeshi

Any other Asian Background (please write in the box below)





Chinese or Other ethnic group

☐ Chinese

☐ Other (please write in the box below)



Black or Black British

☐ Caribbean

☐ African

Any other Caribbean/African background (please write in the box below)



Post your form and documents to

West Midlands Combined Authority,
PO Box 9421, Birmingham, B19 3TR

Please make sure you have the correct postage before you send your application to West Midlands Combined Authority.

Useful information



For information about public transport go to tfwm.org.uk



For information about buses and Metro call Traveline
0871 200 22 33



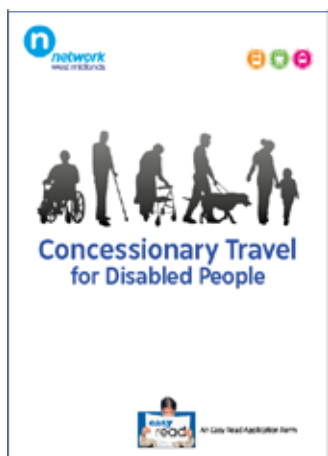
Calls to this number cost 12p per minute plus network extras




For information about rail call National Rail Enquiries
03457 48 49 50



Calls to this number cost 10p per minute plus network extras



Keep this booklet safe for information about your travel pass and where you can use it.

This  EasyRead booklet was written and produced by
www.easy-read-documents.com

