Nottinghamshire County Council

Replacement Concessionary Bus Pass Application Form

The charge for a replacement Bus Pass is £10.00 unless your Bus Pass has been stolen and you can provide the necessary proof. Your replacement Bus Pass will be issued within 7 working days from receipt of your completed replacement application form with the appropriate fee or a valid crime number issued by the Police. Any travel costs incurred whilst waiting for your replacement pass **will not** be refunded.

If you have any difficulties or enquiries regarding the completion of this form, please telephone **0300 500 80 80**.

Please note that in certain circumstances we are required to complete additional checks concerning the information you have submitted on the form.

ABOUT YOU

Title: Mr / Mrs / Miss / Ms / Other: .....

First Names: .....

Surname: .....

Previous / Maiden Name: .....

Address: .....

.....

Postcode: .....

Date of Birth: ...../ ..... / .....

National Insurance No: .....

Telephone Number: .....

E-mail address: .....

Lost ☐ Stolen ☐ Damaged ☐ Name Change ☐

Crime No. (if applicable) .....

Please note an Incident number is not acceptable.

IN ORDER TO OBTAIN YOUR PASS YOU WILL NEED TO ENCLOSE

Lost or Damaged Pass

£10.00 by cheque/postal order made payable to "Nottinghamshire County Council" **CASH MUST NOT BE SENT THROUGH THE POST** ☐

OR

Stolen Pass

A valid crime number Issued by the Police **FREE OF CHARGE** (If you cannot provide a valid crime number your application will be treated as a loss and a fee will be payable) ☐

OR

Change of Name

Proof of name change Copy of marriage certificate or name change deed **FREE OF CHARGE** ☐

Please post your completed application form to the address overleaf

Equality Monitoring

To ensure that there is complete equality of access to all of the services offered and to make sure that everyone is treated equally, fairly and with respect could you please complete the following information about yourself. This is **optional** but will help us improve our services

Age

- 5-15 ☐
- 16-24 ☐
- 25-34 ☐
- 35-44 ☐
- 45-54 ☐
- 55-64 ☐
- 65+ ☐
- Prefer not to state ☐

Gender

- Male ☐
- Female ☐

Ethnicity

For the purpose of this monitoring form, ethnicity relates primarily to skin colour and not nationality, place of birth or citizenship.

Asian or Asian-British ☐ Indian ☐ Pakistani ☐ Bangladeshi ☐ Other Asian

Black or Black-British ☐ Caribbean ☐ African ☐ Other Black

Chinese or any other Ethnicity ☐ Chinese ☐ Other Ethnicity Please state other in box below

Dual Heritage ☐ White & Black Caribbean ☐ White & Black African ☐ White & Asian

White ☐ British ☐ Irish ☐ Gypsy & Traveller ☐ Other White

Prefer not to state ☐

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 to administer concessionary travel and for the prevention and detection of fraud it may also share this information with other bodies responsible for auditing or administering public funds for these purposes.

I certify that the above details are correct. I further acknowledge that I am aware that the bus pass is property of Nottinghamshire County Council and I undertake to return it to the council if it is no longer required by me or its return is formally requested by an authorised officer of the council.

Please Sign Here ..... **Date** ..... / ..... / .....

Print Name .....

Please post your application form to the following address:
Nottinghamshire County Council, Transport and Travel Services
c/o Trent Bridge House, Fox Road, West Bridgford, Nottingham, NG2 6BJ

Please note that we DO NOT offer a while you wait service at this address

FOR OFFICE USE ONLY

Date Received ..... Pass Number .....

Date Pass Issued ..... Companion Pass Yes / No

Initials .....