

The purpose of the Voucher Scheme is to assist people who qualify for a bus pass but cannot use conventional public transport due to having severe mobility impairment or because they live in a remote area where public transport is not available. You can apply for either the Voucher Scheme or a Bus Pass but not both. Please keep these notes for guidance.

What is the Scheme?

Mid Suffolk District Council recognises that there are a number of people who, through no fault of their own, cannot access the benefit of concessionary travel on conventional bus services. This could either be for reasons of severe disability or that due to their location such services are unavailable to them.

The Council has therefore decided to offer a benefit to qualifying applicants in the form of vouchers that can be used towards their use of community transport or taxis. The value of the vouchers issued in any year is reviewed annually. This year the value is £104. Voucher scheme members cannot also hold a National Bus Pass.

Who can claim Concessionary Travel Vouchers in 2010/2011:

For Disability Qualification.

You must have "severe mobility impairment". This is a disability or injury, which has a substantial and long-term adverse effect on your ability to walk. This must be of such severity that you are unable to use conventional public transport services at any time (whether or not such services are available).

Proof of eligibility and residence will be required i.e. verification from someone who is professionally qualified and involved in your treatment or care confirming that you are unable to use conventional bus services and a copy of a utility bill.

For Remoteness Qualification.

The majority of people will have been able to exercise some choice as to their residential location and will have taken into account accessibility factors in so doing. However, there will be some who have suffered the impact of cutbacks in rural transport services and who find themselves left without an adequate level of service. Hence the entitlement to receive vouchers is dependent on two factors:

- Permanent residence for at least 5 years at your current location as of the date of application
- No more than 3 return bus journeys available per week to a town with shops and other services (e.g. health, banking) *

* This will be verified by the Council on the basis of the parish in which you reside.

Proof of age and residency will be required (a copy of a document showing your date of birth, e.g. driving licence, passport or medical card, is acceptable as is a utility or council tax bill for your address).

How to apply for Concessionary Travel Vouchers:

In order to apply for membership of the scheme you must complete the attached application form and return it with a passport sized photograph together with any proof required (see above notes)

Membership of the scheme is at the discretion of Mid Suffolk District Council.

What do I get?

You will receive a booklet of vouchers, (currently worth £104) which can be used to pay for your journey by Community Transport or Taxi, provided the operator has registered with the scheme. Details of operators who have registered will be forwarded with the vouchers or on request.

Vouchers will be valid from 1 April each year for a period of 12 months. If you join part way through the year you will be given a pro rata reduced number of vouchers, applications submitted after the 1 July, 1 October and 1 January will be dealt with on this basis (for example an application submitted on the 2 July would receive £78 of vouchers not £104. Vouchers will not be valid after the expiry date. You will be contacted regarding renewal before 31 March 2011.

How do I use the Vouchers?

Before you book your journey, check that the driver is registered with the scheme and will accept the vouchers.

Your vouchers will be in small denominations and stapled into a booklet. The cover of the booklet will be personalised to you with your name and photo. It will also have an identity number that will be repeated on each of the vouchers. Vouchers are not transferable to another person.

You can use the vouchers at their face value to pay some or all of the cost of a journey so long as you do not use more than £20 for any one journey. The driver will not be expected to give you change if you present vouchers greater than the cost, so you should use them only as part payment for a journey.

When you give the driver your vouchers you must also show the booklet cover to the driver. He will check that you are the authorised holder of the vouchers and that the identity numbers are the same.

Vouchers are only valid for journeys that start or finish within the County of Suffolk and **CANNOT** be used on conventional transport such as buses and trains.

What if I cannot use all of the Vouchers before they expire?

Unfortunately their validity lapses and you should destroy them.

What if I lose my vouchers?

You must notify us immediately so that they can be cancelled in the records. Replacement vouchers will not normally be issued but at the Council's discretion, replacements may be issued if the loss was beyond your control, e.g. theft, fire, flood damage etc.

Applications and Enquiries:

All applications and enquiries should be made to:

Democratic Services (Concessionary Travel)
Mid Suffolk District Council
131 High Street
Needham Market
Ipswich IP6 8DL

Telephone: (01449) 724681/724673
E-mail: bus.passes@midsuffolk.gov.uk

Conditions:

- Vouchers are available only to eligible persons, permanently resident in the Mid Suffolk District.
- Vouchers are not transferable and may only be used by the applicant.
- Vouchers cannot be used on conventional public transport.
- If a voucher holder becomes ineligible for any reason he or she or the next of kin must surrender the vouchers to the Council.

