

Disabled Persons' Freedom Pass

Guidance notes for Application form



ENVIRONMENTAL SERVICES

Please read the notes carefully, as they will assist you in completing the application form for the Disabled Persons' Freedom Pass (DPFP).

What is the Disabled Persons' Freedom Pass?

It is a pass offering free travel in Greater London on buses, the underground, Docklands Light Railway, Croydon Tramlink and National Rail Services. There are no time restrictions on when you can travel.

The Disabled Freedom Pass is for people who meet the London Transport 2000 Act criteria.

How do I apply?

Any applicant who meets the automatic eligibility criteria can go directly to any Customer Care Centre along with all relevant documentation. Applicants who do not meet the automatic eligibility criteria need to return the application form along with all relevant documentation to the

**Concessionary Travel Department, Haringey Council, P.O. Box 38996,
London N22 9AF.**

Customer Service Centre
Apex House
820 Seven Sisters Road
Tottenham
London N15 5PQ

Customer Service Centre
48 Station Road
Wood Green
London N22 7TY

Hornsey Customer Service Centre
Hornsey Town Hall Annex
The Broadway
Crouch End
London N8 9JJ

Customer Service Centre
639 High Road
Tottenham
London N17 8BD

How to complete

SECTION A

ALL applicants must complete this section.

ALL applicants must provide proof of their **permanent address in Haringey**, this can be a photocopy of **ONE** of the following:

- The front cover of your Council/Housing Association rent book
- The front cover of your benefits book
- A recent council tax, electric, gas, telephone or water bill*
- Benefits Agency/Inland Revenue letter*
- Council Tax bill/Letter*
- Please also supply **one** passport size photograph
- Bank/Building Society statement*

All proofs marked* must be within the last 3 months

*Please note passes **cannot** be issued to "care of" addresses, drop-in centres, visitors or people of no fixed abode.*

How to complete

SECTION B

ALL applicants should complete this section

Parking and Taxicard concessions

If you have any of these please quote the badge/card number.

How to complete

SECTION C

ONLY applicants who can tick yes to any part of this section will qualify automatically. If you tick **YES** you will have to provide the required proof. This could be as follows:

Benefits

A photocopy of either your entitlement letter **OR** the first three pages of your benefits book showing that you have either **The Higher Rate Mobility Component of Disability Living Allowance** **OR** the **War Pensioners' Mobility Supplement**.

Visual Impairment

We will need a photocopy of your **BD8** form which confirms your visual impairment **OR** written confirmation that you are known to, or registered with, **Haringey's Sensory Impairment Team**.

*If you have ticked **YES** to any of **SECTION C** and provided the necessary proof please go to **SECTION E** and sign and date the declaration. If any part of **SECTION C** does not apply to you go to **SECTION D**.*

How to complete

SECTION D

ALL applicants who do not qualify automatically (see SECTION C) must complete this part of the form and ask their Doctor to complete the Medical report form.

Question 1

This part is for applicants with hearing and/or speech impediments.

Question 2

This part is for applicants who have mobility impairments; please give as much detail/information as possible.

Question 3

This part is for applicants without the use of both arms. If this applies to you please arrange for someone to complete this section.

Question 4

This part is for applicants who have been or are likely to be refused a United Kingdom Driving Licence on the grounds of being medically unfit, other than for the persistent misuse of drugs or alcohol. Please provide a copy of the DVLA refusal letter/notice or arrange for your doctor to complete the enclosed medical report form, confirming that if you were to apply for a UK driving licence your application would be refused on medical grounds.

Question 5

If you are known to Haringey's Learning Difficulties Services please obtain a letter from your Social worker or support worker.

Question 6

This relates to those who suffer from any mental illness and attend any day centres, employment projects, education, therapy or training courses or you require a freedom pass as part of your agreed care plan, please ask your doctor to complete the **Mental health report form**.

How to complete

SECTION E

ALL applicants must sign and date the declaration.

IMPORTANT: Please remember to include the proofs asked for in **SECTION A** and **SECTION C**.

Medical report form

ALL applicants who do not qualify automatically must ask their doctor, consultant or other medical practitioner to complete the Medical report form.

Returning your application form

Please return your completed Application form with the appropriate report from your GP (if applicable) in the envelope provided.

What will happen next?

In normal circumstances Application forms will be assessed within 6 weeks. However, if your application is incomplete it will delay the assessment.

If we require further information we will write to you within 10 working days.

If we need more information about your health or disability we will write to your GP or consultant.

Letter of Authority

If you qualify for a Freedom Pass you will be sent a letter to collect your Permit from any Customer Services Centre listed on front cover.

If your application is not successful, we will write to you with the reasons for our decision and provide details of how to appeal.

How can I get further help or information?

You can find out more information from the Customer Services Centre that covers your postcode. These are listed on the front page of this document.

Data Security Statement: Haringey Council intends to fulfil all its obligations under the Data Protection Act 1998 (the Act). The Council will ensure that all processing of data falling within the scope of the Act is appropriately notified to the Information Commissioner. Individuals whose information is held and processed by Haringey Council can be assured the information will be maintained in confidence and treated with all due care. Haringey Council tries to keep information held about you accurate and up-to-date. However, if you find any inaccuracies you have the right to have them corrected. If you have any concerns about the processing of information by Haringey Council you may contact the Data Protection Officer, Alexandra House, 4th Floor, 10 Station Road, Wood Green, London, N22 7TR or the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.