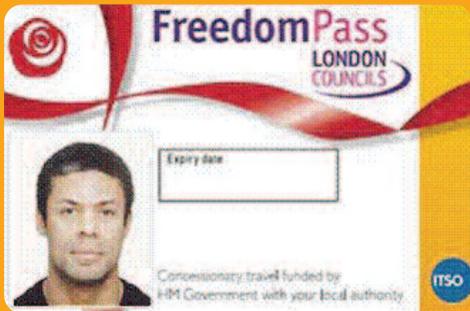


Disabled Freedom Pass Application Help Notes



DISABLED FREEDOM PASS APPLICATION HELP NOTES

Please read these notes before completing your application.
Please retain these notes for your information.

**If you would like this information in large print,
please contact 020 7926 5555.**

1. Introduction

If you are aged sixty (60) or over or have an eligible disability and your sole or principal residence is a London borough, you can apply for a Freedom Pass to help you travel around London. The Freedom Pass enables you to travel free on London's public transport which includes buses, the tube, trains, London Overground, Docklands Light Railway and trams. However if you are travelling by National Rail you need to make sure you are travelling in the correct areas or you may receive a penalty fare.

From 2 January 2009, both older London residents and disabled Freedom Pass holders can use their passes 24 hours a day on any TfL transport in London.

From 1 April 2008, both older London residents and disabled Freedom Pass holders (excluding 'London Only' pass holders) can use their passes on local bus services anywhere in England. Outside of London, these pass holders will be able to travel free between 9:30am and 11:00pm Monday to Friday, all day at weekends and on public holidays.

The Freedom Pass is not valid on some local bus routes and trains in and around the boundaries of London which are not part of the Transport for London network. A pass holder should contact the relevant transport company to check if these routes accept the Freedom Pass.

Older London residents can obtain a Freedom Pass directly from a local Post Office. However residents applying for a disabled Freedom Pass, the purpose of this application form, need to do so through their local council who will assess their eligibility under the criteria set out in the Transport Act 2000. If successful the council will provide an authorisation letter that the applicant should take to a local Post Office to collect their Disabled Freedom Pass.

2. Council and applicant's responsibilities

Lambeth Council is authorised and required to determine whether an applicant is a 'disabled person' for the purposes of obtaining a disabled Freedom Pass under the Transport Act 2000 and associated government guidance. The council may only issue nationwide scheme passes where the applicant meets the specific eligibility criteria.

As an applicant you are responsible for providing adequate evidence to demonstrate that you meet the specific eligibility criteria required to qualify for a disabled Freedom Pass. If your application form is incomplete we will return it and your application will not be processed. If your eligibility is unclear you may be asked to attend a mobility assessment, this will be carried out by an independent occupational therapist. Please note that we cannot take responsibility for any travel costs you incur whilst your application is being processed, regardless of the outcome.

Your application and any other medical evidence you provide will be carefully considered. However the final decision rests with the council and will be based solely on whether the council is satisfied that the eligibility criteria has been met. Please review the checklist in Section E to ensure you have completed all relevant parts of the form and enclosed supporting documentation before returning to:

London Borough of Lambeth
Accessible Transport Services
Olive Morris House
18 Brixton Hill
Brixton
SW2 1RD

Telephone enquiries: 020 7926 5555

Email enquiries: accessibletransport@lambeth.gov.uk

3. Section A: Your Details

Section A asks for your personal details including name, address, post code, date of birth, national insurance (NI) number and contact telephone number.

NI numbers can normally be found on your NI card, P45, P60, notice letter from the DWP, tax letter from HM Revenue & Customs, wage slip, payslip or benefit book.

You will be asked to provide proof of your identity and residency, without this your application will be returned. See Section C for the list of acceptable proof.

Previous addresses and Freedom Pass information helps us to correctly identify you and process your application more quickly and efficiently. If your previous pass was provided by a borough other than Lambeth your application will be treated as 'new' under current Lambeth processes and procedures.

We ask that you provide us with your GP and other health professional's details together with the consent to share information with relevant parties. If your eligibility is unclear this assists us with further enquiries without delaying your application.

4. Section B: Eligibility

You are eligible for a Disabled Freedom Pass if you meet one of the seven (7) eligibility categories described below.

Category A: Blind or partially sighted

The formal notification to register as blind (severely sight impaired) or partially sighted with your local authority is a Certificate of Visual Impairment (CVI) signed by a consultant ophthalmologist. The CVI was formerly known as the BD8 which is also acceptable documentary proof. However registration is voluntary.

Category B: Profoundly or severely deaf

The notification to register as profoundly or severely deaf with your local authority is an audiological report or a report from an aural specialist. However, as in the case of blind and partially sighted people, registration is voluntary.

Category C: Without speech

Included within this category are people who are unable to communicate orally in any language. It does not include people whose speech may be slow or difficult to understand. The council will require evidence from a speech and language therapist or GP advice relating to a medical condition that effects speech.