Welcome Witamy مرحباً Sveiki

If you would like this document in another language or format, or if you require the services of an interpreter, please contact us.

Jeżeli chcieliby Państwo otrzymać ten dokument w innym języku lub w innym formacie albo jeżeli potrzebna jest pomoc tłumacza, to prosimy o kontakt z nami.

إذا أردت هذه الوثيقة بلغة أخرى أو بطريقة أخرى، أو إذا كنت بحاجة إلى خدمات مترجم، فنرجو أن تقوم بالاتصال بنا.

Jei pageidaujate gauti šį dokumentą kita kalba ar kitu formatu, arba jei jums

 **0845 6 066 067**

MID SUFFOLK DISTRICT COUNCIL

**Application for The Suffolk Concessionary Travel
Voucher Scheme**



SEVERELY DISABLED

(For people with "Severe Mobility Impairment")

Please read the notes carefully before completing the form. Please print in BLOCK CAPITALS.

Title:		First names:				
Surname:						
Address:						
Post Town:		Post Code:				
Tel No:		Date of Birth:				
Password (easily remembered word to help us identify you if you call us)						

Declaration by the applicant:

- I apply for the Suffolk Concessionary Travel Voucher Scheme.
- I agree to abide by the conditions set out on this form.
- I have enclosed a passport sized colour photograph and proof of residency.
- I confirm that I have 'severe mobility impairment' (as defined in the Guidance Notes). I give permission to Mid Suffolk District Council to seek confirmation of my disability either through my medical referee listed below or another suitably qualified person as is necessary for the Council to do this.
- I claim Suffolk Travel Vouchers in place of the National Bus Pass to which I am otherwise entitled. **By signing this form I am waiving my right to a concessionary bus pass under Section 145(6) of the Transport Act 2000 until the 31 March following the date of signature** (where applications are made before the 31 March in a calendar year this will be 31 March the following year)

Signature:		Date:	
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Details of medical referee This does **not** need to be your Doctor but should be someone **medically qualified** and involved in the treatment or care of your disability.

Title:		First names:			
Surname:					
Address:					
Post Code:		Tel No:			
Professional Capacity in which you know the applicant					

Declaration (medical referee): I know the applicant in the capacity mentioned above and I am **medically qualified** and involved in their treatment or care. I confirm that I believe the applicant to have 'severe mobility impairment' (as defined in the Guidance Notes) and that it is of such severity that they are unable to use conventional public transport services.

Signature: _____ **Date:** _____

This Authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided on this form for the prevention and detection of fraud. It may also share this information with other bodies responsible for auditing or administering for these purposes.

MID SUFFOLK DISTRICT COUNCIL

Application for The Suffolk Concessionary Travel Voucher Scheme



REMOTENESS

(For people who live within a “Remote Location”)

Please read the notes carefully before completing the form. Please print in BLOCK CAPITALS.

Title:		First names:				
Surname:						
Address:						
Post Town:		Post Code:				
Number of years at this address:						
Tel No (optional):		Date of Birth:				
Password (easily remembered word to help us identify you if you call us)						
Please give details below of your local bus services (if any)						

Declaration by the applicant:

<ul style="list-style-type: none">▪ I apply for the Suffolk Concessionary Travel Voucher Scheme.▪ I agree to abide by the conditions set out on this form.▪ I have <u>enclosed a passport sized colour photograph</u>.▪ I have enclosed <u>proof of age</u> (eg copy of birth certificate, driving licence, passport, medical card)▪ I confirm that I am eligible to receive travel concessions.▪ I confirm that I have been in permanent residence for at least 5 years at the address above as from today's date and enclose proof of residency (eg copy of utility bill, council tax bill)▪ There are no more than 3 bus journeys a week from my Parish to a town with shops and other services.▪ I claim Suffolk Travel Vouchers in place of the National Bus Pass to which I am otherwise entitled By signing this form I am waiving my right to a concessionary bus pass under Section 145(6) of the Transport Act 2000 until the 31 March following the date of signature (where applications are made before the 31 March in a calendar year this will be 31 March the following year) <p>Please note: If you are bus pass holder you must return the pass with this form.</p>

Signature:		Date:	
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PLEASE NOTE ALL VOUCHERS AND RENEWAL VOUCHERS WILL BE ISSUED BY POST

Please return to: Democratic Services (Concessionary Travel), Mid Suffolk District Council, 131 High Street, Needham Market, Ipswich IP6 8DL

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