



Suffolk Coastal District Council
 Council Offices
 Melton Hill
 Woodbridge
 Suffolk IP12 1AU
 Tel: (01394) 444647
 Email: concessionary.fares@suffolkcoastal.gov.uk

APPLICATION FOR TRAVEL VOUCHERS

Travel Vouchers are intended for people who have a severe physical disability and are therefore unable to make use of other concessionary fare schemes for use on conventional public transport. Consequently anyone who is currently fit and able enough to use a bus pass or railcard is not deemed to qualify for travel vouchers.

ENTER YOUR PERSONAL DETAILS (BLOCK LETTERS PLEASE)

SURNAME (MR/MRS/MISS/MS):	FORENAMES:
ADDRESS:	
POSTCODE:	DATE OF BIRTH:
Please give the reason you are unable to use public transport services:	

I declare that:

- I permanently reside at the above address.
- I have checked the information supplied in this application and to the best of my knowledge and belief the details are correct.
- I have read, understood and accept the terms of the scheme as detailed overleaf and confirm that I am eligible to receive the travel vouchers.
- I confirm that I have a physical disability which is of such severity that I am permanently unable to use conventional public transport services.
- I give Suffolk Coastal District Council permission to seek evidence of my disability by contacting the person named below: *(this person must be a medical or other professional who is involved with the treatment or care of your disability)*

NAME:	PROFESSIONAL CAPACITY:
ADDRESS:	
POST CODE:	

Signed _____ Date _____

Please return the form to the above address and remember to enclose a passport sized, colour photograph.

Data Protection Act 1998

This authority is under a duty to protect the public funds it administers, and to this end may use the information you have provided in this form 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.

For further information see <http://www.suffolkcoastal.gov.uk/help/legal/legalprivacy.htm#nfi>

Or contact Siobhan Martin on 01394 383789

FOR OFFICE USE ONLY

ID Number	Voucher Numbers Issued	Total value of vouchers issued:
	From: _____ To: _____	Issued by/date: _____

WHAT IS THE VOUCHER SCHEME?

The council recognises that there are some people who, for reasons of severe physical disability, cannot access the benefit of reduced fare travel on conventional public transport.

Eligible people can now apply for a book of vouchers, issued free of charge, that can be used towards travel with participating community transport or taxi operators.

AM I ELIGIBLE FOR TRAVEL VOUCHERS?

You are eligible for vouchers if you are at least 16 years old, are a permanent resident in the Suffolk Coastal District and your physical disability is of such severity that you are unable to use conventional public transport services.

Please note that if you participate in the voucher scheme you will not be eligible for a 'Suffolk Saver' bus pass, or a railcard.

WHAT DO I GET?

You will receive a booklet of vouchers and the front cover will be personalised with your name and photograph; it will also show an ID number that will be repeated on each of the vouchers. The vouchers are not transferable to any other person.

For the year 2010/2011 a booklet of vouchers will be issued to the value of £50 and each voucher will be worth £2. However, the value of vouchers for any applications submitted after 1 July, 1 October and 1 January will be reduced proportionately.

HOW DO I USE THE VOUCHERS?

If you want to make a journey using your vouchers it is important to check that the community transport or taxi company is registered with the scheme. The vouchers are valid for journeys that start and/or finish in Suffolk but CANNOT be used on conventional public transport such as buses and trains.

The vouchers can be used as part or full payment for your journey; a maximum of £20 worth of vouchers can be used at any one time. The driver will not be expected to give you change if you present vouchers greater than the cost of the journey.

When paying for your journey you must show the driver the booklet cover along with the vouchers so that he/she can check that you are the authorised holder of the vouchers and that the ID number is the same.

HOW DO I APPLY?

You need to complete in full the application form and return it with a passport sized, colour photograph to Suffolk Coastal District Council, Concessionary Fares, Council Offices, Melton Hill, Woodbridge, Suffolk, IP12 1AU.

You will need to "self-certify" on your application form that you qualify for the scheme. However, the council may wish to seek medical evidence that you are eligible, and therefore you must provide details of at least one person who is professionally qualified and involved in the treatment or care of your disability.

If you have any queries about completing the application form please telephone Customer Services on 01394 444647, or email us at concessionary.fares@suffolkcoastal.gov.uk.

SCHEME AMENDMENT

The Council reserves the Right to amend any details of the Voucher Scheme at any time. The Council's decision on the eligibility for, or the operation of the Scheme is final.