Category D: Has a disability, or has suffered an injury, which has a substantial and long-term adverse effect on your ability to walk

To describe eligibility this category is divided into three (3) components as further described below.

D1. Higher Rate Mobility Component of the Disability Living Allowance (HRMCDLA)

If you receive the HRMCDLA you may be considered to automatically qualify for a Freedom Pass. You will have had an award letter from the Disability and Carer's Service (DCS) or a vehicle with duty excise exemption. If you have lost this the DCS can provide another copy. We ask that you provide an award letter that has been issued within the last six (6) months or, if you have an indefinite award, a copy of the original certificate.

D2. Personal Independence Payment (PIP) with an award of eight (8) points or more under the "Moving Around" and/ or "Communicating verbally" activities

If you receive PIP with eight (8) points or more under the "Moving Around" and/ or "Communicating verbally" activities you may be considered to automatically qualify for a Freedom Pass. You will have had an award letter from the Department for Work and Pensions. We ask that you provide an award letter that has been issued within the last twelve (12) months or, if you have an ongoing award, a copy of the original certificate.

D3. War Pensioner's Mobility Supplement (WPMS)

If you receive the WPMS you may be considered to automatically qualify for a Freedom Pass. You will have an award letter from the Service Personnel and Veteran Agency.

D4. Inability or considerable difficulty in walking because of a permanent and substantial disability; or the exertion to walk constitutes a danger to your life or is likely to lead to serious deterioration of your health

Please describe the nature of your disability and give an estimate of the maximum distance you can walk without assistance or severe discomfort. We understand how difficult it can be to accurately work out the distance you can walk. There are several things that can help you:

Ask someone to walk with you and pace the distance you walk. The average adult step is less than one metre. For example, if the person walking with you took 100 steps, you would have walked about 90 metres.

- A size 9 shoe is about one third of a metre.
- The average double decked bus is about 11 metres long.
- A full size football pitch is about 100 metres long.

If you still find it difficult to work out the distance you can walk in metres please tell us:

- The number of steps you can take, and how long in minutes, it takes you to walk this distance.
- About your walking speed.
- The way you walk, for example shuffling, or small steps and so on.

Category E: Does not have arms or has long-term loss of the use of both arms

Upper limb double amputees and applicants with muscular dystrophy, a spinal cord injury or motor neurone disease can apply under these criteria. This category may also include applicants with a congenital absence of both upper limbs as well as those with both arms but who are unable to carry out day to day tasks with them. The council will require independent medical advice to support the application.

Category F: Has a learning disability, that is, a state of arrested or incomplete development of mind which includes significant impairment of intelligence and social functioning

A person with a learning disability has a reduced ability to understand new or complex information, a difficulty in learning new skills and may be unable to cope independently. A learning disability sufferer would qualify for specialist services and may have had a special education provision and therefore is probably already known to the Authority's Learning Disability Service. If not, independent medical advice to support the application will be required.

Category G: Would, if you applied for the grant of a licence to drive a motor vehicle under Part III of the Road Traffic Act 1988, have your application refused pursuant to section 92 of the Act (physical fitness) otherwise than on the ground of persistent misuse of drugs or alcohol

The Secretary of State may refuse to issue a drivers licence on the grounds of medical fitness such as certain types of epilepsy and severe mental disorders. However with specific reference above, people who persistently misuse drugs and alcohol will not be eligible for a disabled Freedom Pass.

It is not envisaged that an applicant would have to apply and be refused a licence to qualify under this category. However independent medical advice to show that such an application would be refused is required.

5. Section C: Residency & Identity Documentation and Payment

The council is therefore required to satisfy itself as to the identity of the applicant and that they reside within the borough.

Acceptable evidence for residency and identity is listed. Please send photocopies and not original documents. Note that a mobile telephone bill is not accepted as proof of residence. If you are unable to provide evidence as per the list please explain why this is the case and or call the Accessible Transport Services office.

If the applicant is a young person we also accept the following as evidence of residence:

- NHS Medical Card
- Child Benefit Notice from HM Revenue and Customs
- Disability Living Allowance Letter
- Birth Certificate

6. Section E: Declarations

All applicants, or guardians and representatives on their behalf, must sign and date the form to confirm they have read, understood and agree with each of the statements.

7. Appeals

If your application is rejected you may appeal. In order for the council to undertake a further review of this decision you will need to provide new evidence or information concerning your disability.

You do not need to submit another application form. Please write a letter clearly stating:

- Your name, address and date of birth.
- Your intention to appeal the council's decision.
- The reasons for your appeal.
- The criteria (see above) that you believe you qualify under.

Appeals are accepted if made in writing within twenty-eight (28) days of an application being rejected. We aim to process appeal applications in approximately six (6) to eight (8) weeks. Only the information presented in your appeal can be considered so please ensure you notify us if you are seeking further information.

You may report your case to the Local Government Ombudsman if you feel that there have been procedural irregularities in dealing with your application. You are able to obtain further information about this from the Lambeth Complaints Team on telephone 020 7926 9694 or email complaints@lambeth.gov.uk

